

# BOARD COMMUNICATION POLICY

## BOARD COMMUNICATION POLICY

**Polar Dynamics Robotics, Inc.**

*Effective Date: January 15, 2024*

*Policy Number: GOV-2024-001*

### 1. PURPOSE AND SCOPE

1. This Board Communication Policy (the "Policy") establishes guidelines for communication between the Board and management.
2. This Policy applies to all members of the Board, including independent directors.

## **2. DEFINITIONS**

1. "Confidential Information" means any non-public information pertaining to the Company or its business.
2. "Material Information" means information that a reasonable investor would consider important in making an investment decision.
3. "Electronic Communications" includes email, instant messaging, video conferencing, and other electronic means of communication.

## **3. INTERNAL BOARD COMMUNICATIONS**

### **1. Regular Communications**

-

Board members shall primarily communicate through Company-provided email and video conferencing.

-

All formal Board communications must be documented and archived.

- - 2 -

The Corporate Secretary shall maintain records of all official Board co

## 2. Meeting Communications

-

Board meeting notices shall be distributed at least 14 days in advance

-

Meeting materials shall be provided through the secure Board portal a

-

Minutes shall be circulated within 10 business days following each me

## 3. Emergency Communications

-

The Board Chair may initiate emergency communications through app

-

Emergency meetings require 24-hour notice when possible

-

Immediate notification is required for matters involving cybersecurity in

## **4. EXTERNAL COMMUNICATIONS**

### **1. Shareholder Communications**

-

All formal shareholder communications must be approved by the Board

-

Individual directors shall not engage in direct communication with share

-

Shareholder inquiries shall be directed to Investor Relations or the Co

### **2. Media Relations**

- - 4 -

The Board Chair and CEO are the only authorized spokespersons for

-

Directors must refer all media inquiries to Corporate Communications

-

Social media posts regarding Company matters require prior approval

### 3. Regulatory Communications

-

All communications with regulatory bodies must be coordinated through

-

Directors must immediately report any regulatory inquiries to the General

-

Required disclosures must be reviewed by the Audit Committee prior

## 5. CONFIDENTIALITY AND SECURITY

### 1. Information Protection

-

Directors shall maintain strict confidentiality of all non-public Board information.

-

Particular attention must be given to protecting proprietary robotics technology.

-

All Board materials must be accessed through the secure Board portal.

### 2. Communication Security

-

Directors must use Company-issued devices for Board communications.

-

Two-factor authentication is required for accessing Board materials.

- - 6 -

Encryption is mandatory for all electronic communications containing

## **6. COMPLIANCE AND ENFORCEMENT**

1. All Board members must acknowledge this Policy annually in writing

2. Violations may result in:

-

Removal from Board committees

-

Recommendation for removal from the Board

-

Legal action if confidentiality obligations are breached

3. The Governance Committee shall review compliance annually and

## **7. POLICY REVIEW AND AMENDMENTS**

1. This Policy shall be reviewed annually by the Governance Committee
2. Amendments require approval by majority Board vote
3. The General Counsel shall maintain the official version of this Policy

## **8. ACKNOWLEDGMENT**

The undersigned Director hereby acknowledges receipt and understanding of the Board Communication Policy.

---

—



Director's Name:

Date:

—

Board Chair:

Date:

—

Corporate Secretary:

Date:

...

*Last Updated: January 15, 2024*

*Approved by Board Resolution: 2024-001*

