

Alabama Handbook Addendum

ABOUT THIS HANDBOOK

This Alabama Handbook Addendum applies to Stiles Machinery employees who work in the State of Alabama and supplements our Employee Handbook. The policies noted in this Addendum are in addition to those that make up the Employee Handbook, and the policies that reside within that Handbook still apply to all employees of Stiles Machinery. In the event of any inconsistency between the Handbook and this Addendum, this Addendum will control for our employees working in Alabama.

Alabama-Specific Policies

1-1 Voting Leave

Employees who have less than two (2) hours before or after their shift during which the polls are open will be provided with the time necessary to vote (up to one hour) during working hours in order to vote. This time will be unpaid. Employees must provide reasonable notice to their supervisor of the need for time off for this purpose. Stiles Machinery reserves the right to specify the hours during which an employee may be absent for this purpose.

1-2 Volunteer Firefighter or Emergency Medical Service Provider Leave

Employees who are volunteer firefighters or emergency medical service providers may take leave from employment to respond to an emergency call prior to the time the employee is due to report to work. Time off for this purpose will be unpaid. Employees taking leave under this provision must attempt to contact their supervisor to notify them that they have been dispatched to an emergency. After returning from such leave, employees must provide a statement from the fire department or emergency medical services provider stating the time was spent responding to an emergency call.

1-3 Crime Victim Leave

Employees who are victims of criminal offenses (or the spouse, sibling, parent, child, or guardian of a person who was killed or incapacitated by such a criminal offense) may take leave from employment to respond to a subpoena to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceedings related to such an offense.

Criminal offenses for purposes of this section will include conduct that gives a law enforcement officer or prosecutor probable cause to believe that a felony involving physical injury, a threat of physical injury, a sexual offense, or any offense involving spousal abuse or domestic violence has been committed.

This section does not apply to criminal proceedings in which the employee is the accused or is in custody for an offense.

1-4 Military Leave

Employees who require time off from work to fulfill military duties are treated in accordance with the applicable requirements of state and federal laws. Employees who need military leave are expected to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence.

You will not lose any employment privileges by taking leave.

Please contact Human Resources for more information about military leave.

1-5 Election Official Leave

If you are appointed as a precinct election officer under Section 17-8-1 of the Alabama Code, you will be excused from employment without penalty of loss of time for election day to perform the duties to which you have been appointed. This leave time will be unpaid. You must provide proper documentation of the appointment and the dates of the required service to your immediate supervisor at least seven (7) days before the leave is required.

1-6 Firearms

Employees who are lawfully in possession of a firearm may keep an unloaded gun out of plain sight and locked in their vehicle in the parking lot. Carrying firearms while working or inside buildings owned by Stiles Machinery is expressly prohibited.

Alabama Handbook Addendum Acknowledgment

This Alabama specific Handbook Addendum is an important document intended to help our employees become acquainted with policies specific to the State of Alabama. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of leadership.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Alabama Handbook Addendum.

I have received and read a copy of Stiles Machinery's Alabama Handbook Addendum. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Stiles Machinery other than the Head of Human Resources and/or the President may alter "at will" status, and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Alabama Handbook Addendum.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment will be filed in your personnel file.