

DIVERSITY AND INCLUSION POLICY

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NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-DI-001

Version 2.0

1. PURPOSE AND SCOPE

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1. NaviFloor Robotics, Inc. ("Company") is committed to fostering, cultivating

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2. This policy applies to all employees, contractors, consultants, temporary w

2. DEFINITIONS

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1. "Diversity" refers to the presence of differences that make each person uni

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2. "Inclusion" refers to the practice of ensuring that all individuals feel welco

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3. "Equity" refers to the fair treatment, access, opportunity, and advancement

3. POLICY STATEMENT

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1. NaviFloor Robotics' diversity initiatives include, but are not limited to:

a) Respectful communication and cooperation between all employees

b) Teamwork and employee participation, permitting the representation of all groups and employee perspectives

c) Work/life balance through flexible work schedules to accommodate employees' varying needs

d) Equal opportunity for employment, advancement, and professional development

e) Regular training and education on diversity awareness and cultural competence

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2. The Company specifically commits to:

a) Maintaining a workforce that reflects the diversity of the qualified available workforce in the communities where we operate

- b) Ensuring equal opportunity in recruitment, hiring, promotion, and compensation
- c) Fostering an inclusive workplace culture that encourages collaboration, flexibility, and fairness
- d) Developing leaders who are capable of managing and leading diverse teams

4. IMPLEMENTATION AND RESPONSIBILITIES

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1. Executive Leadership Responsibilities:

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Demonstrating commitment to DEI through visible leadership

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Establishing and monitoring DEI metrics and goals

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Allocating necessary resources for DEI initiatives

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Regular review and updates of this policy

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2. Management Responsibilities:

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Implementing DEI initiatives within their departments

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Ensuring fair treatment and equal opportunity

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Addressing and reporting DEI concerns

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Supporting employee resource groups and mentorship programs

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3. Employee Responsibilities:

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Contributing to maintaining an inclusive work environment

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Completing required DEI training

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Reporting violations of this policy

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Participating in DEI initiatives and providing feedback

5. RECRUITMENT AND ADVANCEMENT

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1. The Company shall:

- - 6 -

Partner with diverse professional organizations and educational institutions

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Utilize inclusive job descriptions and blind resume screening

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Maintain diverse interview panels

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Implement structured interview processes

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Track and analyze diversity metrics in hiring and promotions

6. TRAINING AND DEVELOPMENT

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1. Required Training Programs:

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New hire orientation DEI module

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Annual diversity awareness training

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Management-specific DEI leadership training

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Unconscious bias awareness workshops

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2. Professional Development:

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Mentorship programs supporting diverse talent

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Leadership development opportunities

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Cross-cultural communication training

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Technical skills development programs

7. MEASUREMENT AND ACCOUNTABILITY

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1. The Company will:

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Conduct annual diversity assessments

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Track key DEI metrics and indicators

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Report progress to the Board of Directors quarterly

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Include DEI goals in performance evaluations

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Maintain confidential reporting mechanisms

8. COMPLAINT PROCEDURE

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1. Any employee who believes they have been subjected to any form of discrimination

a) Their immediate supervisor

b) Human Resources Department

c) Ethics Hotline (anonymous reporting available)

9. POLICY REVIEW AND UPDATES

- - 10 -

1. This policy shall be reviewed annually by the Human Resources Department

10. NON-RETALIATION

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1. The Company strictly prohibits retaliation against any employee who reports

11. APPROVAL AND REVISION HISTORY

Original Effective Date: March 15, 2018

Current Version Effective Date: January 1, 2024

Approved By: Board of Directors

Last Review Date: December 15, 2023

Next Review Date: December 15, 2024

/s/ Dr. Sarah Chen

Dr. Sarah Chen

Chief Executive Officer

NaviFloor Robotics, Inc.

/s/ Richard Torres

Richard Torres

Chief Operating Officer

NaviFloor Robotics, Inc.

