

SHIFT WORK POLICY - COLD STORAGE FACILITIES

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Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-007

1. PURPOSE AND SCOPE

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1. This Shift Work Policy ("Policy") establishes guidelines and procedures for

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2. This Policy applies to all Company employees, contractors, and temporary

2. DEFINITIONS

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1. "Cold Storage Facility" means any controlled environment maintained at or

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2. "Shift Work" refers to any work schedule outside standard business hours

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3. "Essential Personnel" includes technicians, engineers, and support staff di

3. SHIFT SCHEDULES

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1. Standard Shift Patterns

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First Shift: 6:00 AM - 2:30 PM

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Second Shift: 2:00 PM - 10:30 PM

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Third Shift: 10:00 PM - 6:30 AM

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2. Shift Rotation

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Personnel shall rotate shifts every four (4) weeks unless otherwise specified

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Minimum 24-hour rest period required between shift changes

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Maximum of 12 consecutive hours worked per shift

4. COLD ENVIRONMENT SAFETY PROTOCOLS

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1. Mandatory Rest Periods

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15-minute warm-up break every 2 hours

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30-minute meal break per 8-hour shift

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Additional breaks as needed based on temperature conditions

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2. Personal Protective Equipment (PPE)

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Company-provided cold-weather gear must be worn at all times

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Thermal protective clothing

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Insulated gloves and boots

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Head protection with thermal lining

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3. Time Limitations

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Maximum continuous cold exposure: 2 hours

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Minimum 15-minute warm room recovery period

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Buddy system required for work below -20°C (-4°F)

5. COMPENSATION AND BENEFITS

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1. Shift Differentials

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Second Shift: Additional 10% of base hourly rate

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Third Shift: Additional 15% of base hourly rate

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Weekend Shifts: Additional 20% of base hourly rate

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2. Cold Environment Premium

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Additional \$2.00 per hour for work in environments below -10°C (14°F)

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Additional \$3.00 per hour for work in environments below -20°C (-4°F)

6. TRAINING REQUIREMENTS

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1. Mandatory Training

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Cold environment safety certification (annual)

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Robot operation in extreme conditions

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Emergency response procedures

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First aid and cold injury prevention

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2. Documentation

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Training records maintained in HR database

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Certification renewal tracking

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Performance evaluations specific to cold environment work

7. HEALTH AND SAFETY MONITORING

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1. Medical Clearance

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Annual physical examination required

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Quarterly health screenings

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Immediate reporting of cold-related symptoms

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2. Environmental Monitoring

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Temperature logging every 2 hours

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Wind chill factor calculations

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Humidity level tracking

8. EMERGENCY PROCEDURES

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1. Emergency Response

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Immediate evacuation protocols

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Communication procedures

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Medical emergency response

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Robot malfunction protocols

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2. Reporting Requirements

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Incident documentation within 24 hours

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Near-miss reporting

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Equipment failure documentation

9. POLICY COMPLIANCE

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1. Enforcement

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Violations subject to disciplinary action

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Progressive discipline policy applies

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Immediate removal from cold environment for safety violations

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2. Policy Review

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Annual review and updates

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Employee feedback incorporation

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Regulatory compliance verification

10. ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Shift Work Policy for Cold Storage Facilities. I agree to comply with all policy requirements and understand that violations may result in disciplinary action up to and including termination of employment.

Employee Name: _

Employee ID: _

Date: _

Signature: _

11. POLICY ADMINISTRATION

Document Owner: Human Resources Department

Last Revised: December 15, 2023

Next Review Date: December 15, 2024

Version 3.1

End of Policy Document

