NEW HIRE ONBOARDING PROCESS - TECHNICAL ROLES

Polar Dynamics Robotics, Inc.

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1. PURPOSE AND SCOPE

1. This document establishes the standardized onboarding procedures for technical roles at Polar Dynamics Robotics, Inc. ("Company"), including but not limited to: Robotics Engineers, Software Developers, Systems Architects, Control Systems Engineers, and Technical Research Staff.

2. This process applies to all full-time, part-time, and contract technical employees working on the Company's proprietary technologies, including IceNav(TM) AI navigation platform, cold-resistant actuator systems, and thermal management solutions.

2. PRE-EMPLOYMENT REQUIREMENTS

1. **Background Verification**

-       Criminal background check

-       Education verification

-       Employment history verification

-       Professional references (minimum 3)

-       Export control compliance screening

2. **Documentation Requirements**

-       Signed offer letter

-       Executed Employment Agreement

-       Proprietary Information and Inventions Assignment Agreement (PIIA)

-       Non-Disclosure Agreement (NDA)

-       Form I-9 and supporting documentation

-       Export control certification (ITAR/EAR as applicable)

3. TECHNICAL ONBOARDING PROCEDURE

1. **Week 1: Administrative Integration**

- Security badge issuance and facility access configuration

- IT systems access provisioning

- Development environment setup

- Source code repository access

- Internal communication platforms setup

- Technical documentation access

2. **Week 1-2: Compliance Training**

- Information security protocols

- Clean room procedures

- Safety protocols for cold environment testing

- Handling of proprietary technology

- Export control compliance

- Code documentation standards

- Version control procedures

3. **Week 2-3: Technical Systems Introduction**

- IceNav(TM) platform architecture overview

- Thermal management systems training

- Actuator technology fundamentals

- Test environment protocols

- Quality assurance procedures

- Continuous integration/deployment processes

4. ROLE-SPECIFIC TRAINING

1. **Robotics Engineering Track**

- Advanced actuator programming

- Cold-environment testing procedures

- Sensor calibration protocols

- Robot operating system (ROS) implementation

- Hardware-software integration

2. **Software Development Track**

-       IceNav(TM) codebase architecture

-       AI/ML model deployment

-       Performance optimization techniques

-       Code review procedures

-       Testing frameworks

3. **Systems Architecture Track**

-       System architecture documentation

-       Integration protocols

-       Scalability planning

-       Security architecture

-       Performance monitoring

5. INTELLECTUAL PROPERTY PROTECTION

1. All technical employees must acknowledge and agree to:

-       Assignment of inventions to the Company

-       Maintenance of laboratory notebooks

-       Documentation of all technical contributions

-       Compliance with patent procedures

-       Protection of trade secrets

2. Technical employees shall participate in quarterly IP protection refresher training.

6. EVALUATION AND MILESTONE REVIEW

1. **30-Day Review**

-       Technical competency assessment

-       Project assignment evaluation

-       Team integration review

-       Security compliance verification

2. **60-Day Review**

- Independent work capability assessment

- Code quality evaluation

- Documentation compliance

- Technical knowledge verification

3. **90-Day Review**

- Project contribution evaluation

- Innovation potential assessment

- Team collaboration review

- Final onboarding completion certification

7. CONFIDENTIALITY AND SECURITY

1. All technical employees must maintain strict confidentiality regarding:

- Proprietary cold-resistant actuator technology

- IceNav(TM) AI algorithms and architecture

- Thermal management system specifications

- Customer deployment configurations

- Research and development initiatives

2. Violation of confidentiality requirements may result in immediate termination and legal action.

8. DOCUMENT CONTROL

1. This document is maintained by the Legal Department in conjunction with Human Resources and Technical Operations.

2. Reviews and updates occur annually or as required by significant technological or operational changes.

3. Distribution is restricted to authorized personnel only.

9. APPROVAL AND EXECUTION

APPROVED AND ADOPTED by Polar Dynamics Robotics, Inc.

By:

Katherine Wells

Chief Financial Officer

Date: _

By:

Dr. James Barrett

Chief Robotics Officer

Date: _

ACKNOWLEDGED:

By:

[New Technical Employee Name]

[Title]

Date: _