

RELOCATION ASSISTANCE POLICY

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NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

1. PURPOSE AND SCOPE

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1. This Relocation Assistance Policy ("Policy") establishes guidelines and pr

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2. This Policy applies to:

- a) New hires at Director level and above
- b) Existing employees at Senior Engineer level and above
- c) Critical technical specialists as determined by Executive Management
- d) Employees whose relocation is specifically requested by the Company

2. ELIGIBILITY REQUIREMENTS

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1. Employees must be relocating at least 50 miles from their current residence

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2. Relocation must be completed within 12 months of:

- a) The employment start date for new hires
- b) The transfer effective date for current employees

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3. Employees must sign a Relocation Agreement committing to remain employed for a period of 12 months.

3. COVERED RELOCATION EXPENSES

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1. ****Tier 1 Benefits**** (Executive Level - VP and Above):

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House hunting trips (up to 2 trips, 5 days each)

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Temporary housing (up to 90 days)

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Home sale assistance or lease cancellation

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Moving of household goods

- - 3 -

Storage (up to 90 days)

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Final move expenses

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Maximum benefit: \$75,000

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2. ****Tier 2 Benefits**** (Director Level):

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House hunting trips (1 trip, 5 days)

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Temporary housing (up to 60 days)

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Home sale assistance or lease cancellation

- - 4 -

Moving of household goods

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Storage (up to 60 days)

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Final move expenses

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Maximum benefit: \$50,000

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3. ****Tier 3 Benefits**** (Senior Engineers/Technical Specialists):

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House hunting trip (1 trip, 3 days)

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Temporary housing (up to 30 days)

- - 5 -

Moving of household goods

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Storage (up to 30 days)

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Final move expenses

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Maximum benefit: \$25,000

4. REIMBURSEMENT PROCEDURES

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1. All relocation expenses must be pre-approved using the Company's Relocation Request Form.

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2. Employees must submit all relocation expense claims within 60 days of in-

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3. Documentation requirements:

a) Original receipts

b) Completed expense report forms

c) Supporting documentation for home sale/purchase

d) Lease agreements for temporary housing

e) Moving company invoices

5. TAX CONSIDERATIONS

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1. The Company will provide tax assistance ("gross-up") for taxable relocation

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Tier 1: 100% gross-up

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Tier 2: 75% gross-up

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Tier 3: 50% gross-up

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2. Employees are advised to consult with personal tax advisors regarding the

6. REPAYMENT OBLIGATIONS

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1. Employees who voluntarily terminate employment or are terminated for cause

a) 12 months of relocation: 100% repayment required

b) 13-24 months of relocation: prorated repayment required

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2. Repayment must be made within 30 days of employment termination.

7. ADMINISTRATION

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1. The Human Resources Department is responsible for administering this Policy.

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2. The Chief Financial Officer must approve any exceptions to this Policy.

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3. The Company reserves the right to modify or terminate this Policy at any time.

8. COMPLIANCE

- - 9 -

1. This Policy complies with all applicable federal and state laws regarding e

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2. The Company will maintain appropriate records of all relocation assistance

9. DEFINITIONS

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1. "Relocation Expenses" means reasonable costs directly related to moving

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2. "Final Move Expenses" includes transportation, lodging, and meals during

ACKNOWLEDGMENT

I acknowledge that I have read and understand the terms of this Relocation Assistance Policy.

Employee Name: _

Employee Signature: _

Date: _

Approved by:

James Wilson

Chief Financial Officer

NaviFloor Robotics, Inc.

Richard J. Torres

Chief Operating Officer

NaviFloor Robotics, Inc.

