

EMPLOYEE REFERRAL PROGRAM GUIDELINES

EMPLOYEE REFERRAL PROGRAM GUIDEL

NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

Document Version: 2.0

1. PURPOSE AND SCOPE

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1. NaviFloor Robotics, Inc. ("Company") establishes these Employee Referral

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2. These Guidelines apply to all full-time and part-time employees of the Company.

2. DEFINITIONS

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1. "Referring Employee" means any eligible Company employee who submits a referral.

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2. "Referred Candidate" means an individual who is referred for employment by a Referring Employee.

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3. "Qualifying Hire" means a Referred Candidate who is successfully hired and employed by the Company for a minimum of 90 days.

3. REFERRAL BONUS STRUCTURE

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1. Technical Positions

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Senior Software Engineers: \$5,000

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Robotics Engineers: \$5,000

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Machine Learning Engineers: \$5,000

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Systems Architects: \$4,000

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Technical Product Managers: \$4,000

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2. Non-Technical Positions

- - 3 -

Sales Professionals: \$3,000

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Operations Managers: \$2,500

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Business Development: \$2,500

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Administrative Roles: \$1,500

4. ELIGIBILITY REQUIREMENTS

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1. Referring Employee Eligibility

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Must be actively employed throughout the referral process

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Cannot be involved in the hiring decision

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Must not be on a performance improvement plan

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Excludes HR personnel, hiring managers, and executive leadership

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2. Referred Candidate Eligibility

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Must not have been previously employed by the Company

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Cannot be currently engaged with the Company as a contractor

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Must not be actively in the Company's recruitment pipeline

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Must not have applied to the Company within the previous 12 months

5. REFERRAL PROCESS

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1. Submission Requirements

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Referrals must be submitted through the designated HR portal

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Referring Employee must provide candidate's current resume

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Referral must be submitted prior to candidate's application

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Written consent from the Referred Candidate must be obtained

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2. Documentation

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Date and time of referral submission

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Position(s) for which candidate is referred

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Referring Employee's relationship to candidate

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Candidate's qualifications and experience summary

6. PAYMENT TERMS

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1. Bonus Payment Schedule

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50% paid after Referred Candidate completes 90 days

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Remaining 50% paid after completion of 180 days

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All payments subject to standard payroll tax withholdings

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2. Payment Conditions

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Referring Employee must be actively employed at time of payment

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Referred Candidate must maintain satisfactory performance

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No bonus paid if candidate separates prior to 180 days

7. PROGRAM LIMITATIONS

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1. Multiple Referrals

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Maximum of three (3) successful referral bonuses per calendar year

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One bonus payment per successful hire

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First referral received takes precedence in cases of duplicate referrals

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2. Budget Constraints

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Program subject to annual budget limitations

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Company reserves right to modify or suspend program

8. COMPLIANCE AND ETHICS

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1. Equal Employment Opportunity

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All referrals must comply with Company's EEO policies

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No discrimination based on protected characteristics

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Merit-based evaluation of all candidates

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2. Conflict of Interest

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Disclosure required for any personal or financial relationships

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Compliance with Company's Code of Ethics required

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No quid pro quo arrangements permitted

9. PROGRAM ADMINISTRATION

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1. The Human Resources Department shall:

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Maintain program records and documentation

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Process bonus payments

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Monitor program compliance

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Review and update Guidelines as needed

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2. Dispute Resolution

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HR Director has final authority on eligibility decisions

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Appeals must be submitted in writing within 30 days

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Decision on appeals will be rendered within 15 business days

10. MODIFICATION AND TERMINATION

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1. The Company reserves the right to:

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Modify these Guidelines at any time

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Terminate the program with 30 days' notice

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Honor existing referrals under previous terms

11. ACKNOWLEDGMENT

These Guidelines are effective as of the date first written above and supersede all previous versions.

[Document Ends]

