EMPLOYEE HANDBOOK

EMPLOYEE HANDBOOK

POLAR DYNAMICS ROBOTICS, INC.

Effective Date: January 1, 2024

1. INTRODUCTION

- 1 Welcome to Polar Dynamics Robotics, Inc. ("PDR" or the "Company
- 2 This Handbook supersedes all previous versions and applies to all

2. COMPANY OVERVIEW

1 PDR specializes in developing extreme-condition autonomous
2 Our core values are:
-
Innovation Excellence
-
Safety First
-
Environmental Responsibility
-
Collaborative Spirit
-
Customer Success

mobi

3. EMPLOYMENT POLICIES

1 Equal Employment Opportunity

PDR is an equal opportunity employer and prohibits discrimination bacolor, religion, gender, sexual orientation, national origin, age, disability genetic information, or any other protected characteristic.

2 At-Will Employment

Employment with PDR is at-will, meaning either the employee or PDR the employment relationship at any time, with or without cause or noti

3 Confidentiality and Intellectual Property

All employees must sign and comply with the Company's Confidential Intellectual Property Agreement, protecting PDR's proprietary informatincluding but not limited to the BlueCore(TM) technology platform.

4. WORKPLACE CONDUCT

1 Safety Protocols

Given our focus on robotics and automation, strict adherence to safet is mandatory. All employees must complete safety training appropriat role and maintain current certifications.

2 Laboratory and Testing Facility Rules

-

Proper PPE must be worn in designated areas

-

No unauthorized access to robot testing zones

-

Immediate reporting of safety incidents

-

Compliance with cold-environment safety procedures

3 Code of Ethics

Employees must maintain high ethical standards and comply with all a laws, regulations, and company policies.

5. COMPENSATION AND BENEFITS

1 Compensation

-

Pay periods: Bi-weekly

-

Performance reviews: Annual

-

Equity participation: As per individual agreements

5 -
Bonus structure: Based on company and individual performance
2 Benefits Package
-
Health insurance (medical, dental, vision)
-
401(k) with company match
Life and disability incurence
Life and disability insurance
-
Professional development allowance
-
Flexible spending accounts

6. WORK SCHEDULES AND LEAVE

1 Standard Work Hours
-
Core hours: 9:00 AM - 4:00 PM EST
-
Flexible scheduling available with manager approval
-
Remote work policies as per department guidelines
2 Paid Time Off (PTO)
-
20 days annual PTO
-
10 paid holidays

- -7-

Sick leave as per state requirements

_

Parental leave: 12 weeks paid

7. TECHNOLOGY AND SECURITY

1 Acceptable Use Policy

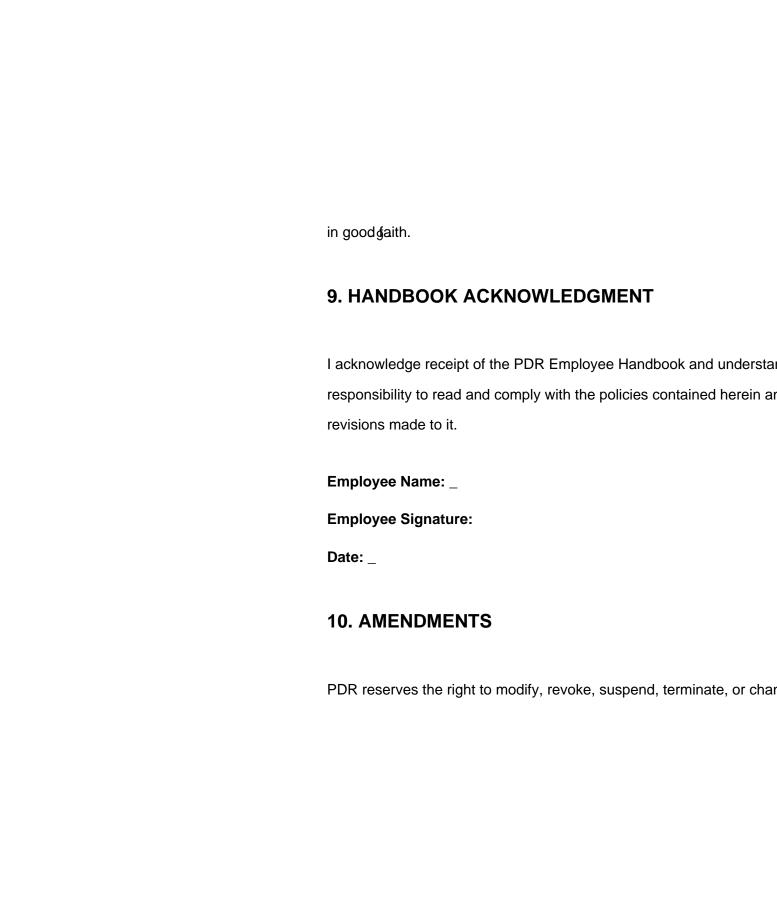
Employees must follow IT security protocols and protect company sysparticularly those related to robotics control and navigation systems.

2 Device Policy

Company-issued devices must be used in accordance with security g returned upon employment termination.

8. COMPLIANCE AND REPORTING

1 Reporting Violations
Employees should report violations through:
-
Direct supervisor
-
HR department
-
Anonymous ethics hotline
-
Compliance email: compliance@polardynamics.com
O New Date l'attac
2 Non-Retaliation
PDR strictly prohibits retaliation against any employee who reports vio



all policies in this Handbook at any time, with or without notice. The m current version will be maintained on the company intranet.

Last Updated: January 1, 2024

Version: 3.2