

**TEAM BUILDING ACTIVITIES CALENDAR**

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**NaviFloor Robotics, Inc.**

*Effective Date: January 1, 2024*

**1. PURPOSE AND SCOPE**

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1. This Team Building Activities Calendar ("Calendar") establishes the offic

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2. This Calendar applies to all full-time and part-time employees across all d

**2. GOVERNANCE AND ADMINISTRATION**

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- 1. The Human Resources Department, in coordination with Department Head

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- 2. Budget allocation for each activity shall be approved by the Chief Financial

**3. QUARTERLY TEAM BUILDING EVENTS**

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- 1. Q1 (January-March): Innovation Challenge

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Date: February 15, 2024

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Location: Company Headquarters - Innovation Lab

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Focus: Cross-departmental robotics prototype competition

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Duration: Full day event (9:00 AM - 5:00 PM)

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Budget Category: Major Event

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2. Q2 (April-June): Sustainability Initiative

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Date: May 23, 2024

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Location: Delaware State Park

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Focus: Environmental conservation and team challenges

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Duration: Full day event (8:30 AM - 4:30 PM)

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Budget Category: Medium Event

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3. Q3 (July-September): Technical Symposium & Team Olympics

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Date: August 8, 2024

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Location: NaviFloor Technical Center

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Focus: Knowledge sharing and athletic competition

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Duration: Two-day event

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Budget Category: Major Event

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4. Q4 (October-December): Annual Innovation Summit

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Date: November 14, 2024

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Location: Metropolitan Convention Center

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Focus: Company achievements and future planning

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Duration: Full day event (9:00 AM - 6:00 PM)

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Budget Category: Premium Event

#### **4. MONTHLY DEPARTMENTAL ACTIVITIES**

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##### **1. Engineering Department**

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Monthly Code Review Social (Last Thursday)

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Robotics Lab Open House (First Tuesday)

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##### **2. Research & Development**

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Monthly Research Presentation (Second Wednesday)

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Innovation Roundtable (Third Friday)

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3. Operations & Manufacturing

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Safety First Social (First Monday)

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Process Improvement Workshop (Last Tuesday)

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4. Sales & Marketing

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Market Analysis Breakfast (Second Tuesday)

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Customer Success Stories (Fourth Thursday)

## **5. PARTICIPATION AND ATTENDANCE**

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### **1. Participation Requirements**

- a) All full-time employees are required to attend minimum two (2) quarterly events
- b) Department-specific activities require 75% attendance rate
- c) Remote employees shall have virtual participation options

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### **2. Notification and Registration**

- a) Event announcements: Minimum 30 days notice
- b) Registration deadline: 14 days prior to event
- c) Cancellation notice: 72 hours minimum



## **6. BUDGET AND RESOURCE ALLOCATION**

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### **1. Annual Budget Breakdown**

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Major Events: \$15,000 per event

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Medium Events: \$8,000 per event

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Departmental Activities: \$1,500 per month per department

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### **2. Resource Requirements**

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Facility reservations

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Equipment and materials

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Catering services

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Transportation (if applicable)

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External facilitators (as needed)

## **7. HEALTH AND SAFETY PROTOCOLS**

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1. All team building activities shall comply with:

a) Company safety policies

b) Local health regulations

c) Insurance requirements

d) Facility safety guidelines

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## 2. Risk Assessment

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Required for all off-site activities

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Safety officer review for technical activities

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Emergency response plan for each event

## **8. DOCUMENTATION AND REPORTING**

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## 1. Event Documentation

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Attendance records

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Photo/video documentation

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Participant feedback surveys

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Budget reconciliation reports

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## 2. Quarterly Review

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Effectiveness assessment

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Budget analysis

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Participation metrics

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Recommendation for improvements

## **9. AMENDMENTS AND UPDATES**

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1. This Calendar may be amended by the Human Resources Department with

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2. Updates shall be communicated to all employees within five (5) business d

## **10. AUTHORIZATION**

This Team-Building Activities Calendar is hereby approved and adopted by  
NaviFloor Robotics, Inc.

APPROVED BY:

Dr. Sarah Chen

CEO & Co-founder

Date: December 15, 2023

Richard Torres

Chief Operating Officer

Date: December 15, 2023

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James Wilson

Chief Financial Officer

Date: December 15, 2023

