

**INTERNSHIP PROGRAM FRAMEWORK**

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**NaviFloor Robotics, Inc.**

*Effective Date: January 15, 2024*

**1. PURPOSE AND SCOPE**

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1. This Internship Program Framework (the "Framework") establishes the go

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2. This Framework applies to all paid internship positions within the Compan

## **2. DEFINITIONS**

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1. "Intern" means a temporary employee, typically enrolled in an accredited

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2. "Program Manager" refers to the designated Human Resources representa

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3. "Department Mentor" means the assigned supervisor within the relevant d

## **3. PROGRAM STRUCTURE**

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1. Duration and Timing

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Standard internship terms shall be 12 weeks

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Summer term: June 1 - August 31

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Fall term: September 15 - December 15

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Spring term: January 15 - April 15

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## 2. Eligibility Requirements

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Currently enrolled in accredited undergraduate or graduate program

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Minimum GPA of 3.0

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Major in relevant field (Engineering, Computer Science, Robotics, or related)

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Legal authorization to work in the United States

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Completion of sophomore year for undergraduate students

#### **4. COMPENSATION AND BENEFITS**

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##### **1. Compensation Structure**

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Competitive hourly rate based on education level and experience

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Undergraduate interns: \$25-30/hour

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Graduate interns: \$30-35/hour

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Maximum 40 hours per week

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## 2. Additional Benefits

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Housing stipend for relocated interns: \$1,000/month

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Transportation allowance: \$100/month

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Access to company facilities and amenities

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Participation in company events and activities

## 5. INTELLECTUAL PROPERTY AND CONFIDENTIALITY

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1. All work product, innovations, and intellectual property created by Interns

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2. Interns must execute the Company's standard Confidentiality and Invention

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3. Interns shall maintain strict confidentiality regarding the Company's prop

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Technical specifications

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Research and development activities

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Customer information

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Business strategies

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Proprietary algorithms and software

## **6. PROGRAM ADMINISTRATION**

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1. Selection Process

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Online application submission

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Technical assessment

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Two rounds of interviews

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Background check

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Reference verification

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2. Onboarding Requirements

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Completion of I-9 documentation

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Signed offer letter

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Executed confidentiality agreement

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Completion of required training modules

## **7. PERFORMANCE EVALUATION**

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1. Regular Assessment

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Weekly check-ins with Department Mentor

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Mid-term evaluation

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Final performance review

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Project presentation to department leadership

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## 2. Conversion Criteria

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Outstanding performance evaluation

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Business need

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Budget availability

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Cultural fit assessment

## **8. COMPLIANCE AND REPORTING**

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1. The Program Manager shall ensure compliance with:

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Fair Labor Standards Act

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Equal Employment Opportunity regulations

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State and local employment laws

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Department of Labor guidelines for internship programs

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## 2. Documentation Requirements

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Maintained personnel files

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Performance evaluations

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Project deliverables

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Time and attendance records

## **9. PROGRAM MODIFICATION**

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1. The Company reserves the right to modify or terminate this Framework at

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2. Material changes shall be communicated to all active Interns and departme

## **10. EXECUTION**

IN WITNESS WHEREOF, this Framework has been approved and adopted

Company's authorized representatives.

NAVIFLOOR ROBOTICS, INC.

**By:**

Name: Richard Torres

Title: Chief Operating Officer

Date: January 15, 2024

**By:**

Name: James Wilson

Title: Chief Financial Officer

Date: January 15, 2024

