EMPLOYEE HANDBOOK V4.2 - NAVIFLOOR ROBOTICS

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NAVIFLOOR ROBOTICS, INC.

Effective Date: January 1, 2024

1. INTRODUCTION

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1 Welcome to NaviFloor Robotics, Inc. ("NaviFloor," "Company," or "we").

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2 This Handbook supersedes all previous versions and applies to all employe

2. COMPANY OVERVIEW

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1 NaviFloor Robotics develops advanced autonomous mobile robots (AMRs

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2 We maintain the highest standards of safety, innovation, and ethical condu

3. EMPLOYMENT POLICIES

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1 Equal Employment Opportunity

NaviFloor is an equal opportunity employer and prohibits discrimination bas

race, color, religion, gender, sexual orientation, national origin, age,

disability, genetic information, or any other protected characteristic.

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2 Employment Classification

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Full-time: Employees working 40 hours per week

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Part-time: Employees working fewer than 40 hours per week

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Temporary: Employees hired for a specific period or project

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Exempt: Salaried employees exempt from overtime

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Non-exempt: Hourly employees eligible for overtime

3 Work Hours

Standard work hours are 8:30 AM to 5:30 PM, Monday through Friday. Alte

schedules may be approved by department managers.

4. COMPENSATION AND BENEFITS

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1 Salary and Wages

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Pay periods: Bi-weekly

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Direct deposit available

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Annual performance reviews

- Merit-based increases

- 2 Benefits Package

- Medical, dental, and vision insurance

- 401(k) with company match up to 4%

- Stock options eligibility (per grant agreement)

- 20 days paid time off annually

- 10 paid holidays

- Parental leave: 16 weeks paid

- Professional development allowance: $5,000 annually

5. CONFIDENTIALITY AND INTELLECTUAL PROP

- 1 All employees must sign and comply with the Company's Confidentiality a

- Proprietary navigation algorithms

- LiDAR and depth-sensing technology

- Customer data and relationships

Trade secrets and know-how

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Research and development information

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2 Employees must report all inventions and innovations related to Company

6. SAFETY AND SECURITY

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1 Laboratory and Testing Safety

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Mandatory safety training for robotics lab access

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Personal protective equipment requirements

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Emergency protocols for robot malfunctions

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Incident reporting procedures

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2 Facility Security

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Badge access requirements

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Visitor registration protocols

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Clean room procedures

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Data center access restrictions

7. CODE OF CONDUCT

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1 Professional Behavior

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Respect for colleagues

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Zero tolerance for harassment

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Ethical business practices

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Compliance with safety protocols

2 Remote Work Policy

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Eligibility based on role and manager approval

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Security requirements for remote access

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Equipment and connectivity standards

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Productivity expectations

8. COMPLIANCE AND REPORTING

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1 Employees must report violations of:

Safety protocols

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Security procedures

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Ethical standards

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Harassment policy

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Confidentiality requirements

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2 Reporting Channels

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Direct supervisor

Human Resources

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Ethics hotline

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Compliance office

9. AMENDMENTS AND ACKNOWLEDGMENT

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1 NaviFloor reserves the right to modify this Handbook at any time. Material

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2 Employees must acknowledge receipt and review of this Handbook throug

10. CONTACT INFORMATION

Human Resources Department

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This Handbook is not a contract of employment and does not alter the at-wil

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