REMOTE WORK POLICY FOR ENGINEERING STAFF

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Polar Dynamics Robotics, Inc.

Effective Date: January 15, 2024

Policy Number: HR-2024-003

1. PURPOSE AND SCOPE

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1. This Remote Work Policy ("Policy") establishes guidelines and requireme

2. Given the Company's focus on physical robotics systems and hardware de

2. DEFINITIONS

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1. "Remote Work" refers to work performed at a location other than the Com

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2. "Hybrid Schedule" refers to a combination of on-site and remote work day

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3. "Core Hours" are defined as 10:00 AM to 3:00 PM Eastern Time, during w

3. ELIGIBILITY

1. Engineering staff members become eligible for remote work privileges aft

a) Completing 6 months of employment

b) Maintaining satisfactory performance reviews

c) Demonstrating effective independent work capabilities

d) Obtaining department manager approval

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2. Hardware engineering roles requiring direct physical access to robotics sys

4. WORK ARRANGEMENTS

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1. Standard Remote Work Schedule:

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Software Engineering: Up to 80% remote

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Systems Engineering: Up to 60% remote

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Hardware Engineering: Up to 40% remote

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Robotics Testing: Up to 20% remote

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2. Required On-Site Activities:

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Physical product testing and validation

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Hardware integration sessions

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Sprint planning meetings

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Quarterly team building events

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Client demonstrations

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Safety training sessions

5. TECHNICAL REQUIREMENTS

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1. Remote workers must maintain:

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Minimum 100 Mbps internet connection

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Dedicated home office or workspace

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Company-approved VPN access

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Secure development environment

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Video conferencing capabilities

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2. The Company will provide:

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Laptop computer

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Development software licenses

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Cloud service access

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Security tokens

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Collaboration tools

6. SECURITY AND CONFIDENTIALITY

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1. Remote workers must:

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Use Company-approved secure connections

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Maintain physical security of Company assets

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Prevent unauthorized access to systems

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Comply with all data protection protocols

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Report security incidents immediately

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2. Prohibited activities include:

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Using public Wi-Fi for development work

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Sharing workspace with non-employees

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Storing sensitive data on personal devices

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Discussing confidential projects in public spaces

7. PRODUCTIVITY AND PERFORMANCE

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1. Remote workers must:

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Maintain regular communication with team

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Meet all project deadlines and milestones

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Attend virtual stand-ups and meetings

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Update project management tools daily

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Respond to messages within 2 hours during core hours

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2. Performance Metrics:

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Code commit frequency

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Documentation quality

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Meeting attendance

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Project milestone completion

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Peer review participation

8. POLICY COMPLIANCE

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1. Failure to comply with this Policy may result in:

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Restriction of remote work privileges

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Performance improvement plans

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Disciplinary action

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Termination of employment

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2. The Company reserves the right to modify this Policy at any time based o

9. ACKNOWLEDGMENT

I acknowledge that I have read and understand this Remote Work Policy and
to comply with all terms and conditions outlined herein.

Employee Name: _

Employee Signature: _

Date: _

Manager Approval:

Date: _

10. POLICY ADMINISTRATION

Policy Owner: Human Resources Department

Last Updated: January 15, 2024

Version: 1.0

Review Frequency: Annual

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