

EMPLOYEE GRIEVANCE PROCEDURE MANUAL

EMPLOYEE GRIEVANCE PROCEDURE MAN

NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

Document Version: 2.0

1. PURPOSE AND SCOPE

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1. This Employee Grievance Procedure Manual ("Manual") establishes the f

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2. A grievance is defined as any work-related concern, problem, or complaint

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Violations of company policies or procedures

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Unfair treatment or discrimination

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Workplace safety concerns

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Harassment or hostile work environment

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Compensation disputes

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Performance evaluation disagreements

2. INFORMAL RESOLUTION

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1. Employees are encouraged to first attempt to resolve grievances informally.

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2. The Human Resources Department maintains an open-door policy and is available to assist employees in resolving grievances.

3. FORMAL GRIEVANCE PROCEDURE

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1. ****Step One - Initial Filing****

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Employee must submit a written grievance to HR within 10 business days of the date of the grievance.

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The grievance must include:

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Detailed description of the issue

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Dates and times of relevant events

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Names of involved parties

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Desired resolution

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Supporting documentation

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2. ****Step Two - HR Review****

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HR will acknowledge receipt within 2 business days

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Initial review completed within 5 business days

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HR may request additional information or documentation

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Preliminary investigation initiated if warranted

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3. **Step Three - Investigation**

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Formal investigation conducted by HR or designated investigator

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Interviews with relevant parties

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Review of documentation and evidence

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Investigation typically completed within 15 business days

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Timeline may be extended for complex cases

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4. ****Step Four - Resolution****

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Written decision provided within 5 business days of investigation completion

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Decision includes:

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Findings of fact

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Conclusion regarding policy violations

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Recommended corrective actions

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Appeal rights notification

4. APPEAL PROCESS

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1. Employees may appeal the initial decision within 5 business days by submitting

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2. Appeals must include:

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Basis for appeal

- - 7 -

New evidence (if any)

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Explanation of why initial decision should be modified

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3. Appeal Review:

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Conducted by senior management panel

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Decision within 10 business days

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Decision is final and binding

5. CONFIDENTIALITY AND NON-RETALIATION

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1. All grievance proceedings will be kept confidential to the extent possible v

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2. The Company strictly prohibits retaliation against any employee for filing

6. DOCUMENTATION AND RECORD KEEPING

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1. HR will maintain complete records of all grievances, including:

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Initial complaints

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Investigation notes

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Interview records

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Correspondence

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Final decisions

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Appeal documentation

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2. Records retained for 7 years from date of resolution.

7. SPECIAL CIRCUMSTANCES

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1. ****Expedited Process****

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Available for serious safety concerns

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Harassment allegations involving senior management

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Other urgent matters as determined by HR

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2. ****External Reporting****

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Nothing in this Manual prevents employees from filing complaints with appropriate

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Employees encouraged to utilize internal procedures first

8. AMENDMENTS AND UPDATES

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1. This Manual may be modified or updated at any time by the Company with

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2. Current version always available on Company intranet.

ACKNOWLEDGMENT

By my signature below, I acknowledge receipt of the Employee Grievance Procedure Manual and understand its contents.

Employee Name: _

Employee Signature: _

Date: _

Authorized by:

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James Wilson

Chief Financial Officer

NaviFloor Robotics, Inc.

Richard Torres

Chief Operating Officer

NaviFloor Robotics, Inc.

Date: January 15, 2024

