

HR COMPLIANCE TRAINING MATERIALS Q4 2023

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NaviFloor Robotics, Inc.

Effective Date: October 1, 2023

1. INTRODUCTION AND PURPOSE

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- 1. This document outlines the mandatory HR compliance training requirements

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- 2. These training materials have been reviewed and approved by the Company

2. SCOPE AND APPLICABILITY

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1. These training requirements apply to all full-time, part-time, temporary, and seasonal employees.

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2. Specialized additional training requirements apply to:

- a) Engineering personnel working with autonomous mobile robots (AMRs)
- b) Manufacturing floor supervisors
- c) Field service technicians
- d) Sales personnel with client site access
- e) Management personnel (Director level and above)

3. MANDATORY TRAINING MODULES

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1. Core Compliance Training (All Employees)

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Workplace Safety and OSHA Compliance (2 hours)

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Code of Business Conduct and Ethics (1 hour)

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Cybersecurity and Data Protection (1.5 hours)

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Anti-Harassment and Non-Discrimination (2 hours)

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Insider Trading Prevention (1 hour)

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2. Role-Specific Training

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AMR Safety Protocols (4 hours) - Engineering and Manufacturing

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Hazardous Materials Handling (3 hours) - Manufacturing and Field Service

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Client Site Safety Protocols (2 hours) - Sales and Field Service

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Management Leadership Compliance (3 hours) - Director+ Level

4. TRAINING DELIVERY AND DOCUMENTATION

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1. Training Format

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Online modules via NaviFloor Learning Management System (LMS)

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In-person workshops for specialized technical training

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Virtual instructor-led sessions for management training

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2. Completion Requirements

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All training must be completed by December 15, 2023

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Minimum passing score of 80% required for all assessments

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Maximum of three attempts permitted per assessment

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Completion certificates generated automatically upon passing

5. COMPLIANCE TRACKING AND REPORTING

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1. HR Department Responsibilities

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Monitor completion rates weekly

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Issue reminder notifications at 30, 15, and 5 days before deadline

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Generate compliance reports for department heads

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Maintain training records for 5 years

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2. Manager Responsibilities

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Ensure direct reports complete required training

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Review team compliance reports monthly

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Address non-compliance issues promptly

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Facilitate time allocation for training completion

6. NON-COMPLIANCE CONSEQUENCES

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1. Failure to complete required training by the deadline may result in:

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Formal documentation in personnel file

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Suspension of system access privileges

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Restriction from client site visits

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Impact on performance evaluation

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Potential disciplinary action

7. SPECIAL CONSIDERATIONS

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1. Accommodations

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Alternative training formats available upon request

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Extended completion deadlines for approved leave of absence

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Language options: English, Spanish, Mandarin

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2. New Hires

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30-day completion requirement from start date

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Abbreviated training schedule for Q4 2023 hires

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Manager orientation to training requirements

8. LEGAL DISCLAIMERS

- - 9 -

1. These training materials are confidential and proprietary to NaviFloor Robotics.

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2. Completion of training does not constitute a contract of employment or alter any existing contract.

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3. The Company reserves the right to modify training requirements based on business needs.

9. DOCUMENT CONTROL

Version: 2023.Q4.1

Last Updated: September 28, 2023

Approved By: Legal Department, Human Resources Department

Next Review: December 31, 2023

10. AUTHORIZATION

APPROVED AND ADOPTED by NaviFloor Robotics, Inc.

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James Wilson

Chief Financial Officer

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Richard Torres

Chief Operating Officer

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Maria Rodriguez

Director, Human Resources

Date: September 28, 2023

