

Immigration Documentation Guidelines - H1B

Polar Dynamics Robotics, Inc.

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1. Purpose and Scope

1. This document establishes the standard operating procedures and documentation requirements for H-1B visa sponsorship at Polar Dynamics Robotics, Inc. ("Company") for specialized technical positions in robotics engineering, artificial intelligence, and advanced manufacturing.
2. These guidelines apply to all departments involved in the H-1B visa process, including Human Resources, Legal, and hiring managers within the Company's technical divisions.

2. Eligibility Requirements

1. Position Requirements

- Must qualify as a "specialty occupation" requiring theoretical and practical application of highly specialized knowledge
- Minimum of bachelor's degree or equivalent in robotics, mechanical engineering, computer science, or related field
- Position must relate directly to the Company's core robotics and automation technology development

2. Candidate Requirements

- Must possess required academic credentials from accredited institutions
- Foreign degrees must be evaluated by approved credential evaluation services
- Must meet minimum salary requirements as per DOL prevailing wage determination

3. Required Documentation

1. Corporate Documentation

- Current business license and incorporation documents
- Tax identification documentation

- Evidence of financial viability (annual reports, tax returns)
- Organization chart showing position within company structure
- Detailed position description and requirements

2. Candidate Documentation

- Academic credentials (diplomas, transcripts, credential evaluations)
- Current resume/CV
- Passport and current immigration status documentation
- Prior visa documentation (if applicable)
- Evidence of maintained status (I-94, prior approval notices)

4. Filing Procedures

1. Internal Review Process

- Department manager submits staffing request to HR
- HR conducts preliminary evaluation of position and candidate
- Legal department reviews documentation for compliance
- Public Access File preparation and maintenance

2. LCA Filing

- Prevailing wage determination
- Notice posting requirements (10 business days)
- Electronic LCA filing through DOL
- LCA posting and public access file maintenance

3. H-1B Petition

- Form I-129 preparation
- Supporting documentation compilation
- Premium processing evaluation
- USCIS filing and tracking

5. Compliance Requirements

1. Public Access File

- Wage rate documentation
- Benefits documentation
- Prevailing wage determination
- Posted notice documentation
- LCA copy
- Documentation retention (1 year beyond employment period)

2. H-1B Worker Obligations

- Maintain accurate time and attendance records
- Report material changes in employment
- Maintain required licensure and credentials
- Comply with export control regulations

6. Material Changes

1. Reportable Changes

- Significant changes in job duties
- Work location changes
- Reduction in hours or wages
- Corporate restructuring affecting employment

2. Amendment Requirements

- New LCA filing requirements
- H-1B amendment timing and procedures
- Notice requirements for material changes

7. Termination Procedures

1. Early Termination

- Notice requirements
- Return transportation obligation
- USCIS notification procedures
- Final wage payment requirements

2. Documentation Requirements

- Termination letter
- Final pay documentation
- Return transportation offer
- USCIS withdrawal notification

8. Compliance Monitoring

1. Periodic Reviews

- Quarterly compliance audits
- Wage and hour reviews
- Public Access File maintenance
- Immigration status monitoring

2. Record Retention

- Maintain all H-1B related documents for 3 years
- Public Access File retention for 1 year post-employment
- Electronic backup system requirements

9. Legal Disclaimer

These guidelines are intended for internal use only and do not constitute legal advice. Immigration laws and regulations are subject to change. The Company reserves the right to modify these guidelines at any time to maintain compliance with applicable laws and regulations.

10. Authorization

Approved by:

Katherine Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Date: _

Corporate Counsel

Polar Dynamics Robotics, Inc.

Date: _