

# PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES

## PROFESSIONAL DEVELOPMENT PROGRAM

**Polar Dynamics Robotics, Inc.**

*Effective Date: January 1, 2024*

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### 1. PURPOSE AND SCOPE

- 1. These Professional Development Program Guidelines ("Guidelines") are intended to provide a framework for the professional development of employees.
- 2. These Guidelines apply to all full-time employees who have completed their probationary period.

## **2. DEFINITIONS**

1. "Professional Development Activities" include but are not limited to:

- a) Technical certification programs
- b) Industry conferences and seminars
- c) Academic coursework
- d) Professional association memberships
- e) Specialized training in robotics, automation, or cold-environment technologies

2. "Development Fund" refers to the annual allocation provided to elig

## **3. ELIGIBILITY AND FUNDING**

1. Annual Development Fund Allocation:

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Individual Contributors: Up to \$5,000 per fiscal year

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Technical Team Leads: Up to \$7,500 per fiscal year

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Senior Management: Up to \$10,000 per fiscal year

2. Unused funds do not roll over to subsequent years and must be utilized

## **4. APPROVED DEVELOPMENT ACTIVITIES**

1. Technical Certifications

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Robotics Engineering Certifications

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Cold Environment Systems Operations

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Industrial Automation Programming

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BlueCore(TM) Technology Platform Certifications

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Safety and Compliance Certifications

## 2. Priority Development Areas

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Extreme condition robotics engineering

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Autonomous navigation systems

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Cold-resistant technology development

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Industrial automation software

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Project management for robotics deployment

## **5. APPROVAL PROCESS**

1. Employees must submit Professional Development Requests through

a) Activity description and relevance to current role

b) Expected outcomes and benefits to the Company

c) Detailed cost breakdown

d) Time commitment and schedule impact

e) Manager's endorsement

## 2. Approval Timeline:

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Requests under \$2,000: 5 business days

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Requests \$2,000-\$5,000: 10 business days

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Requests over \$5,000: 15 business days

## 6. EMPLOYEE OBLIGATIONS

### 1. Knowledge Sharing Requirements

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Presentation to relevant team members

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Documentation of learned best practices

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Internal training session delivery where applicable

## 2. Continued Employment Commitment

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Development funding over \$5,000 requires 12-month continued employment

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Early departure requires pro-rated reimbursement to the Company

## 7. REIMBURSEMENT PROCEDURES

### 1. Required Documentation:

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Original receipts and invoices

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Completion certificates

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Expense report submission

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Activity outcome summary

2. Reimbursement Timeline:

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Standard processing within 15 business days

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Direct deposit to employee's registered account

## **8. PROGRAM ADMINISTRATION**

1. The Human Resources Department shall maintain:



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Program documentation and records

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Budget tracking and allocation

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Approval workflow management

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Compliance monitoring

## 2. Annual Review

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Program effectiveness assessment

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Budget utilization analysis

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Policy updates as needed

## **9. CONFIDENTIALITY AND INTELLECTUAL PROPE**

1. All knowledge and innovations derived from professional developm
2. Employees shall maintain confidentiality regarding proprietary inform

## **10. MODIFICATION AND TERMINATION**

1. The Company reserves the right to modify or terminate these Guide
2. Changes will be communicated to all employees through official Co

## **11. GOVERNING LAW**

1. These Guidelines shall be governed by and construed in accordance with the laws of the State of California.

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*Approved by:*

Dr. Elena Frost

Chief Executive Officer

Victoria Wells

Chief Financial Officer

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