

Employee Handbook



Welcome to Stiles Machinery!

Stiles Machinery would like to welcome you to our exceptional group of employees. Our employees are our most important asset we have. We depend on each employee to provide the best product(s), service(s) and customer care as possible. This handbook will help you understand the rules and policies which helped get us to where we are today.

The legacy of our company and its continued success make us the most recognized name in our industry. For years we have made business decisions necessary to ensure our success. It is our mission to provide solutions that help manufacturers succeed in every area of their business, and when you become a part of our team, you become a part of that solution.

Stiles history dates back to 1965, when it was founded in Grand Rapids, MI. Since that time, Stiles has helped to lead the manufacturing industry through many changes, challenges and successes within the North American market. In 2014, Stiles joined the HOMAG group, a global leader in the manufacturing of wood processing machinery. As a whole, it is estimated HOMAG has a market share of over 30%.

The entire team of Stiles Machinery is thrilled to welcome you on board. We know you'll do some amazing work here! We hope through our company, you will reach your goals and help us reach ours. Your success is our business.

Sincerely,

Christian Vollmers
President
Stiles Machinery Inc.

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DISCLAIMER

This Employee Handbook (“Handbook”), including any amendments to this Handbook, is provided for your use as a ready reference and as a summary of our employment practices, policies, work rules, and benefits to promote understanding and cooperation between the Company and its employees. For purposes of this Handbook, “Management” shall refer to The Executive Committee, Human Resources, and any other individual appointed to a management-level position.

It is the responsibility of every employee to read and understand this Handbook. If you have any questions, be sure to contact Management. We welcome your input regarding these policies and procedures. Management will consider changes in these policies and procedures following recommendations from employees. That being said, you must understand the following:

- This Handbook shall not be considered to be a contract with any employee or employee group and shall not restrict the ability of the Company to react to certain situations and to use its own independent judgment in making decisions based on specific conditions.
- The Company does not enter into oral agreements or understandings with any employee. Accordingly, no oral statements can change the provisions of this Handbook, including employment on an at-will basis. The at-will status of an employee’s employment can only be modified by written agreement signed by the employee and the Company’s President/CEO.
- As an employee of the Company, you are expected to be courteous and helpful in your contacts with fellow employees, clients, vendors, contractors, visitors, and the public. All employees’ working areas may be monitored to ensure that employees are maintaining our reputation and level of service.
- This Handbook supersedes and replaces any prior personnel policy statements and/or employee handbooks which may have been previously distributed to you. This Handbook shall remain in effect until it is replaced, amended, or revoked by the Company in writing. No employee handbook can anticipate every circumstance or question about policy. Thus, the Company retains the right to change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished personnel policies and procedures of the Company without advance notice, in its sole discretion, without having to give cause or justification or consideration to any employee. This includes the right to hire, transfer, suspend or discharge, to relieve employees from duty, to maintain discipline, to increase efficiency of employees, and any other personnel policies or practices, whether written or oral. The Company may introduce new administrative methods and/or job requirements, especially as changing needs indicate or as the Company may deem appropriate.
- The Company also has the right to unilaterally alter, modify, change or discontinue, without any notice, any benefit plan at any time. If any inconsistency exists between the Employee Handbook and any plan document establishing a benefit program, the terms of the plan document shall be operative.

- *This Handbook shall not be applied or enforced in any way that would restrict, infringe upon, or otherwise limit an employee's right to engage in protected concerted activity under the National Labor Relations Act, such as discussing wages and terms and conditions of employment, action for their mutual aid and protection, or otherwise working together to improve working conditions. The Company will enforce this policy in accordance with all applicable federal, state and local laws.*

WE ARE STILES

Introduction

We would like to extend a warm welcome to Stiles Machinery. Each employee adds a new depth of talent that makes Stiles Machinery successful. You have been hired because the Company believes you have the qualifications and personal qualities to help attain our business goals.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible for it will answer many questions about employment with Stiles Machinery. If you have any questions about this Handbook, please ask your immediate supervisor or Human Resources.

The Company reserves the rights to alter, modify, amend, or terminate any of these policies and benefits from time to time in any manner believed to be necessary, appropriate or in the Company's best interest. The Company will make every effort to notify you of any changes to the policies, procedures, and benefits described in this Handbook as soon as reasonably possible. Any updates to this Handbook should be inserted into the Handbook so that it is always current.

As stated above, the language used in this Handbook is not intended to create, nor is it to be construed to constitute a contract between you and the Company for either employment or the providing of any benefit. Notwithstanding any statement contained in this Handbook or in any other document or statement issued by the Company or any of its representatives, employment may be terminated at any time with or without cause and with or without notice by either the Company or the individual employee. Only the President has the authority to modify an employee's at-will employment status, and any such modification must be in writing and signed by the employee and the President.

We hope your experience will be enjoyable, challenging, and rewarding.

COMPLIANCE POLICIES

Equal Employment Opportunity

The Company is committed to providing equal opportunity in employment, maintaining a diverse workforce, and prohibiting all forms of unlawful discrimination and harassment.

All employment decisions, policies, and practices, in terms of the recruitment process and other conditions and privileges of employment, will comply with applicable federal, state, and local anti-discrimination laws, rules, regulations, or ordinances. The Company seeks, employs, promotes and compensates qualified individuals based on ability, as demonstrated by performance and other legitimate non-discriminatory factors, without regard to race, color, religion, national origin, citizenship, ancestry, sex (including sexual orientation, gender expression, and gender identity), age, qualified disability, pregnancy, genetic information, military status, veteran status, height, weight, marital status, or any other protected status under federal, state, or local law, rule, regulations, or ordinance(individually and collectively, "Protected Class").

Policy Prohibiting Discrimination and Harassment

The Company expressly prohibits all forms of unlawful discrimination and harassment. This policy governs all aspects of employment, including hiring, promotion, job assignment, compensation, discipline, access to benefits, training, termination, and other aspects of employment. The Company will not engage in or tolerate unlawful discrimination or any form of unlawful harassment on account of a person's membership in any Protected Class, whether the person is an applicant, employee, volunteer, intern, vendor, or otherwise engaged with the Company. Discrimination or harassment of Company employees by Management, supervisors, coworkers, or nonemployees who are in the workplace or interacting with employees during the performance of their job duties is absolutely prohibited. Unlawful interference with the ability of other employees to perform their expected job duties is not tolerated.

The Company is committed to providing a work environment that is characterized by professionalism and mutual respect. All employees must understand the aspects of the laws that apply to the performance of their jobs. Any employee who experiences or observes a harassing or otherwise discriminatory practice, must report it to Management according to the Complaint Procedure or Open Door Policy.

Violation of this policy will subject an employee to disciplinary action, up to and including termination of employment.

Definition of Unlawful Discrimination

The Company's prohibition against unlawful discrimination means that individuals shall not be treated differently on account of their membership in a Protected Class, whether intentionally or unintentionally based on disparate treatment or disparate impact.

Definition of Unlawful Harassment

The Company's prohibition against unlawful harassment means that individuals must not be subjected to any form of unwelcome conduct (whether verbal, visual, or physical, both overt and subtle), based on membership in a Protected Class, that creates either a hostile work environment or quid pro quo harassment.

"Hostile work environment" harassment occurs when unwelcome conduct based on a Protected Class is either severe or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

"Quid pro quo" harassment occurs when unwelcome conduct is based on a Protected Class and:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions.

Unlawful harassment includes, but is not limited to, the following conduct, behaviors, actions, and speech, when they are based on another individual's membership in any Protected Class:

- Verbal comments, such as epithets, slurs, name-calling, innuendos, stereotyping, and, jokes;
- Physical conduct, such as pranks;
- Written or graphic material on display or circulation, including e-mail jokes, photographs, messages, and offensive pictures or phrases on clothing;
- Requiring or coercing abandonment or change in religious beliefs to obtain a benefit or avoid punishment related to employment; and
- Other threatening, hostile, or intimidating acts.

"Sexual harassment" is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature resulting in either hostile work environment or quid pro quo harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome – regardless of the actor's intent, may constitute sexual harassment depending on the totality of the circumstances, including the severity and pervasiveness of the conduct:

- Sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;

- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

Scope of Policy

Any unlawful harassing or discriminatory activity is unacceptable in the workplace itself and in all other work-related settings, including, but not limited to, business trips, out of office meetings, and business-related social events. Thus, these prohibitions against unlawful discrimination and harassment apply not only to your conduct relative to other employees of the Company, but also with respect to the way you interact with others who are not Company employees but with whom you come into contact in the course of your employment. For example, this policy covers conduct toward any employee, applicant, or person providing services pursuant to a contract or any person who has a business, service, or professional relationship with the Company. You have a right to respectful and non-discriminatory treatment from visitors to Company offices, premises, and facilities and others having business with the Company.

Reporting Responsibility

If you are subjected to unlawful discrimination or harassment, you are encouraged to (1) inform the perpetrator that the conduct is considered offensive and should stop, and (2) initiate the internal Complaint Procedure or Open Door Policy established in this Handbook. Employees are not required, however, to complain first to any supervisor, manager, director or other person who they believe has engaged in or condoned the discrimination or harassment.

Any employee who observes a discriminatory or harassing practice must also report it immediately pursuant to the Complaint Procedure or Open Door Policy. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Complaint Procedure

If you believe you may have been subjected to or have observed unlawful discrimination, harassment, retaliation, or otherwise subjected to any action in violation of law or a rule, policy, or standard contained in this Handbook, you should report your concerns immediately in writing to your supervisor or any member of Management by describing the specific details and dates of incidents forming the basis of the complaint. You should not assume that the Company is aware of any incidents of unlawful conduct or policy violations.

In most cases, your supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking to your supervisor, you may bring your concern or complaint to another member of Management. You are not required to follow any chain of command in reporting your concerns. You are also not required to report to any individual who is the source of your concerns.

Nonetheless, the Company encourages individuals who believe they are being subjected to conduct in violation of this Handbook to promptly advise the offender that the behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Company recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. If you are not entirely satisfied with how your complaint and/or concerns have been handled, please notify Management in writing as soon as possible.

Investigation and Corrective Action

The Company will promptly investigate all formal and informal reports of work-related injuries or incidents, and violations of law, Company rules, policies, and standards of conduct. The existence and nature of your complaint will be disclosed only to the extent necessary to conduct a thorough investigation or as may be necessary to take appropriate corrective measures.

All employees are expected to cooperate with Company investigations fully and truthfully. This will ensure the Company can secure the safety of employees, customers, and facilities, and properly address any violations. Employees who fail to provide truthful responses or who refuse to cooperate with Company investigations shall be subject to discipline.

Management will take appropriate measures to investigate, resolve, remediate, prevent, or correct the situation in an expeditious manner. Any officer, manager, supervisor, employee, agent, or non-employee of the Company will be subject to appropriate corrective and/or disciplinary action, up to and including termination of employment or other relationship with the Company if, after appropriate investigation, such person has been found to have: (a) unlawfully discriminated, harassed, retaliated against an individual who engaged in protected activity, or (b) otherwise engaged in inappropriate or unlawful behavior in violation of these policies. The discipline will depend on various factors, including but not limited to the severity and the frequency of the offense or other conditions surrounding the incident.

Reporting Responsibility and Protection from Retaliation

The Company encourages everyone to come forward to report a problem and improper or unlawful activity without fear of any repercussions. Anyone who, in good faith, reports to Management a violation of the Company's policies, including those prohibiting discrimination and harassment, should not fear retaliation from doing so. Accordingly, the Company prohibits all forms of retaliation against any person who engages in protected activity, including without limitation, registering a complaint in good faith, or serving as a witness on behalf of another employee. However, employees who submit false or malicious complaints, or fail to provide the truth or otherwise cooperate with Company investigations, shall be subject to disciplinary action.

Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Retaliation is a serious violation. Individuals found to have engaged in any form of unlawful retaliation shall be subject to disciplinary action.

Disability Accommodation

The Company provides to qualified individuals with disabilities, of which the Company is aware, reasonable accommodations which do not impose an undue hardship on the Company.

Individuals with a disability, whether applicants or employees, must discuss with Management what accommodations are needed to perform their job within at least 182 days of having reason to know of the need for an accommodation. If you have a physical, mental or other impairment which would interfere with your ability to perform the essential functions of a position, but which may be accommodated, you must notify the Company of your need for accommodation.

Upon returning from an unpaid leave provided pursuant to this policy, the employee may provide a certification from their healthcare professional confirming that the employee is able to return to work, with or without a reasonable accommodation.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.

Religious Accommodation

Regarding an employee's sincerely held religious observances, practices, and beliefs, of which the Company is aware, the Company endeavors to provide reasonable accommodations which do not impose an undue hardship on the Company.

Requests for religious accommodations must be made in writing to Management. In addition, employees requesting unpaid time off from work for the observance of religious holidays must provide notice pursuant to the Attendance policy and state that the request is based on a sincerely held religious belief. Unused PTO may be used to receive pay for religious observances, or unpaid leave may be requested pursuant to the Unpaid Personal Leave policy.

Diversity Statement

Valuing diversity is a critical success factor for all Company programs. Diversity includes race, ethnicity, disabilities, sexual orientation, gender, religion, culture, function, hierarchy, physical ability, physical appearance, language, lifestyles, and geographical

origin. The Company values and supports diversity within staff, families, and the community. It is mandatory that all Company employees demonstrate the ability to promote the acceptance of peoples' differences. It is also a necessary part of service delivery for all staff to be culturally aware and to competently provide services in a way that is adaptive to the respective needs and experiences that our customers/clients represent.

Workplace Violence Prevention

The Company is committed to providing a safe and secure environment for its employees, vendors, contractors, visitors, and people we serve. Accordingly, employees shall not commit acts of violence or make threats of violence against co-workers, Management, supervisors, visitors, service providers, or other persons. An act or threat of violence incorporates an action, words, or other behavior which expresses a present or future intent to injure, intimidate, abuse, or inflict fear upon a person and/or damage property. Violence also includes the use of weapons, items, objects, or substances in a way that can result in injury or great bodily harm. For example, pushing, choking, fighting, threats or intimidating acts of violence against any employee, employee's vehicle or other personal property or Company property is forbidden. Threatening, intimidating, coercing, or otherwise interfering with the job performance of a fellow employee or visitor is strictly prohibited. This policy applies to prohibit violent actions, even if an employee attempts to claim that there was no intent to carry out the threat, the threat was a joke, a prank, or simply horseplay.

Employees who feel they have been a victim of violence in the workplace must immediately file a written complaint according to the Complaint Procedure. Filing a complaint will allow the Company to undertake an immediate investigation and take whatever remedial action is deemed appropriate, which may include termination of employment of any responsible employee. All employees are expected to comply with this policy and fully cooperate with any workplace violence investigation.

While the Company respects the workspaces and equipment assigned to employees, at its discretion, it has the right to inspect all Company owned, leased, and managed real and personal property including but not limited to vehicles, desks, work areas, cubicles, offices, containers, storage units, computer systems and files, email, internet use, and voicemail.

Any act of violence or threat to engage in violence while working on any Company property, attending Company events or when representing the Company is a violation of this policy. Failure to comply with this policy shall result in disciplinary action up to and including termination.

Firearms and Weapons

To reduce the risk of injury or casualties associated with accidental or intentional use of firearms and weapons, all employees are prohibited from possessing, distributing, discharging, or otherwise using loaded or unloaded firearms, items and/or objects

deemed by the Company to be weapons while working on any Company property, attending Company events, or when representing Company. Exceptions to this policy may be provided based on the express written authorization from the Executive Committee as required or otherwise expressly authorized as part of employment with the Company, or as otherwise required by law. Employees violating this policy shall be subject to disciplinary action, up to and including termination from employment.

The Company maintains the discretion to identify an item or object as a weapon. Weapons may be those identified by law or designed or construed to inflict injury or great bodily harm and include but are not limited to firearms, bows and arrows, switch blades, clubs, harmful chemicals (e.g., substances, compounds) or explosives (e.g., dynamite, and firecrackers).

Except as otherwise prohibited by applicable state law, this policy is effective regardless of whether an employee or visitor has been issued a federal or state license or permit unless employees' rights are otherwise explicitly protected under applicable state and local laws. Employees may, however, carry a state approved self-defense spray for protection purposes, if they comply with applicable state and local laws.

Non-Disclosure of Confidential or Sensitive Information

Employees are expected to keep all Confidential Information in strict confidence and to take all reasonable precautions against accidental disclosure of the same. Confidential Information may not be removed from the Company's premises without prior written permission.

"Confidential Information" includes information: related to any Company trade secrets, proprietary information, or other information, process, or idea that is not generally known in the industry; that gives the Company a competitive advantage; or that affects or relates to the Company, its business, people it serves, employees, procedures, and its methods of operation, with exception of wages, hours, and other terms and conditions of employment. Examples of Confidential Information include, without limitation, information meeting the criteria above, such as certain: computer program listing, source code, and object code; customer lists, marketing information, price lists, cost information, business forms, and financial records; product design, contents, formulas, packaging, marketing, or anything related to the unique character of products, operational policies and procedures; documents, notes, files, lists, medical files, records, and oral information.

Any protected health information collected by the Company, such as addresses, problems, health issues, financial status, relationships, etc., whether electronic or in hard copy, must be kept confidential under the Health Insurance Portability and Accountability Act ("HIPAA"). We must not discuss protected health information with, or in the presence of, anyone that does not have direct contact (scheduling or caring for the individual) or who does not work for the Company.

Because we consider confidentiality a critical component of our operations, we insist all our employees respect this policy both in spirit and in fact. Divulging Confidential Information about our Company and the people we serve is not only considered a gross violation of our Company policy, which may result in disciplinary action up to and including termination, but it may also constitute a violation of HIPAA, which may result in civil and criminal penalties.

If you are not sure of whether certain information is Confidential Information, you must treat that information as confidential unless informed in writing by the Company to the contrary.

This policy shall not be applied or enforced in any way that would restrict, infringe upon, or otherwise limit an employee's right to engage in protected concerted activity under the National Labor Relations Act, such as discussing wages and terms and conditions of employment, action for their mutual aid and protection, or otherwise working together to improve working conditions. The Company will enforce this policy in accordance with all applicable federal, state and local laws.

Social Security Numbers

An individual's Social Security Number (SSN) must be maintained as confidential. Because SSNs carry the extra risk of being perpetrated specifically for identity theft, they deserve special recognition among Company policies in their use and storage. Use of SSNs is limited to those activities deemed essential to individual records management and includes employment reporting and personnel record management. It is our policy that any records, whether those of employees or persons being served by the Company, that contain an SSN are kept in a secure place only accessible to authorized personnel. It is also our policy that the numbers remain confidential to the extent practicable.

To ensure that the SSNs remain confidential, the Company has adopted the specific, following measures to be followed by all of its employees:

- The organization prohibits unlawful disclosure of the SSNs by any of its employees, for example by displaying, holding up, posting, or otherwise making it visible for public viewing.
- The access of SSNs will be limited to authorized personnel only.
- When discarding or destroying records in any medium containing SSNs, it will be done in a way that protects their confidentiality, such as shredding.
- Company representatives will not use more than four (4) sequential digits of the SSNs on documents that are widely seen by others, such as identification cards, badges, timecards, employee rosters, bulletin board postings, and other materials.
- Documents with SSNs will not be sent through the mail, except on applications or forms or when required by law; and when sending such documents, that care is taken to prevent the SSN from being revealed by an envelope window.
- SSNs will not be sent or disclosed by email or over the internet unless the connection is secure, or the SSN is encrypted.
- Desk and work areas will be clean, taking care not to leave SSNs out for others to see, and properly secure records containing SSNs when not in use.

- The Company encourages its employees not to leave voice mail messages containing SSNs; if an SSN is sent by fax, special measures will be taken to ensure confidentiality.
- When practicable, the use of other identifiers when looking up records.
- SSNs shall not be used as a primary account or reference number for an individual, except that SSNs may be used in the ordinary course of business to (1) verify an individual's identity or perform another similar administrative purpose; (2) detect or prevent identity theft or another crime; (3) enforce a person's legal rights, including transfer of a tax, employee benefits, debt or receivable; (4) administer employee health insurance or membership benefits; or (5) investigate an individual's claim, credit, criminal or driving history, or child or spousal support obligations or tax liability.

Any violation of this policy may result in discipline, up to and including termination from employment with the Company. In addition, violations may result in misdemeanor charges, civil fines or civil actions.

Privacy of Employee Information

The Company is committed to protecting the privacy of its employees. It is the policy of the Company to fully comply with various privacy regulations including, but not limited to, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act and the Social Security Number Privacy Act. Protected personally identifiable information that is received, maintained or transmitted is reasonably and appropriately protected through various standards and safeguards. Your personally identifiable information includes, but is not limited to, your social security number and protected health information.

We ensure that your personally identifiable information is kept private and confidential and is not used for any purpose outside of what is allowable by law. Access is limited to those that have a business reason to know this information. Unlawful disclosure is prohibited. Disposal of such protected information is undertaken according to current secure business standards and safeguards. Any employer request for medical information should not include genetic information; genetic information should not be provided. Employees who violate this policy will be subject to discipline up to and including termination.

BEGINNING YOUR EMPLOYMENT

At-Will Employment

We are an “at-will” employer. This means your employment with us is voluntary and is subject to termination by you or the Company, for any lawful reason or no reason at all, with or without cause, and with or without notice, at any time.

Nothing in the Company’s policies or procedures, publications, memoranda or discussions with managers and supervisors should be interpreted to eliminate, modify, or alter the “at-will” employment status of employees in any way. Receipt of handbooks, offer letters, promotions or other company materials should not be construed as a contract or guarantee of continued employment for any specific duration.

The President is the only individual within the Company possessing the authority to enact an exception to the Company’s policy of “at-will” employment, and only then if such an agreement is formalized in writing and signed by the President and the employee in question.

Introductory Period

Your first 90 days of employment are considered an Introductory Period. During that time, the Company can validate its belief and expectation that you have the skills and determination to successfully perform the responsibilities of your position.

Completion of the introductory period does not guarantee future employment for any specified period. Furthermore, the reference to an introductory period is not intended to, and does not, change the continuing at will status of all employees, and there is no guarantee that any employment will last for the duration of the introductory period.

Employee Referrals

Stiles Machinery are always looking for good people. If you know someone who would be a good addition to Stiles Machinery, you may be awarded a referral bonus of \$1,000.00 (less taxes) if you refer a candidate and he or she is hired.

The bonus will be earned and paid in two separate payouts. The first payout will be \$500.00 and will be paid after the referred candidate completes 30 days. The second payout will also be \$500.00 and will be paid after the referred candidate completes 180 days. Hiring managers, human resources, and the Executive Committee are not eligible to receive an employee referral bonus.

Employees must refer candidates to Human Resources or a hiring manager. If the referred candidate is hired, the hiring manager or human resources will list the referring

employee's name on the new hire Personal Action Form (PAF) to indicate that the referring employee is eligible for a referral bonus.

Conflict of Interest

Duty of Loyalty to Company

An employee owes a duty of loyalty to the Company during the duration of their employment. This duty of loyalty includes a duty not to disclose trade secrets and confidential information, not to misappropriate business opportunities, not to compete with the Company, and to generally perform job responsibilities with reasonable regard for the Company's interest.

A "Conflict of Interest" includes any action that is contrary to an employee's duty of loyalty owed to the Company. The Company reserves the right to determine, in its sole discretion, if an action taken by an employee constitutes a Conflict of Interest. Management shall determine disciplinary action, if any, that is necessary to resolve the conflicting interests, up to and including termination.

For example, a Conflict of Interest could occur when you use your employment with the Company, or any confidential information you have received through your employment with the Company, in any manner which could result in a direct or indirect financial or material gain to you personally, to a member of your family, to a business with which you or a member of your family is connected, and/or to persons or entities which would supply you with a current or future benefit.

In all instances, you must avoid the appearance of or an actual Conflict of Interest. More specifically, and by way of example only, you may not, directly, or indirectly, during your employment with us:

- Have simultaneous employment by, association with, or provision of services or materials to another company that is a competitor of or supplier to the Company. The term "competitor" includes any business or enterprise which is similar in nature to the Company.
- Carry on Company business with a company in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Engage in any other outside employment or independent consulting which may interfere or conflict with your duties and responsibilities to the Company, regardless of its nature.
- Hold a substantial interest in, or participate in the management of, an entity with which the Company makes sales, from which it makes purchases, or with which it competes, to the extent not otherwise apparent based on an acquisition in which the Company is involved.
- Borrow money from customers or companies, other than recognized loan institutions, from which our Company buys services, materials, equipment, or supplies.

- Accept substantial gifts or excessive entertainment from an outside organization or agency, including a competitor, potential competitor, supplier, vendor, contractor, or subcontractor of the Company, other than on behalf of the Company in the course of your employment and any excluding any value shared with the Company upon prior written approval of Management. We have a zero tolerance for attempts at bribery.
- Engage in practices or procedures that violate the U.S. export laws and regulations.
- Speculate or dealing in materials, equipment, supplies, services, or property purchased by the Company.
- Participate in civic or professional organization activities in a manner that divulges confidential Company information and/or other violations of antitrust and completion law.
- Misuse privileged information or revealing confidential data to outsiders.
- Use one's position in the Company or knowledge of its affairs for unlawful personal gains.
- Engage in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Company business (e.g., colluding with competitors for the purpose of setting or controlling prices, rates, or trade practices).

Determining whether you have a Conflict of Interest, and, if so, what to do about it can be difficult. No set of guidelines or statement of principles, no matter how comprehensive and detailed, can cover all situations or address every question of judgment. Therefore, you must disclose all possible Conflicts of Interest or appearances of a Conflict of Interest. By disclosing the potential Conflict of Interest, you will avoid placing yourself and the Company in a potentially embarrassing situation and you will provide the Company with the opportunity to insulate you from making business decisions relating to the subject matter of the Conflict of Interest. Depending upon your job title and nature of your work responsibilities and assignments, you may be required to complete, on an annual basis or upon request, a written Disclosure and Certification Statement of Conflicts of Interest.

If you have questions about this policy, or if you have any doubt about whether any activity may create a Conflict of Interest and/or your disclosure obligations, the best course is to consult with Human Resources and/or Management. By checking first, you protect not only the Company but also yourself.

Familial and Social Relationships

The employment of relatives, individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

If any case where a conflict or potential conflict arises because of the relationship between employees, even if there is no direct line of authority or reporting involved, both parties

involved are expected to immediately notify human resources. The Company reserves the right to take prompt action if an actual or potential conflict of interest arises involving such relationships. Where a conflict or the potential for conflict arises, even if there is no direct supervisory relationship involved, the Company will make reasonable efforts to assign job duties to minimize the problem.

Relatives of Company employees may be considered for employment if they meet the same selection criteria as all other applicants. Employment offers to relatives of employees will be extended when in the best interest of the Company. Employees shall inform Management in writing as soon as an employee becomes aware that a relative is seeking employment with the Company to avoid potential conflicts. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage (including domestic partners). A domestic partnership is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Typically, relatives will not be allowed to work in a direct supervisory relationship, and careful consideration is made to ensure the employment of relatives will not pose difficulties for supervision, security, safety, or morale. The Company reserves the right to make exceptions to this policy for business needs.

Outside Employment

Notwithstanding the Conflict-of-Interest policy, employees are permitted to work a second job if it does not interfere with their job performance with the Company. Employees must notify Human Resources in writing about the nature of any additional employment including the name of employer, nature of job duties, and time commitment.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. The Company expressly prohibits the use of Company resources in the performance of outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

EMPLOYEE PRODUCTIVITY AND PERFORMANCE

Performance Appraisals

Employees will have their performance reviewed at the discretion of the Company. Reviews should not be construed simply as a preliminary step to an automatic pay increase. While appraisals of performance are an important consideration in addressing compensation, they are utilized to summarize an individual's job progress on a periodic basis and provide the opportunity for managers and employees to address both strengths and weaknesses, identify goals and training objectives, and to identify areas that need immediate redress.

Employees may receive wage increases periodically at the Company's discretion. Compensation adjustments are dependent on several factors, including market compensation rates, successful completion of duties and managing the expectations of persons served are necessary and the completion of all required training. Although length of service is a factor, it is not a primary criterion for compensation adjustment. The Company may also decide that because of budget reductions or other changes affecting the financial resources of the Company, it may be necessary to decline to give raises to employees.

The existence of, participation in, or results of any review should not be construed by employees as a guarantee of continued employment.

Training

Training our employees so they can perform their job duties to the best of their abilities is important to us here at Stiles. Employees may be required to take further training at either Stiles University or another training vendor. Employees may also volunteer to increase their knowledge and skills by requesting to learn different duties and tasks. Stiles encourages all employees to be lifelong learners.

Stiles University

A company's greatest asset is its personnel, and our goal is to continue expanding our programs and specializations to keep companies on the cutting edge of knowledge and expertise. Stiles University, the industries only accredited learning provider, has been a key component in driving the development for both our employees as well as our customers' employees. Since 1990, we have trained over 40,000 students through a variety of course programs and are strategically aligned to upskill the next generation of employees.

Coaching and Corrective Action

When an employee fails to adhere to the Company policies, some or all the following actions may be used:

- Verbal reprimands.
- Written reprimands.
- Suspension with or without pay.
- Demotion; and/or
- Termination of employment.

Determination of appropriate disciplinary action will be made based on severity of offense, frequency of offenses, overall employee performance and the needs and interests of those served and the Company. Depending on the severity of certain offenses, some conduct warrants immediate suspension and/or termination. This shall not be interpreted as a progressive discipline policy whereby certain reprimands must be given in a certain order or frequency.

Promotions and Transfers

Employees are encouraged to apply for promotions. Employees wishing to apply for a promotion or transfer must notify their supervisor and apply for the position via the Stiles career page.

While employees are encouraged to apply for promotions or transfers, the Company reserves the right to hire from outside the Company or transfer an employee to a position of similar pay and duties at any time. Employees still within their ninety-day introductory period generally will not be considered for promotion.

No Authority to Act on Behalf of the Company

Employees of the Company generally have no authority to enter contracts on behalf of the Company or to subject the Company to obligations or liabilities of any kind. In certain situations, however, you may be granted specific authority to act on behalf of the Company, by written authorization of Management or as expressly stated in a written job description.

EMPLOYMENT CLASSIFICATION AND COMPENSATION

Classifications

The Company intends to establish accurate classifications of employees, so that they may understand their employment status and benefit eligibility. Such classifications are subject to change, based on changes in the employee's job responsibilities, compensation, schedule, and other criteria.

It is the responsibility of each employee to contact Management if the duties, pay structure, and/or number of regularly worked hours make the employee eligible for a change in employment status. Since many benefits are tied to an employee's classification, loss of a particular status may have a ripple effect. The Company reserves the right to change an employee's status to reflect the appropriate classification more accurately.

None of the below classifications guarantee employment for any specified period and do not alter the at will employment relationship.

Exempt/Non-Exempt

Each employee will be classified as either exempt or non-exempt.

- ***Salaried Employees (Exempt and Non-Exempt)***: Employees are classified as "exempt" if they meet certain job duty requirements (e.g., professional, executive, administrative, etc.), are paid on a salary basis, and earn more than the minimum amount required under the federal Fair Labor Standards Act. Exempt employees are not entitled to payment of overtime at a premium rate.
- ***Hourly Employees (always Non-Exempt)***: Employees are classified as "non-exempt" when they do not meet the criteria for being exempt, for example by being paid on an hourly basis or having job duties that do not meet the criteria for an exemption (e.g., most clerical, and non-management production and service positions). Non-exempt employees are entitled to payment of overtime at a premium rate as determined by applicable state and federal laws.

Full-Time/Part-Time

In addition to the exempt or non-exempt classification, each employee will be identified as one of the following:

- ***Full-Time***: Employees who are scheduled to regularly work a minimum of 30 hours per week.
- ***Part-Time***: Employees who are regularly scheduled to work less than 30 hours per week.

Regular/Temporary

In addition to the above categories, each employee will belong to one of the following employment categories:

- ***Regular***: Employees hired and scheduled to work for an indefinite period, on an at-will basis.

- **Temporary:** Employees hired and scheduled to work for a limited time period on an at-will basis, as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project.

Workweek & Schedule

Work Week

The Company's workweek begins on Sunday and ends on the following Saturday. An employee's supervisor shall establish the work schedule for each employee.

Schedule

Exempt staff are expected to work the hours and days necessary to meet all deadlines and job responsibilities, and to accommodate unplanned scheduling or workload changes.

Non-exempt employees shall receive a schedule from their supervisor establishing the hours each employee is expected to work. The Company makes every effort to accommodate individual preferences. However, business needs may make the following conditions mandatory: overtime; a rotating work schedule; holiday work schedule; a work schedule other than Monday through Friday; a transfer to another location or shift; reduction of hours; or a change in employment status.

Breaks

Meal Breaks

Based on departmental needs and the schedule established by an employee's supervisor. Each employee will be scheduled an unpaid meal breaks. Subject to applicable state law, employees will be scheduled between thirty (30) and sixty (60) minute unpaid meal break each day in which the employee works more than three and a half (3½) hours. Non-exempt employees are not permitted to work during a meal break without prior approval from Management. If an employee's meal break is interrupted by work, then the employee will be paid for any portion of the break worked and for any period that does not consist of at least thirty (30) minutes of an uninterrupted break. When recording hours worked, employees should include as hours worked any interrupted lunch break lasting less than 30 minutes.

Lactation Breaks

The Company supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. Management will provide a private place free from view of the public and co-workers for this purpose. Nursing mothers wishing to use this room must request/reserve the room by contacting the Human Resources Manager or Management. A lactation break is unpaid unless the employee is simultaneously working or if it is less than 20 minutes.

Recording Hours Worked

Accurately recording hours worked is the responsibility of every employee. Federal and state laws require the Company to keep an accurate record of hours worked to properly calculate employee pay and benefits. “Hours worked” means all the time spent on the job performing assigned duties.

Non-exempt employees must accurately record their hours worked daily using an automated time and attendance system. All non-exempt employees must submit a virtual timesheet to their supervisor at the end of each week, if not otherwise recorded so it can be approved and paid. Records of hours worked are due one business day after the end of the pay period.

Employees must adhere to the following procedures when completing and submitting time reports for each workweek:

- All hours spent performing job assigned duties shall be recorded as hours worked.
- All benefit time (paid time off, jury duty/witness, bereavement, etc.) used during the workweek shall be recorded by clearly designating the number of hours in each category approved.
- Failure to record at least the minimum number of hours expected or repeat instances of working overtime without authorization may result in disciplinary action, up to and including termination, for failure to meet job expectations.

Overtime

Management has the option of scheduling overtime hours for all employees. Alternatively, non-exempt employees who anticipate the need for overtime to complete their work must promptly notify their supervisor in writing and request authorization to work more than 40 hours in a workweek, if beyond their normal schedule.

Only non-exempt employees who work more than 40 hours in a workweek will receive overtime pay at one and a half times their regular rate of pay. Overtime pay is based on hours worked, which includes any holiday, paid time off (“PTO”), or other benefit time (jury/witness duty, bereavement) for purposes of overtime calculations.

All overtime hours are earned during the workweek in which the hours were worked. Payment for overtime will be issued in the pay period following the end of the workweek in which overtime was worked.

Failing to work scheduled overtime or working overtime without prior authorization from the employee’s supervisor may result in disciplinary action, up to and including termination of employment.

Methods and Time of Payment

Pay Periods

Stiles employees are paid semi-monthly, on the 15th of each month and the last day of each month. Pay dates may be adjusted to accommodate both secular and religious holidays. Such adjustments will be communicated to employees via the pay schedule.

Salaried employees are paid to date. Hourly employees pay dates on the 15th of the month shall cover the hours worked during the second half of the prior month. Pay dates on the last day of the month shall cover the hours worked during the first half of the current month.

If a regularly scheduled payday falls on a day when the Company is closed, employees will receive their paycheck on the last day of work before the regularly scheduled payday. However, if the financial institutions are open on the Friday payday, checks will be dated for that Friday, even though the Company is closed (i.e. the Friday after Thanksgiving).

Direct Deposit

Employees may elect to have their paycheck directly deposited into the financial institution(s) of their choice if they provide advance written authorization to Human Resources. All employees are encouraged to utilize electronic direct deposit of payroll, which is offered by the Company free of charge. An itemized statement of wages deposited into their designated account on-line (i.e. pay stub).

Payroll Deductions

Paychecks issued to employees will contain certain deductions. Some are mandated at the state or federal level, some are voluntary, and some are involuntary. Mandatory deductions include federal and state income tax withholdings and social security/Medicare taxes. Discretionary deductions include, but are not limited to, insurance premiums and retirement contributions. For example, if you elect health care benefits through the Company, an amount will be deducted from your wages to cover insurance premiums. All deductions, whether mandatory or discretionary, will be itemized on your pay stub.

It is the employee's responsibility to check their itemized statement of wages or "pay stub" to ensure all work hours, overtime, commissions and payroll deductions are recorded corrected. If you notice any over or under payment in your paycheck, please contact payroll immediately.

Administrative Payroll Corrections

It is the Company's intention to pay all employees correctly each payroll cycle; however, occasionally mistakes may occur. If an employee believes that a payroll issue has occurred, they are required to contact human resources immediately.

Lost, Stolen, or Destroyed Paychecks

If for any reason, you receive a paper paycheck and this paycheck is lost, stolen or destroyed, you must notify human resources immediately. The Human Resources

Department will attempt to issue a “stop payment” and reissue a check after receiving confirmation from the bank that the “stop payment” is in effect and the check in question has not cleared the bank. (This normally takes 24 hours.) The employee will be responsible for any “stop payment” fees. Unfortunately, if we are unable to stop payment on the check, the Company will not be responsible for such loss.

Garnishments and Tax Levies

A garnishment is a court order requiring the Company to withhold an amount from the employee’s earnings. Garnishments can relate to various debts, such as tax liens, debt reclamation, or child (medical) support. Upon receipt of a garnishment notice, the Company must forward a specific amount to the creditor each payday until the garnishment amount has been paid. A tax levy is a similar action brought by a governmental tax agency to satisfy an employee’s tax indebtedness.

The Company will not delay responding to a garnishment or tax levy and will, in all cases, respond in the statutory-provided time as set forth in the garnishment or tax levy. In addition, the Company will not discharge, discipline, or threaten such action against an employee on account of earnings being subjected to garnishment for a single indebtedness.

Employees affected by a garnishment should contact the debt holder directly, and immediately, if it is believed the garnishment was issued in error.

Payroll and Personnel Data Changes

It is the responsibility of each employee to promptly notify the Company of any changes in personnel data or corrections to paychecks. Personal data (*e.g.*, mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency) should be accurate and current at all times.

Any payroll and personnel data related requests or updates (*e.g.*, changes involving tax allowances, address or contact information) should be made in self-service section of the payroll system. Verbal requests will not be considered sufficient.

Expense Reimbursements

All requests for expense reimbursements, regardless of amount, must be submitted within 30 days after the date of travel. Terminated employees must submit expense vouchers within two (2) weeks of the final day of employment. No expense vouchers will be honored or paid after that date unless such reimbursement is required by applicable state law.

Detailed explanations must be presented when receipts are lost. Under no circumstances may employees approve their own expenses or approve expenses of a supervisor to whom they report.

To avoid the decision to withhold reimbursements because an expense is determined to be inappropriate or extravagant, employees should obtain supervisory approval prior to entering into binding agreements or purchases. Moreover, employees should never enter into any binding agreement or purchase on behalf of the Company, unless previously and expressly authorized in writing by a member of the Executive team.

Requests for reimbursements will be processed within a reasonable period after all necessary approvals have been obtained.

Travel for Business Meetings and Conferences

From time to time, Company employees may be required to travel to conduct business, host business meetings or events, attend conferences and/or training classes on behalf of the Company and at its expense. Reasonable time for attendance at professional conferences, meetings or educational workshops may be allowed by Management, and considered part of the worker's training and responsibility. Please see the Travel Manager, human resources, or SharePoint for the most up to date travel policy.

Reimbursement for conference fees and other conference-related expenses is very limited and can be approved only by your manager.

EMPLOYEE BENEFITS

Eligibility and Summary Plan Descriptions

The Company recognizes the value of benefits to employees and their families. The Company supports employees by offering comprehensive and competitive benefits to all full-time employees.

For more information regarding benefit programs, please contact Human Resources and/or refer to the respective Summary Plan Descriptions (SPD). To the extent that the information provided in this Employee Handbook conflicts with the SPD or plan document, the plan document will control.

Effect of Change in Employment Classification

It is important that schedules be maintained to avoid any lack of coverage or loss of benefits. Similarly, it is critical that employees who consistently work more than expected notify Management of such change, so that benefits may be increased or implemented, if applicable.

Paid Time Off

Paid Time Off (PTO) is provided each calendar year, to be used in that calendar year. Our calendar year begins January 1 and ends December 31 of each year.

PTO provides all full-time employees with paid time away from work that can be used for vacation, personal time, personal illness, or time off to care for dependents. PTO is not to be used to modify an employee's regular working hours. PTO must be scheduled and approved in advance except in the case of illness or emergency. PTO provides flexibility in how employees use their time off.

The Company aims to be as flexible as possible regarding when PTO can be taken. However, the Company must always maintain adequate staffing. Together, we can best manage our schedules and workloads when employees submit PTO requests with as much advanced notice as possible.

Due to staffing needs, certain dates may not be available each year for various business reasons. (e.g., industry and/or customer events). These dates will be announced with as much advanced notice as possible for employees to plan appropriately.

Employees are responsible to ensure they have enough PTO available to cover the dates being requested. Once their PTO is approved, employees are responsible for the accurate recording of time as it is used in the Company's time management system.

Managers/supervisors of each department are responsible for verifying that the information in the Time Management system is complete and accurate while approving requests.

For full time employees with less than one (1) year of service, PTO is pro-rated as shown on the following PTO schedule, based on full-time status. Employees who are hired in the month shown will be eligible to use their pro-rated time beginning 30 days following their date of hire.

| | | | |
|----------|-----------------------|-----------|---------------------|
| January | 17 days (136 hours) | July | 8 days (64 hours) |
| February | 15.5 days (124 hours) | August | 6.5 days (52 hours) |
| March | 14 days (112 hours) | September | 5 days (40 hours) |
| April | 12.5 days (100 hours) | October | 3.5 days (28 hours) |
| May | 11 days (88 hours) | November | 2 days (16 hours) |
| June | 9.5 days (76 hours) | December | 1 day (8 hours) |

The PTO schedule for subsequent years of service is as follows:

| | |
|--|---------------------|
| After completing the first year of hire | 17 days (136 hours) |
| After completing the third (3) year of employment | 20 days (160 hours) |
| After completing the fifth (5) year of employment | 25 days (200 hours) |
| After completing the tenth (10) year of employment | 30 days (240 hours) |

PTO is calculated based on a calendar year (Jan-Dec), not your anniversary year. You must complete the full calendar year before additional PTO is awarded. For example: you will receive your additional PTO amount after you complete the current calendar year.

PTO may be taken in two (2) hour minimum increments. PTO requests must be approved in advance by your supervisor. In some instances, the Company understands the employee may be unable to give advance notification due to illness or emergencies. Your length of service, your personal desires, and the efficient operation of the Company will be considered by your supervisor prior to approval of PTO requests.

Employees may roll over up to five (5) days of PTO into the following calendar year, which must be used by the end of June, otherwise they will be forfeited.

PTO pay shall be at the employee's current basic weekly salary or hourly rate.

Unused PTO is not eligible to be paid out at the end of the year in lieu of taking it. When resigning, employees may not use PTO beyond their last day worked. Upon separation from the company, whether voluntary or involuntary, unused PTO is not paid out, unless stipulated per state and federal laws.

Holidays

The company recognizes eleven (11) paid holidays during the year for eligible employees. They are:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- 1 Floating Holiday

Eligibility

All full-time employees and part-time employees are eligible for holiday pay. There is no waiting period. (Temporary employees are not eligible for holiday pay).

Employees who would otherwise be eligible, but are on a non-FMLA leave of absence, workers' compensation leave, disciplinary suspensions, or call-off absent either before or after the holiday will not be entitled to pay for a recognized holiday. However, if the employee produces a doctor's note that excuses the employee from work either before or after a holiday, they will be paid for the holiday.

Eligible employees who are on vacation during the occurrence of recognized holiday will have the day treated as a paid holiday and may extend his/her vacation by one day, unless the holiday occurred on a normally unscheduled workday.

Holiday Pay: Full-time Employees

Full-time employees will receive pay for eight hours (including shift differentials).

Paid holiday hours are included in determining actual hours worked when overtime is computed for the holiday week.

PTO in Conjunction with Holidays

Vacation time may be used the day before and/or after a holiday with no forfeiture of holiday pay if vacation time has been prescheduled and pre-approved.

Holiday Scheduling

If any designated holiday falls on a Saturday, it will generally be observed on the preceding Friday. When it falls on a Sunday, the holiday will generally be observed on the following Monday. The company reserves the discretion to close on another day or grant alternative time off.

Jury Duty and Serving as a Witness

Should you be required to serve on jury or witness duty, you will be granted the necessary leave time. A full-time employee called for jury duty or required to serve as a witness must:

- Notify his or her supervisor as soon as the possibility of such service is known.
- Submit a copy of the jury duty summons notice or subpoena to testify as a witness to Management as soon as possible, but no later than seven (7) days from your receipt of such notice, so that arrangements can be made to accommodate your absence.
- Report directly to work upon being excused from jury or witness duty early, provided, however, that in no instance shall you (i) work more than your regular work hours for the day between jury duty and hours worked or (ii) work beyond your normal end time; and
- Notify Management as soon as you receive notice or otherwise feel your service will extend beyond two (2) weeks.

If employee satisfies the requirements, the Company will pay the employee for regular wages up to two (2) weeks, provided that prior notice was given and evidence of the performance of jury duty is presented. Exempt employees will be paid their full weeks' pay during any workweek in which they also work while serving on a jury or as a witness.

Bereavement Leave

Employees may take up to 5 days of paid bereavement leave upon the death of a member of their immediate family (*i.e.*, an employee's current spouse/domestic partner, parents, stepparents, children, stepchildren), 3 days of paid bereavement leave upon the death of their close family (siblings, grandparents, and grandchildren, including in-laws of the current spouse/domestic partner). All regular, full-time employees may take up to 1 day off with pay to attend the funeral of extended family members of the employee or the employee's current spouse (*i.e.*, an employee's aunts, uncles, and cousins).

The Company may require verification of the need for the leave. In requesting these documents, we do not mean to impose an unreasonable burden on you, but the Company must ensure that these provisions are not abused. The employee's Supervisor and Human Resources will consider this request time off on a case-by-case basis.

Payment for bereavement leave to non-exempt employees is computed at the regular hourly rate, depending on the number of hours such employee is scheduled to work that day, up to a maximum of 8 hours per day for full-time employees and a maximum of 4 hours per day for part-time employees.

Parental Leave

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. We will provide paid parental leave equal to the amount of PTO they are eligible to receive to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions, or placements of foster children.

Eligibility

- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit) for at least 12 months prior to the event.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 12 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive paid parental leave equal to the annual amount of PTO the employee is entitled to receive. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than one (1) paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Paid parental leave is compensated at 100 percent of the employee's regular; straight-time pay. Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.
- In the event of a female employee who herself has given birth, paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or due to adoption or foster care, will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' PTO. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, Management has the exclusive right to interpret this policy.

Return to Work

An employee who fails to return to work on the date provided to the Company shall be considered as voluntarily resigning through job abandonment unless an extension is requested and authorized by Management at its sole discretion and in compliance with applicable law.

If an employee does not return to work for at least 90 calendar days following the parental leave, then the employee must reimburse the Company for any amounts paid under this policy.

Family and Medical Leave (FMLA)

The Family & Medical Leave Act (FMLA) allows eligible employees to take unpaid leave for the serious health condition of the employee or an immediate family member, for reasons related to childbirth or adoption and for certain reasons related to military deployment.

Employees eligible for FMLA leave are those who have completed 12 months of service, have worked at least 1,250 hours of work over the previous 12 months, and who work within 75 miles of at least 49 other employees. Eligible employees may take up to 12 weeks of FMLA leave during the 12-month period measured backwards from the date the requested FMLA leave begins. Employees who take FMLA leave must use any and all earned, but unused PTO concurrently with their FMLA leave.

To take FMLA leave, you must provide the Company with appropriate notice. Whenever the need for FMLA leave and the approximate leave date is foreseeable, you must provide the Company with 30 calendar days' advance notice before the leave is to begin. When the need for FMLA leave is an emergency, you or someone on your behalf must notify the Company as soon as the need for leave becomes known. Whenever possible, FMLA leave must be scheduled with your manager so that disruption of the Company's workflow will be kept to a minimum. It is expected that you will provide as much information as possible about the reason for FMLA leave so that the Company can properly and timely determine whether the leave qualifies under the FMLA and its corresponding regulations.

For additional information on FMLA leave, see the poster attached as Appendix A.

Unpaid Personal Leave of Absence

The Company recognizes that there may be compelling personal reasons for an employee to request a leave of absence. A request for a personal leave of absence must be submitted to Management and will be granted at the sole discretion of Company depending upon many factors, including but not limited to, workload, business demands, staffing and business considerations.

Unpaid leaves of absence will be considered only after all other applicable paid leave has been exhausted. Unless there is a prior written agreement or it is mandated by state or federal law, such unpaid leaves are not guaranteed and will not include any guarantee of a position or of a rate of compensation once the employee would like to return to work.

A written request for personal leave must be submitted to Management at least three (3) weeks in advance of the requested departure date, whenever possible, or in any event as soon as the employee knows about the need for personal leave. If granted, the personal leave will be unpaid, and benefits will not continue to accumulate during the absence. Employees who have health benefits through the Company may continue that

coverage during the personal leave if they timely pay their respective benefit payroll deductions to the Company at discretion of management.

If any employee does not return to work at the end of the approved personal leave, the Company will treat the employee as a voluntarily resignation from employment.

Workers' Compensation

Workers' compensation insurance covers injuries incurred while on duty and occupational illnesses for all employees. Employees must contact his or her supervisor as soon as possible but no later than two (2) hours of the occurrence of a work-related injury and complete an accident report. Employees who are injured during a shift and leave to seek medical treatment will be paid for the rest of their shift. Depending on the severity of the injury, management will have the employee transported to receive medical treatment. Failure to promptly report an accident may result in loss of benefits.

Workers' compensation payments supersede use of PTO. All policies related to FMLA leave apply to time off due to a workers' compensation claim if eligibility criteria are met. Both leaves will run concurrently. However, an employee may use accumulated PTO for the time between the injury and commencement of workers' compensation payment.

Employees who contribute to an on-the-job injury or cause property damage greater than \$500.00 may be asked to submit for a drug test. While waiting for the results the employee must remain at home on an unpaid leave. Should the test results come back negative, the employee will be paid for the days away from work due to the drug test.

For all employees, the Company will continue to pay its portion of the employee's health insurance premium for up to twelve (12) weeks of approved workers' compensation leave, regardless of FMLA eligibility. The employee must make timely payments on shared health insurance premiums. Failure to pay will result in termination of benefits.

Time off due to a workers' compensation claim is not included when counting length of service for raises and other benefits.

Military Leave

The Company supports the military obligations of all employees and grants leaves without pay for uniformed service and training in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources Department and his or her supervisor and provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify Management as soon as possible.

An employee's eligibility for reinstatement will be determined in accordance with applicable federal and state laws. Upon return from military leave, employees will be

granted the same seniority, pay, and benefits as if they had worked continuously. Failure to request a return to work or otherwise report for work within the prescribed time after completion of military service will be considered a voluntary resignation.

OTHER EMPLOYEE BENEFITS

Employee Discounts

Due to our Durr affiliate status, we can participate in the employee discounts offered by Durr vendors. Some of the many discounts you take part in are auto discounts, computer, and phone discounts, as well as discounts to movies, amusement parks, concerts, shows, etc.... For more information on what discount are available, please contact human resources or refer to SharePoint.

Relocation Reimbursement

Employees who are being reassigned to work in a different location may be entitled to reimbursement of certain relocation costs. Relocation expenses are paid at the sole discretion of the Company and are only paid if the employee is relocating on behalf of the Company. Employees who voluntarily do not remain with the Company for at least two (2) years after relocation will be required to repay any relocation cost paid for by the Company. If you have any questions about this policy, please contact human resources.

Educational Assistance

The Company encourages employees to continually develop their skills and knowledge. Through additional learning, the employee will grow and contribute new ideas to their job and the Company. Eligible employees may qualify for assistance with tuition expenses for certain higher-education courses. Please see Human Resources for more information and eligibility requirements.

In addition, the Company believes that employees should never stop learning. That is why we have created a Lifelong Learners Program. Lifelong Learners do not have to be enrolled in college or receive college credit. This program is for those who want to increase their knowledge and skills but doesn't want or need a college degree. If someone wishes to learn a new skill, even though it may not benefit the department he/she may currently be in, if what is being learned will benefit the company somehow, it can be approved.

For more details regarding the Tuition Assistance Program and Lifelong Learners Program see Human Resources. The Company reserves the right to rescind or modify these programs at any time.

Flexible Work Schedule

In alignment with our vision of 'helping employees live better lives', Stiles is committed to providing employees with a sense of work/life balance. As a way of assisting with this commitment, Stiles offers the ability to flex your work schedule either on a case-by-case basis or a regular occurrence.

General Guidelines:

1. Employees are encouraged to talk to their managers if they have a need or desire for a flexible work schedule.
2. There are many ways to define a flexible work schedule, which can vary by employee. The employee and manager should collaborate to design an appropriate and acceptable flexible work schedule.
3. Not all departments will be able to accommodate requests for a flexible work schedule for business reasons, including the reasons stated below:
 - a) Flexible work schedule requests must not adversely impact productivity, service levels, the nature of work, hours of operation, staffing requirements, service delivery requirements or other relevant factors.
 - b) Flexible work schedules are not intended to reduce the actual number of hours the employee is expected to work.
 - c) A flexible work schedule may be withdrawn by the department at any time and for any reason if, in the view of the department leadership, it is no longer in the best interest of the organization.
 - d) The team/employee must be able to work independently, be self-motivated, disciplined, manage distractions, and meet deadlines.
 - e) Attendance to meetings and/or departmental events will still be required of employees assigned to flexible work schedules (e.g., department meetings, customer meetings etc.).
 - f) If an individual employee is unable to complete expected work requirements while on a flexible work schedule, department leadership may choose to discontinue the flexible schedule arrangement for that employee.

Please note that this policy does not guarantee a flexible work schedule for any employee. Flexible work schedules can be modified or revoked at any time, with or without notice.

Telecommuting

To improve our employee work-life balance by providing greater flexibility, Stiles is committed to improve the work/life balance for all. As a way of maintaining this balance and ensuring our employees are successful in both their home and work lives, Stiles allows telecommuting for eligible employees.

Not every position and every department are able to telecommute. Telecommuting is not a right; it's a privilege and employees must be able demonstrate work productivity while telecommuting. Please speak with your supervisor directly if you are interested in telecommuting.

YOUR RESPONSIBILITIES AS AN EMPLOYEE

Open Door Policy

One of our ongoing goals is to serve while providing a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. We recognize the need to allow employees to call attention to work-related matters that they feel need correction. To that end, we strongly endorse an Open Door Policy, where employees have the right to meet with supervisors (at a mutually convenient time and place) to discuss such matters of concern.

Employees should utilize the Open Door without fear of retaliation. There may be instances when leaders may have to utilize information presented through the Open Door, but the use of that information or the identity of the person from whom it was received may be disclosed to the extent necessary to complete an investigation, take appropriate corrective action, respond to a legal request for production, or as otherwise required by law.

Standards of Conduct

The successful business operations of the Company are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The Company will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Employees must not commit, aid, or assist in fraud, misappropriation, theft, embezzlement, or similar activities. The Complaint Procedure encourages employees who witness or suspect any of these activities to immediately notify Management.

In general, the use of good judgment will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor or Management. Compliance with this policy of business ethics and conduct is the responsibility of every Company employee. Disregarding or failing to comply with this standard of business ethics and conduct will lead to disciplinary action, up to and including possible termination of employment.

In particular, the Company expects that each of its employees will:

- Strive for excellence in their job performance.
- Follow Company guidelines.
- Maintain a positive attitude and use a cooperative, team approach.

- Treat each other as well as outside sources, courteously, politely and with respect and consideration at all times; and
- Greet, acknowledge, and respond to employees, visitors, vendors, contractors, and co-workers in a prompt and professional manner.

The following are non-exhaustive Standards of Conduct, that if violated, may result in disciplinary action, up to and including termination of employment, at the discretion of the Company. The Company prohibits and may discipline an employee for violating any policy in this Employee Handbook, along with the following Standard of Conduct:

1. Dishonesty, including but not limited to omissions, misrepresentations, or falsifications of Company records/tests, including applications for employment and time records.
2. Revealing or misusing Confidential Information of any kind.
3. Theft, misuse, or misappropriation of Company or other property, fraud, or embezzlement.
4. Using Company equipment, material, time, or information in a negligent or malicious manner.
5. Abusing, destroying, or wasting Company property, funds, or equipment.
6. Using Company resources other than for their expressed purpose.
7. Carrying concealed weapons or explosives or violating criminal laws on Company premises or elsewhere when on Company business.
8. Being under the influence of illegal drugs or alcohol or bringing illegal drugs or alcohol into the workplace or elsewhere when on Company business.
9. Inappropriate use of electronic mail, Internet, mail service, or phone systems.
10. Inappropriate or disruptive activity, injury to employees, in the workplace.
11. Violation of the Company's discrimination or harassment policies.
12. Abuse, threatened abuse, bullying, neglect, or failure to disclose known abuse, bullying, or neglect of an employee.
13. Discourteous or rude treatment of the public, employees, or co-workers.
14. Engaging in corporal punishment, emotional or physical abuse or humiliation of an employee.
15. Violations of safety rules.
16. Excessive tardiness or absenteeism.
17. Lounging, loafing, sleeping or assuming the posture of sleeping during working hours.
18. Performance that does not meet the requirements of the position or the Company's business needs.
19. Gambling on Company premises.
20. Acceptance of unauthorized gifts, commissions, or kickbacks.
21. Releasing possession of any Company keys to anyone other than your supervisor or appropriate staff.
22. Failure to keep general appearance suitable.
23. Failure to carry out reasonable orders or instructions.

The above list is not exhaustive; other behavior may result in disciplinary action, up to and including discharge from employment. The Company reserves the right to formulate additional rules and to impose discipline for other offenses not listed here.

Attendance and Punctuality

We expect all employees to work according to the assigned work schedules, maintain a consistent attendance, be punctual, not leave work early, not take excessive breaks and lunches, and not incur other lost time that would hinder their abilities to perform essential job functions and requirements established by the Company.

It is important that employees be at work on a timely and regular basis, sufficiently in advance to be situated and ready to work during the scheduled hours. If you are assigned to work at a worksite, you are required to follow the work schedule of that worksite.

Work schedules are disrupted when employees are absent, and undue absenteeism and tardiness place additional burdens on your fellow employees. Excessive absenteeism or tardiness will not be tolerated, will be documented, and will lead to disciplinary action, up to and including termination.

Employees need to be cognizant of their commutes and schedules and communicate with their management when running late. An employee is considered tardy if they are six (6) minutes or later for their scheduled start time.

All personal issues requiring time away from work, such as doctor's appointments or other matters, should be scheduled outside of the regular work hours if possible. To the extent an absence is required or requested during regular work hours, notice in compliance with this policy must be provided.

Notice of Tardiness or Absence

If you must be late or absent from work for a good reason that can be planned in advance, discuss it in advance with your supervisor and submit a PTO Request to supervisor in advance of the need for leave time to secure permission for the leave. Your request will be given serious consideration.

If you cannot report for work as scheduled because of an emergency or illness, you must notify your supervisor as early as possible, but no later than four (4) hours from the time you are scheduled to start work. Leaving a message or e-mailing without receiving confirmation is not enough. You must speak with your supervisor or other member of Management. When you call in, you will be asked to provide the reason for your absence, along with the date and time by which you expect to return to work. Upon return to work from an unplanned absence, employees must complete a PTO Request and submit it to their supervisor. Reporting an absence does not necessarily excuse it; substantiation may be required.

Employees with a Company e-mail and/or phone assigned to them are required to enable an out of office message to inform other employees of their absence. Such messages shall include the dates the employee will be absent, when the employee anticipates to return, and identify an individual to contact during their absence.

Employees who fail to show for work or call-in for three (3) consecutive days will be considered to have voluntarily resigned as of the end of the third day.

Accounting for Missed Time Due to Tardiness or Absence

With your supervisor's permission, you may make up missed time, provided that the time is made up in the same workweek in which it was missed. You must receive permission to work after hours or on weekends to make up the time. If time missed is not made up in accordance with these requirements, your PTO may be reduced by the number of hours missed.

Return to Work Following Illness or Injury

Employees may be asked to provide a release to return to work with or without reasonable accommodation(s) from a qualified medical physician after an absence or use of PTO on account of an illness or injury if; a) a qualified medical physician places you off work, b) if you are not completely recovered and returning with work restrictions, c) you have been off of work for an extended period of time, or d) as otherwise required by Management.

Parking

Every employee is responsible to protect and maintain a safe environment for all employees and visitors while on Stiles' property. This includes engaging in appropriate and safe driving in our parking areas.

In addition, all employees are expected to follow these guidelines:

- Keep your speed at or below 5 mph while in our parking lot.
- Do not park directly in front of doors or loading docks.
- Observe and comply with no parking, handicap, and visitor parking areas.
- If you are involved in an accident, exchange information or seek out the other party if they were not present.
- If you are witness to any incident or otherwise unsafe condition on the property, it is your responsibility to report the to the Facilities Department or Human Resources.
- Lock your car doors while parked in the parking lot. Stiles is not responsible theft or property damage done to your vehicle while in our parking lot.

Security, Safety, and Accidents

All employees are expected to embrace safety, for themselves, other employees, and for individuals served. Due to the nature of our work, it is imperative that all employees be aware of their surroundings and commit to enhanced safety practices in and away from work. Areas of focus should be performing assigned tasks carefully, but efficiently, to encourage safe action across the board; refraining from behaviors or conduct which are or could become unsafe; and maintaining cleanliness and orderliness.

All work-related accidents, no matter how minor, and whether involving an employee or a person served by the Company, must be reported immediately to the employee's supervisor. The first imperative will be to assess the injury and determine if medical treatment other than first aid is necessary.

If you are the injured party and your injury is non-life threatening or not serious, you may call Medcor at (800) 775-5866. They are available 24/7 and will assess your injury over the phone and either provide you with self-care treatment or direct you to the nearest clinic or hospital, depending on the severity of your injury. However, for emergencies or serious injuries, please immediately call 911 or go to the nearest hospital. If, according to the licensed health care professional, an injured employee can return to work during that same day, the Company will expect you to return to work as soon as possible. If, according to the licensed health care professional, an employee cannot return to work, that employee will suffer no loss in pay for the balance of an eight (8)-hour shift.

Each state has its own rules and regulations regarding workers' compensation we will be following the laws of the state in which the employee is a resident, not where the Company is headquartered.

If, on the other hand, the injury is incurred by a person served by the Company, the supervisor and the employee must make arrangements for any care other than first aid. It is required that an Incident Report (IR) be completed by the end of the shift. Any violation of any statute, rule or regulation (including health and safety violations) must be, if possible, corrected immediately and under any circumstances, be reported to your supervisor immediately.

The Company complies with all state and federal safety regulations and relies on its employees' assistance in doing so. Employees are required to report any conditions or equipment that may be unsafe or unhealthy to Human Resources immediately upon observing the condition or equipment. Personal property belonging to staff, including furniture, clothes, jewelry, TV's, appliances, etc., is not covered by the Company's insurance.

Any violation of any portion of this policy may result in disciplinary action, up to and including immediate termination.

Driver Safety

In order to increase employee safety and reduce risks while driving, Stiles is committed to minimizing the circumstances that result in distracted driving. The following rules apply to all employees operating a company vehicle, using a company-issued cell/smart phone while operating a personal vehicle or conducting any Stiles business on a cell/smart phone while driving.

Employees may not use a hand-held cell/smart phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering, or making phone calls, engaging in phone conversations, using FaceTime or

other videocall software, and reading or responding to emails, instant messages, and text messages.

If employees need to use their phones, they must pull over safely to the side of the road or another safe location or utilize a hands-free device to support such communication.

Severe Weather Emergencies

Severe weather is to be expected during certain times of the year. Except in cases of severe storms, we are expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as PTO or is unpaid time off. If extreme weather conditions require closing of the facility, you will be notified by Management.

Workplace Searches

To protect the property and to ensure the safety of all employees, customers and the Company, the Company reserves the right to conduct personal searches consistent with local state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the Company's property.

In addition, the Company reserves the right to search any employee's office, desk, files, lockers, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, equipment or any other area or article on our premises, are the property of the Company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Management.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection, are believed to be in possession of stolen property or illegal drugs, will be subject to disciplinary action, up to and including termination of employment, if upon investigation they are found to be in violation of the Company's security procedures or any other Company rules and regulations.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and prevents potential distractions and disturbances.

Employees are not allowed to bring visitors or pets on a contract or job site. An employee may make a request to his/her supervisor for review and determination of exceptions to this policy, as may be required by law.

If an unauthorized individual is observed on any Company premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

Smoking Policy

In the interest of providing a safe and healthy environment for employees and visitors, smoking and vaping is not permitted on Company premises or in Company vehicles. This policy applies equally to all employees and visitors. Failure to comply with this policy may result in disciplinary action up to and including termination and visitors being asked to cease smoking activity or be denied use of our facilities. Employees may smoke at designated places around the outside of the building during breaks.

Substance Abuse

The Company has a longstanding commitment to provide a safe and productive work environment. Substance use and abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Company is committed to the elimination of Substance use and abuse in the workplace. This policy outlines the practice and procedure designed to correct instances of identified Substance use in the workplace. This policy applies to all employees and all applicants for employment with the Company.

Substance Use and Abuse

Substance abuse covers a range of behaviors that go far beyond dependency. Abuse may involve regular marijuana use, heavy drinking, weekend binges, consumption of tranquilizers, and misuse of prescription drugs. Employees need not be physically addicted (and suffer painful symptoms of withdrawal when denied their drug of choice) to be drug dependent. Psychological dependency is equally responsible for compulsive drug use. Compulsive drug use and abuse threaten physical and mental health, inhibit responsible personal relationships, and diminish the ability to meet family, social, and vocational obligations.

The Company maintains a zero -tolerance policy for using, consuming, possessing, selling, manufacturing, dispensing, distributing or being under the influence of alcohol, illegal drugs, narcotics, barbiturates, marijuana (including medical marijuana), other controlled substances not prescribed by a physician, and or other intoxicants (collectively, “Substances”) in the course of employment, while on Company property, in a company vehicle, or at any other location during work hours. The presence of any detectable amount of any Substance in an employee’s body while performing Company business or while on Company property is prohibited.

No employee shall report to work after consuming or under the influence of these Substances. The only exception may be the possession of alcohol to be consumed by people twenty-one (21) years of age and older served by the Company as part of a Company celebration or special event.

This policy does not prohibit the use of legal drugs prescribed or authorized by a medical practitioner, or no-prescription “Over-the-Counter” medications; if the use of the substance prescribed or authorized dosage level is consistent with the safe performance of the employee’s essential job functions. The Company may, at its discretion, require that employees notify the Company of legal drug use, including “Over-the-Counter” medications, where the manufacturer advises against use while operating motorized vehicles or machinery. Employees should read all labels carefully, before taking medications. The Company will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee’s ability to perform their job duties safely and effectively.

The Company reserves the right to require substance testing at any time, whether singularly or part of a group working at a particular location or working on a specific shift in a non-discriminatory manner. Any employee who performs work on and after the effective date of this policy is deemed to have consented to substance testing (including breath, urine, and/or blood) for the presence of substances. Refusal to be tested or attempting to fraudulently tamper with such testing will be considered grounds for termination.

The Company also retains the right to require pre-employment substance screening.

The following procedure will be used when obtaining a substance test:

- Employees required to take Substance tests will be sent to a clinic of the Company’s choice with professionally developed and administered Substance detection tests. The Substance test will be conducted by securing a urine or blood sample or through another method established by the Company. The Company will assist with coordinating the employee’s transportation to the clinic. The Company will pay for the cost of the tests.
- The clinic will use secure procedures for verifying the identity of the employee and integrity of the sample.
- Substances identified include illegal use of a controlled substance and are not part of a medical treatment plan, may alter thinking, actions and overall performance of the employee. Positive results will be evaluated in the context of the person’s complete medical history.
- If Substances are detected in the initial sample, a confirmation test will be performed if deemed appropriate by the testing site.
- If the employee challenges the results of a confirmatory test, (s)he will have three (3) days from notification of positive results to make an official challenge. In this instance, the original specimen taken from the employee will be retested at the employee’s expense. If the results from the retest differ from the original test, the

Company will consider the results in making a final determination about disciplinary action.

- A copy of test results will be given to the employee. All results will be confidential, except where mandated by law, state licensing rule, a court decision, on the advice of the Company's attorneys, or when the employee challenges the results of the test.

An employee admitting they have a substance abuse problem and who wishes to go through a substance treatment program may be granted a leave for such treatments if the conditions and treatment qualify for coverage under the Family Medical Leave Act (FMLA). An employee may be conditionally reinstated to a position only after successful completion of the program and following the preventive maintenance treatments prescribed by the counselor or doctor. Documentation and verification of Substance-free condition will be required before returning to work and periodically afterward. An employee who fails to seek appropriate help or to follow the prescribed treatment will be subject to termination. An employee shall have only one (1) opportunity to go through a rehabilitation program. The Company assumes no responsibility for the cost of rehabilitation.

If the employee does not qualify for FMLA or the condition of the treatment does not qualify for coverage, the employee will not be granted FMLA leave, but may have other opportunities for leave under this policy, subject to the discretion of the Company and in compliance with applicable law.

Consequences

An employee who tests positive for the use of substances, or have otherwise violated this policy, will be subject to termination. In addition, employees convicted of selling, using or possessing substances may be terminated. Employees convicted of any statute relating to substances must notify the Human Resources Department immediately after conviction.

Depending on the circumstances and the employee's work history/record, the Company may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up substance testing at agreed upon times and frequencies for a minimum of one (1) year but not more than two (2) years.

Employees will be paid for time spent in substance testing and then suspended pending the results of the substance test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of Management and Human Resources. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to test results, substance dependencies and legitimate medical explanations provided shall be kept confidential to the extent required by law and shall be maintained in secure files separate from personnel files.

Inspections

The Company reserves the right to inspect its premises for substances or other contraband. All employees, contract, and temporary employees and visitors may be asked to cooperate with inspections of their persons, work areas and property that might conceal a substance or other contraband. Employees who possess such substances or contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

Appearance

Employees are expected to maintain high standards of neatness, cleanliness, and personal hygiene. All employees should arrive for work in modest, well-fitting, neat, and clean clothing, appropriate for the work at hand.

Due to the nature of the work being performed within our organization, the dress code may vary from department to department. Some positions will have more restrictions on clothing than others, for reasons such as safety and regular contact with customers.

Employees should keep in mind that they are a reflection of the Company at all times and therefore represent the Company in their appearance as well as their actions. An employee's dress and grooming should be appropriate to the workstation and work attire may vary based on your job duties as outlined in your job description.

We have a business casual dress code, which includes everyday jeans apparel. Employees may always choose to dress in more traditional business attire (suits, ties, skirts, and dresses) if they wish. Acceptable jeans are defined as blue, black or dark-colored denim that are not distressed, cut off, ripped, paint-splattered, skintight, excessively baggy, sequined, bedazzled, faded from wear, or frayed, and does not contain cutouts or patchwork. Please refer to human resources for clarification.

Requests for modification to the dress code are available for employees observing seriously held religious beliefs. Please contact human resources to request a workplace attire accommodation based on religious beliefs.

Appearance and clothes that do not fit the dress code include, but are not limited to, as follows:

- Suggestive attire or clothing that exposes the front or back body torso.
- Sweatshirt or flannel material clothing including sweats, sweatshirts or hoodies.

- “Weekend wear” clothing, such as t-shirts, tank tops, tank dresses, sleeveless dresses that do not have full shoulder coverage, cropped tops, spandex, overalls, hats, and exercise/recreational clothing.
 - Clothes that are ragged, frayed, torn or with holes.
 - Skirts or dresses higher than 2” above the knee.
 - Shorts.
 - Leggings unless they are under an appropriate dress or skirt.
 - T-Shirts, short or long-sleeved.
- Flip flops or beachwear type of sandals.

During the warmer months and in some of our remote office locations, temperatures may be high enough to make wearing long pants uncomfortable in some of our non-office work areas. For this reason, employees who work in non-air-conditioned areas (parts, warehouse, etc.) may wear shorts (limited to black or Khaki in color) which must be hemmed and in good condition, with length no shorter than 2” above the knee.

Employees should use their best judgment regarding business casual appropriate attire. Employees are encouraged to ask their supervisor or human resources if they have any questions to determine what acceptable attire is.

It is expected that all employees who engage with customers in on-site visits in Stiles’ facilities to dress more formally. Employees also need to be sensitive to the apparel standards of other businesses they visit and to dress in such a way that represents Stiles Machinery in the best possible way. When visiting other businesses or places that are known to not have adopted a business casual standard, employees should wear business attire.

Employees whose apparel or grooming does not meet these dress code guidelines will be asked to leave to change their attire, on unpaid time, and are expected to return to work as soon as possible. Employees with repeated violations of these guidelines will be subject to disciplinary action. Supervisors and managers who do not require their staff to follow these dress guidelines will be subject to disciplinary action.

Company Property, Equipment, and Supplies

The Company seeks to ensure that every employee assumes responsibility for protecting both the Company’s property and information entrusted to them as well as the Company’s assets in general. The Company’s property such as laptops, cell phones, office supplies, maintenance supplies, tools and equipment are to be used to conduct the Company’s business. Employees’ use of such property for personal needs is not permitted without appropriate supervisory authorization. Supervisors and Managers are responsible to ensure that all employees’ company equipment is returned upon separation from the company. Please refer to the offboarding policy for further information.

The Company is not responsible for any loss or theft of personal property or valuables on its premises. Personal property and valuables should be left at home.

Use of Motor Vehicles

Employees driving as part of their job must maintain a valid driver's license and meet the underwriting requirements of the Company's automobile insurance carrier as a condition of employment. Failure to meet the underwriting requirements may result in termination. Employees agree they must notify the Company within forty-eight (48) hours of a change in status of their driver's license, involvement in any auto accident, and any motor vehicle violation added to the employee's Motor Vehicle Record. If an employee is found to have a suspended license because of unpaid tickets or fees, (s)he will be suspended from driving for the Company and given five (5) days to pay the fees and present proof of a reinstated license.

Employees who drive a Company, rental, or personal vehicle on Company time or for the Company business are expected to obey all safety laws and regulations. Employees may not use a cell phone, engage in any other activity (such as eating) while driving, or drive under the influence of alcohol or drugs. The use of Company vehicles for non-approved or personal activities is not permitted.

Electronic Communication Systems

All of the Company's electronic information systems are the property of the Company. It is the policy of the Company to restrict the use of all information systems to appropriate job-related or otherwise-approved business purposes. The Company's communication and information systems consist of both traditional systems (i.e. telephone system including voice mails and faxes) and electronic systems (i.e. Internet, e-mail, and Teams), the software and hardware (which may include smart phones, desktop computers, laptop computers, and tablets) by which employees access and utilize the above communication and information systems, and all communications and information transmitted by, received from, entered into, or stored in these systems or locations, including, but not limited to, data, files, or messages.

The computer system is provided to you at the Company's expense to assist you in carrying out the Company's business. The computer system permits you to communicate with co-workers internally and with selected outside individuals and companies that the Company, in its sole discretion, decides may be connected to the system.

While the Company understands that you may use the e-mail system and internet connections for some minimal personal use, the e-mail system and internet connections are to be used primarily for business related purposes. The Internet should not be used to access any social media sites such as Facebook or Twitter, unless required for your job responsibilities. Any personal use should not interfere with your job duties and

responsibilities. The Company treats all messages sent, received, or stored in the e-mail system as business messages. The Company may restrict access to certain sites that it deems are not necessary for business purposes.

Video and Audio Surveillance Policy

To promote the safety of employees and Company visitors, as well as the security of its facilities, the Company and/or any third party authorized by the Company may conduct video and audio surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, and that video cameras and audio recording devices may be positioned in appropriate places within and around the Company premises and used in order to help promote the safety and security of people and property. Employees acknowledge, with the exception of private areas identified above, that there is no expectation of privacy on the premises of the Company and give their consent to such video and/or audio surveillance at any time the Company may choose. The Company may access, review, and disclose to third parties any and all recordings obtained from its video and audio surveillance without any liability whatsoever.

Nonconsensual Use of Recording Devices

“Recording Devices” means either personal or Company owned devices used to record audio sounds and/or photo/video images, including without limitation, those devices contained on cellular phones.

The Company has a strong interest in preserving the privacy of its customers and business practices; therefore, Recording Devices may not be used in areas where customer information or information designated as confidential by the Company is likely to be discussed.

Employees who violate this Policy may be subject to disciplinary action, up to and including termination of employment with the Company, and criminal and/or civil liability for eavesdropping, invasion of privacy, and/or other violations of the law.

No Solicitation

To avoid disruption of business operations or disturbance of employees and others on the Company’s premises, the following rules apply to solicitation and distribution of literature on the Company’s premises.

Persons not employed by the Company may not solicit or distribute literature on Company property at any time, for any purpose. Employees may not solicit during working time or distribute literature in working areas for any purpose at any time. Working time does not include break periods and meal times, or other periods during the work day when employees are not properly engaged in performing their work tasks. Working time

includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting and distributing are directed. Working areas are all areas on Company property where employees are performing work, except cafeterias, employee rest areas, locker rooms, lobbies and parking areas.

Social Events

“Social Events” refer to any Company mixer, party, activity, or event, whether conducted on or off Company premises. Social Events are designed to improve Company morale and strengthen relationships. Alcohol may be served at Social Events.

Your attendance at Social Events is strictly voluntary and on unpaid time. Participating in Social Events and/or consuming alcohol (if served) is optional. Employees will not be subject to any disciplinary actions or repercussions for failing to attend or participate in Social Events.

When attending Social Events:

- Be responsible.
- Conduct yourself in an appropriate business, non-impaired, manner. Consume alcoholic beverages only in moderation and if you are of legal age (21+). The Company will make transportation arrangements for employees who request a ride.
- If you become impaired, ask the Company to provide a ride.
- You will not be subject to repercussions if you request a ride; and
- Stop drinking alcohol several hours before you intend to drive or request the Company to make transportation arrangements.

Building Security and Visitors to the Premises

Employee Responsibilities

In order to maintain a safe and secure working environment, to prevent thefts from buildings, and to provide customer-friendly procedures, the Company maintains a thorough building security policy. All building doors must remain locked 24/7 except for the front entrances, which will remain open during normal business hours. Doors designated as Emergency Exits Only must not be used for any other purpose. Security gates located in the shipping/receiving areas must be closed and locked at all times, only to be opened for shipment purposes.

Employees are expected to exercise responsible and ethical behavior when using the buildings and offices. Access cards and/or keys may be issued to employees on an as-needed basis. Access cards and/or keys must not be shared or loaned to others, including other Stiles employees. Lost or stolen access cards and/or keys must be immediately reported to the National Parts Manager or Facilities Manager. A service charge may be assessed for access cards and/or keys that are lost.

Employees must never allow others to unauthorized entrance into the building.

Facility Visits and Tours

For the security of our office, warehouse, showroom and employees, all visitors and tours of our facilities are subject to following proper procedures and authorizations when on site and/or requesting tours of our facilities.

- Guests and non-Stiles employees, including but not limited to family members, clients, contractors, solicitors, delivery personnel, must use the front entrances only and must check in at the receptionist desk.
- All visitors must sign in and out on a log sheet maintained at the front reception desk of our buildings.
- All visitors must wear a visitor badge and must be accompanied by a Stiles representative at all times while in the facility. Exceptions are SU (Stiles University) students who are here for class and may use the designated smoking areas during class break. All visitors and SU students will be identified by the appropriate signage available at the reception desks or SU.
- Employees must check with any unattended individuals who may be on site to assist as appropriate.
- Individuals who arrive at the office/warehouse locations unannounced for a tour of our facilities must be managed correctly. The receptionist must make every effort to determine who the appropriate management “go-to” person is on site when an unannounced visitor requests a tour. Certain questions must be asked to determine what is appropriate for that individual to see or not see.
- If no one in authority is available or no one can determine what the circumstances are surrounding the request for a tour, the request should be denied by explaining that approval must be obtained.
 - When a request is denied, please take the individual’s contact name and number and explain that someone will contact them to set up a tour if appropriate.

Violations of this policy may result in disciplinary action, up to and including termination.

Media Requests

All media inquiries should be directed to the marketing department. Upon receipt of a media inquiry, employees should explain that only the President is authorized to speak on behalf of the Company to the press or make any kind of public statement.

SEPARATION FROM EMPLOYMENT

Resignation, Termination, and Job Abandonment

Separation from employment is an inevitable part of personnel activity within any organization, and can occur for several different reasons, many of which are routine. Since employment with the Company is on an at-will basis, both the employee and the Company have the right to terminate employment for any lawful reason or no reason at all, at any time, with or without notice.

Voluntary Resignation

Employees who quit employment often leave for reasons that could be resolved. Therefore, employees are encouraged to discuss any concerns that they have with their manager or human resources before quitting employment. Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment.

When voluntarily resigning their employment, out of respect for the company, employees are requested to provide a minimum of two (2) weeks advance written notice. Completion of voluntary resignation forms and a formal exit interview with human resources are requested. In order to facilitate a smooth transition, the Company requires employees not take unused PTO during the final month of employment.

Involuntary Termination

Involuntary termination is when the company decides to end your employment. Some, but not all, of the reasons for possible involuntary termination are insubordination, falsification of employment records, unsatisfactory job performance, unacceptable workplace conduct, absenteeism, theft, dishonesty, mistreatment or disrespect toward other employees, visitors, or any person, and/or violation of any Company policies. Involuntary termination may also occur as a result of reduction in staff.

Job Abandonment

Employees who do not appear for work or call for three (3) consecutive workdays, then such employee will be considered to have voluntarily resigned as of the end of the third day.

Any request for outstanding expenses that the Company owes to an employee at the time of termination, such as mileage, must be submitted to the Company within two (2) weeks of departure.

Exit Interview

A separating employee may be asked by human resources to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Consolidated Omnibus Benefit Reconciliation Act (COBRA)

Federal law requires that most employers sponsoring health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end (“qualifying event”). This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provision of the COBRA law. Both you and your spouse, if applicable, should take time to read this notice carefully.

If you are an employee of the Company otherwise covered by the plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). If you choose to continue coverage, you will be required to pay a monthly premium which will be indicated to you before you make your decision.

If you are the spouse of an employee covered by the plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the plan for any of the following reasons:

- The death of your spouse;
- A termination of your spouse’s employment (for reasons other than gross misconduct) or reduction in your spouse’s hours of employment;
- Divorce or legal separation from your spouse; or
- Your spouse becomes entitled to Medicare.

A dependent child of an employee or worker covered by the plan has the right to continue coverage if group health coverage under the plan is lost for any of the following reasons:

- The death of a parent;
- The termination of a parent’s employment (for reasons other than gross misconduct) or reduction in a parent’s hours of employment with the Company;
- Parents’ divorce or legal separation;
- A parent becomes eligible for Medicare; or
- The dependent ceases to be a “dependent child” under the plan.

A dependent child includes a child who is born to or placed for adoption with an individual who is already receiving COBRA continuation coverage. Each employee or family member has the responsibility to inform the plan administrator of a divorce, legal separation, or a child losing dependent status under the plan within sixty (60) days of the event or the date on which coverage would be lost because of the event. The Company has the responsibility to notify the plan administrator of the covered worker’s death, termination of employment, reduction in hours, or entitlement to Medicare.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, the Company is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly-situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for thirty-six (36) months unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months. If you become disabled as defined by the Social Security Act at any time during the first sixty (60) days of continuation coverage following termination or reduction in hours, the continuation coverage period is twenty-nine (29) months. In addition, family members of the disabled individual are entitled to the twenty-nine (29)-month extended coverage period, whether or not they are disabled. Moreover, continuation coverage may be extended from eighteen (18) months to thirty-six (36) months for those individuals who were qualified beneficiaries under the group health plan at the time of the original qualifying event, where a second qualifying event (i.e. a death or divorce) occurs during the original eighteen (18)-month period. An individual who receives the extended coverage period due to a disability must notify the plan administrator when it is determined that the individual is no longer disabled within the definitions of the Social Security Act.

The law also provides that your continuation coverage (regardless of duration) may be cut short for any of the following reasons:

- If the Company no longer provides group health coverage to any of its' employees;
- If the premium for your continuation coverage is not paid;
- If you become covered under another group health plan which covers pre-existing condition;
- If you become eligible for Medicare;
- If you were divorced from a covered employee and subsequently remarry and are covered under your new spouse's group health plan; or
- If there is a final determination that you are no longer disabled (in the case of beneficiaries who qualified for the eleven-month extension of continuation coverage based on their disability).

You do not have to show that you are insurable to choose continuation coverage. This notice is provided as a matter of information only. It does not, and is not intended to, create any contractual, legal or other rights. Rather, your rights are only as expressly set forth in the plan and in federal and state law. The Company reserves the right to amend and/or change the plan as permitted by the terms of the plan.

COBRA Subsidy

For employees retiring from Stiles or subject to involuntary separation without cause, Stiles will contribute 50% of the employee's monthly COBRA premium for every started tenured year at Stiles. Employees can qualify for this benefit up to the COBRA maximum of 18 Months, based on the employee's original hire date. See example below.

| Employee Tenure | 50% Cobra Contribution |
|-----------------|------------------------|
| 1 Month | 1 Month |
| 1 Year 1 Day | 2 Months |
| 2 years 1 Day | 3 Months |

Re-Employment

Staff re-hired within six (6) months of leaving the Company will be credited with their prior tenure in an adjusted seniority date that will be used when computing PTO accrual and 401(k) match eligibility. All other rules governing new employees apply to rehired employees, including restrictions on use of leave time, and eligibility for the Flexible Benefit Plan and other benefits.

Return of Company Property

All Company property, including this Employee Handbook and any other originals and copies of Confidential Information, must be returned at the time of separation from employment. Company property includes but is not limited to, phones, keys, computers, identification cards, student files/lists, notes, memoranda and any other confidential or proprietary information of the Company. Failure to return some items may result in the Company taking further action to recoup any replacement cost and/or seek the return of Company property through appropriate legal recourse.

Appendix A

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



WH1420 REV 04/23

ACKNOWLEDGEMENT

I have received a copy of the Stiles Machinery, Inc. Employee Handbook (“Handbook”) and understand that it is my responsibility to read its contents. I understand that the Handbook is intended to provide an overview of the Company’s personnel policies applicable to my employment with the Company. The Handbook describes important information about the Company, and I understand that I should consult with my immediate supervisor or human resources regarding any questions not answered in the Handbook.

I understand that the Handbook may be changed, revised, or eliminated at any time, without advance notice, whenever the Company, in its sole discretion, deems that such action is appropriate or necessary.

I further understand that the provisions of the Handbook do not create any contract of employment, express or implied, between the Company and me. Accordingly, either I or the Company can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I also understand and agree that any agreement contrary to or modifying this at-will provision is not valid or enforceable unless it is in writing and signed by the President.

In consideration of my employment with the Company, and/or the continuation thereof, I agree that any claim or lawsuit arising out of my employment with, or my separation from, the Company or any of its subsidiaries must be filed (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, (i) within 180 days of the event(s) giving rise to the claim, or (ii) the time limits specified by statute, whichever is shorter. This includes employment-related claims or lawsuits against the Company or any of its subsidiaries, and also their owners, officers, employees and agents. I likewise agree that I will not join in any claim or lawsuit brought by any agency, other employee, or a third party that relates to any employment action relating to me and that occurred before any of the applicable time periods referenced above. While I understand that the statute of limitations for claims arising out of an employment action may be longer, I agree to be bound by the time limits referenced above, and I WAIVE ANY LONGER STATUTE OF LIMITATIONS. Should a court determine in some future lawsuit that this provision allows an unreasonably short period of time to commence a lawsuit, the court shall enforce this provision as far as possible and shall declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced. I ALSO WAIVE ANY RIGHT TO A JURY TRIAL if I ever sue the Company, or any of its owners, officers, employees and agents regarding my employment or separation, and agree to have my claims decided by a judge instead.

Employee Name (Please Print): _____

Employee Signature: _____

Date: _____