HR COMPLIANCE TRAINING MATERIALS Q4 2023

HR COMPLIANCE TRAINING MATERIALS (

NaviFloor Robotics, Inc.

Effective Date: October 1, 2023

1. INTRODUCTION AND PURPOSE

1. This document outlines the mandatory HR compliance training requirement

2. These training materials have been reviewed and approved by the Compar

2. SCOPE AND APPLICABILITY

1. These training requirements apply to all full-time, part-time, temporary, an

2. Specialized additional training requirements apply to:

- a) Engineering personnel working with autonomous mobile robots (AMRs)
- b) Manufacturing floor supervisors
- c) Field service technicians
- d) Sales personnel with client site access
- e) Management personnel (Director level and above)

3. MANDATORY TRAINING MODULES

2 -
1. Core Compliance Training (All Employees)
-
Workplace Safety and OSHA Compliance (2 hours)
-
Code of Business Conduct and Ethics (1 hour)
-
Cybersecurity and Data Protection (1.5 hours)
-
Anti-Harassment and Non-Discrimination (2 hours)
-
Insider Trading Prevention (1 hour)
-
2. Role-Specific Training

3 -
AMR Safety Protocols (4 hours) - Engineering and Manufacturing
-
Hazardous Materials Handling (3 hours) - Manufacturing and Field Service
-
Client Site Safety Protocols (2 hours) - Sales and Field Service
-
Management Leadership Compliance (3 hours) - Director+ Level
4. TRAINING DELIVERY AND DOCUMENTATION
-
1. Training Format
-
Online modules via NaviFloor Learning Management System (LMS)

- 4 In-person workshops for specialized technical training
Virtual instructor-led sessions for management training

2. Completion Requirements

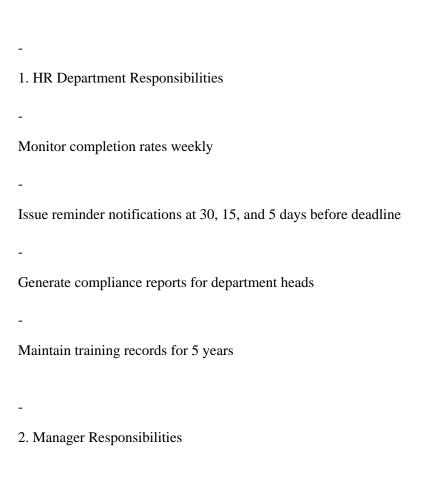
All training must be completed by December 15, 2023

Minimum passing score of 80% required for all assessments

Maximum of three attempts permitted per assessment

Completion certificates generated automatically upon passing

5. COMPLIANCE TRACKING AND REPORTING



6 -
Ensure direct reports complete required training
-
Review team compliance reports monthly
-
Address non-compliance issues promptly
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Facilitate time allocation for training completion
6. NON-COMPLIANCE CONSEQUENCES
-
1. Failure to complete required training by the deadline may result in:
-
Formal documentation in personnel file

- 7 Suspension of system access privileges
Restriction from client site visits
Impact on performance evaluation

7. SPECIAL CONSIDERATIONS

1. Accommodations

Potential disciplinary action

Alternative training formats available upon request

- 8 Extended completion deadlines for approved leave of absence
Language options: English, Spanish, Mandarin
New Hires
30-day completion requirement from start date
Abbreviated training schedule for Q4 2023 hires

8. LEGAL DISCLAIMERS

Manager orientation to training requirements

- 9 -

1. These training materials are confidential and proprietary to NaviFloor Rob

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2. Completion of training does not constitute a contract of employment or alt

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3. The Company reserves the right to modify training requirements based on

9. DOCUMENT CONTROL

Version: 2023.Q4.1

Last Updated: September 28, 2023

Approved By: Legal Department, Human Resources Department

Next Review: December 31, 2023

10. AUTHORIZATION

APPROVED AND ADOPTED by NaviFloor Robotics, Inc.
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James Wilson
Chief Financial Officer
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Richard Torres
Chief Operating Officer
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Maria Rodriguez
Director, Human Resources

