

# EMPLOYEE RECOGNITION PROGRAM DETAILS

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*NaviFloor Robotics, Inc.*

*Effective Date: January 1, 2024*

*Document Version: 2.0*

*Last Updated: December 15, 2023*

### 1. PROGRAM OVERVIEW

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1. NaviFloor Robotics, Inc. ("Company") hereby establishes this Employee R

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2. This Program operates pursuant to the Company's HR policies and proced

## **2. ELIGIBILITY**

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1. All full-time employees who have completed their initial 90-day probation

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2. Part-time employees working more than 20 hours per week become eligib

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3. Contractors, temporary workers, and interns are not eligible for participati

## **3. RECOGNITION CATEGORIES**

- - 2 -

## 1. Innovation Excellence

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Awarded for significant contributions to the Company's proprietary terrain-m

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Notable improvements to LiDAR and depth-sensing algorithms

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Patent submissions and successful technological advancement

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## 2. Customer Impact

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Exceptional implementation of AMR solutions at client facilities

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Demonstrated cost savings or efficiency improvements for customers

- - 3 -

Outstanding client feedback and relationship management

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### 3. Operational Excellence

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Process improvements in manufacturing or deployment

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Safety initiative leadership

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Quality control achievements

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### 4. Leadership Recognition

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Mentorship and team development

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Cross-functional collaboration

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Project management excellence

#### **4. AWARD STRUCTURE**

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1. Monetary Awards

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Tier 1: \$5,000 for transformative innovations

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Tier 2: \$2,500 for significant improvements

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Tier 3: \$1,000 for notable contributions

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Special Project Bonus: Up to \$10,000 for extraordinary achievements

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## 2. Non-Monetary Recognition

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Certificate of Excellence

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Recognition at quarterly town halls

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Feature in company newsletter

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Additional paid time off (2-5 days based on award level)

## **5. NOMINATION AND SELECTION PROCESS**

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## 1. Nominations

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May be submitted by any employee at or above manager level

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Must include specific examples and measurable impact

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Quarterly submission deadlines: March 15, June 15, September 15, December 15

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## 2. Review Committee

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Composed of department heads and rotating senior staff

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Minimum of five (5) committee members per review cycle

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Recusal required for conflicts of interest

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### 3. Selection Criteria

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Innovation impact (40%)

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Business value (30%)

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Implementation effectiveness (20%)

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Collaboration quality (10%)

## **6. TAX AND COMPLIANCE**



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1. All monetary awards are subject to applicable federal, state, and local tax

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2. Awards will be reported on recipient's Form W-2 for the applicable tax year

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3. The Company maintains compliance with all relevant compensation regulations

## **7. PROGRAM ADMINISTRATION**

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1. The Human Resources Department administers this Program under the oversight of the Board of Directors

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2. Quarterly reports on Program metrics and impact will be provided to the Board of Directors

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3. Annual Program review and updates will be conducted each December.

## **8. CONFIDENTIALITY**

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1. Award nominations and deliberations are confidential and proprietary to the

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2. Recipients may be publicly recognized only with their express written con

## **9. DISCLAIMER AND MODIFICATION RIGHTS**

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1. This Program does not constitute an employment contract or modify the at

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2. The Company reserves the right to modify, suspend, or terminate this Program.

## **10. APPROVAL AND EXECUTION**

APPROVED AND ADOPTED by NaviFloor Robotics, Inc.

**By:**

Dr. Sarah Chen

Chief Executive Officer

**Date:**

**By:**

James Wilson

Chief Financial Officer

**Date:**

**By:**

Richard Torres

Chief Operating Officer

**Date:**

