Remote Work Policy for Engineering Teams

Polar Dynamics Robotics, Inc.

Effective Date: January 15, 2024

Policy Number: HR-2024-003

1. Purpose and Scope

1. This Remote Work Policy ("Policy") establishes guidelines and procedures for remote work arrangements for engineering team members at Polar Dynamics Robotics, Inc. ("Company"). This Policy applies to all software engineers, robotics engineers, systems architects, and related technical personnel working on the Company's proprietary robotics systems and IceNav(TM) platform.

2. This Policy recognizes the unique nature of engineering work while ensuring maintenance of security protocols, protection of intellectual property, and preservation of collaborative development practices essential to the Company's core operations.

2. Definitions

1. "Remote Work" refers to work performed at a location other than the Company's primary facilities.

2. "Hybrid Schedule" refers to a combination of on-site and remote work arrangements.

3. "Secure Development Environment" refers to the Company's protected virtual workspace and associated security protocols.

3. Eligibility Criteria

1. Engineering team members must meet the following criteria to be eligible for remote work:

a) Minimum of 6 months employment with the Company

b) Demonstrated ability to work independently

c) Satisfactory performance reviews

d) Role compatibility with remote work arrangements

e) Adequate home office setup meeting Company security standards

2. Positions requiring physical access to robotics hardware, testing facilities, or specialized equipment may have limited remote work eligibility.

4. Remote Work Requirements

1. Technical Infrastructure

Engineers working remotely must maintain:

a) Company-issued laptop with current security protocols

b) Minimum internet bandwidth of 100 Mbps

c) Secure VPN connection

d) Dedicated workspace free from unauthorized access

e) Company-approved collaboration tools and software

2. Security Protocols

Remote workers must:

a) Use Company-provided encryption tools

b) Maintain strict password protocols

c) Secure all physical and digital proprietary information

d) Report security incidents immediately

e) Complete quarterly security training

5. Schedule and Availability

1. Standard Remote Schedule

a) Core hours: 10:00 AM - 3:00 PM EST

b) Minimum 3 days per week of overlap with team schedule

c) Required on-site presence for critical development milestones

d) Attendance at weekly virtual team meetings

2. On-Site Requirements

Physical presence required for:

a) Hardware integration testing

b) Quarterly team planning sessions

c) Client demonstrations

d) Emergency troubleshooting as needed

6. Performance and Productivity

1. Remote workers must:

a) Maintain productivity metrics aligned with on-site standards

b) Complete daily status updates in designated project management system

c) Participate in regular code reviews and technical discussions

d) Meet project deadlines and quality standards

e) Maintain regular communication with team members

7. Intellectual Property Protection

1. All work product created remotely remains Company property

2. Engineers must:

a) Use only Company-approved development environments

b) Store code and technical documentation on secure servers

c) Prevent unauthorized access to proprietary information

d) Sign additional confidentiality agreements as required

8. Compliance and Monitoring

1. The Company reserves the right to:

a) Monitor remote work activities

b) Audit security compliance

c) Modify or terminate remote work arrangements

d) Require immediate return to on-site work if necessary

9. Policy Modifications

1. This Policy may be modified at any time at the Company's discretion.

2. Material changes will be communicated with 30 days' notice.

10. Acknowledgment

I acknowledge receipt and understanding of this Remote Work Policy:

Employee Name: _

Employee Signature:

Date: _

Manager Approval: _

Date: _

11. Contact Information

For policy questions contact:

Human Resources Department

Polar Dynamics Robotics, Inc.

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