

ANNUAL PERFORMANCE REVIEW SCHEDULE

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NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

1. PURPOSE AND SCOPE

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1. This Annual Performance Review Schedule ("Schedule") establishes the f

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2. This Schedule applies to all full-time and part-time employees who have c

2. REVIEW CYCLE STRUCTURE

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1. The annual performance review cycle shall be conducted according to departmental needs.

a) Engineering and R&D Departments: February 1 - February 28

b) Operations and Manufacturing: March 1 - March 31

c) Sales and Marketing: April 1 - April 30

d) Finance, Legal, and Administrative: May 1 - May 31

e) Executive Leadership Team: June 1 - June 15

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2. Mid-year performance check-ins shall be conducted six months prior to each annual review.

3. EVALUATION COMPONENTS

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1. Each performance review shall include assessment of:

- a) Technical competency and job-specific skills
- b) Project completion and goal achievement
- c) Innovation and problem-solving capabilities
- d) Collaboration and team contribution
- e) Leadership and mentorship (where applicable)
- f) Adherence to Company values and policies
- g) Professional development progress

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2. Reviews shall utilize the Company's standardized Performance Evaluation

4. REVIEW PROCESS

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1. Pre-Review Phase (14 days prior):

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Employee self-evaluation submission

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Peer feedback collection

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Performance metric compilation

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2. Review Meeting Phase:

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60-minute individual review sessions

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Discussion of achievements and areas for improvement

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Goal-setting for upcoming period

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Professional development planning

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3. Post-Review Phase (within 7 days):

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Documentation finalization

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Performance rating assignment

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Compensation adjustment recommendations

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Development plan confirmation

5. COMPENSATION REVIEW

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1. Performance reviews shall inform annual compensation adjustments, which

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Base salary modifications

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Bonus eligibility assessment

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Equity grant considerations

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Professional development allowance

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2. Compensation changes shall be processed within 30 days of review completion

6. DOCUMENTATION AND RECORD-KEEPING

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1. All performance review documentation shall be maintained in the Company

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2. Access to review documentation shall be restricted to:

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The reviewed employee

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Direct supervisor

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Department head

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Human Resources personnel

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Executive leadership (as appropriate)

7. SPECIAL CIRCUMSTANCES

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1. Employees on approved leave during their scheduled review period shall receive a performance review no later than the end of the review period.

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2. Newly promoted employees shall receive a performance review no later than the end of the review period.

8. COMPLIANCE AND UPDATES

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1. This Schedule complies with all applicable federal and state employment laws and regulations.

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2. Human Resources shall review and update this Schedule annually to ensure

9. CONFIDENTIALITY

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1. All performance review information is considered confidential personnel in

10. APPROVAL AND IMPLEMENTATION

This Schedule has been reviewed and approved by the undersigned authorized
representatives of NaviFloor Robotics, Inc.

APPROVED AND ADOPTED:

Richard Torres

Chief Operating Officer

Date: December 15, 2023

James Wilson

Chief Financial Officer

Date: December 15, 2023

Sarah Chen, Ph.D.

Chief Executive Officer

Date: December 15, 2023

