

FLEXIBLE WORKING HOURS GUIDELINES

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NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

Document Version: 2.0

1. PURPOSE AND SCOPE

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1. This Flexible Working Hours Guidelines document ("Guidelines") establishes

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2. These Guidelines apply to all full-time employees who have completed the

2. DEFINITIONS

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1. "Core Hours" refers to the period between 10:00 AM and 3:00 PM Eastern

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2. "Flexible Hours" means the periods before 10:00 AM and after 3:00 PM Eastern

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3. "Standard Working Hours" consists of 40 hours per week, typically distributed

3. FLEXIBLE WORKING ARRANGEMENTS

- - 2 -

1. Available Options:

- a) Flexible Start/End Times
- b) Compressed Work Week
- c) Split Shift Schedule
- d) Hybrid Remote/Office Schedule

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2. Operational Requirements:

- a) Engineering and R&D teams must maintain coverage during robot testing
- b) Customer Support must ensure 24/7 coverage for AMR fleet operations
- c) Manufacturing oversight requires physical presence during production shifts

4. ELIGIBILITY AND APPROVAL PROCESS

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1. Eligibility Criteria:

- a) Satisfactory performance record
- b) Role compatibility with flexible arrangements
- c) Demonstrated ability to work independently
- d) No active performance improvement plans

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2. Application Process:

- a) Submit formal request through HR portal
- b) Obtain direct supervisor approval
- c) Complete flexible work arrangement agreement
- d) Undergo trial period of 30 days

5. CORE HOURS AND AVAILABILITY

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1. All employees must:

- a) Be available during core hours
- b) Attend scheduled team meetings
- c) Maintain calendar accuracy
- d) Respond to urgent communications within 60 minutes

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2. Department-Specific Requirements:

- a) AMR Development: Coverage during testing (6:00 AM - 10:00 PM)
- b) Customer Success: 24/7 rotation schedule
- c) Manufacturing: Alignment with production shifts

6. PERFORMANCE MONITORING AND EVALUATION

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1. Productivity Metrics:

- a) Project completion rates
- b) Customer response times
- c) Team collaboration effectiveness
- d) Meeting attendance and participation

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2. Review Schedule:

- a) Monthly check-ins with supervisor
- b) Quarterly performance evaluations
- c) Annual arrangement renewal assessment

7. MODIFICATION AND TERMINATION

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1. The Company reserves the right to modify or terminate flexible working a

a) Business needs change

b) Performance declines

c) Operational efficiency is compromised

d) Policy violations occur

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2. Employees may request modifications with 30 days' notice.

8. COMPLIANCE AND SECURITY

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1. All employees must:

- a) Maintain confidentiality of proprietary information
- b) Use approved secure communication channels
- c) Follow cybersecurity protocols
- d) Report security concerns immediately

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2. Special considerations for robotics development:

- a) Secure access to development environments
- b) Protected testing protocols
- c) Confidential algorithm documentation

9. LEGAL CONSIDERATIONS

- - 8 -

1. These Guidelines do not constitute an employment contract and may be m

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2. All arrangements must comply with:

a) Federal and state labor laws

b) Company policies

c) Confidentiality agreements

d) Security protocols

10. ACKNOWLEDGMENT

I acknowledge receipt and understanding of these Guidelines:

Employee Name: _

Employee Signature: _

Date: _

Department Head Approval: _

HR Director Approval: _

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