

Arkansas Handbook Addendum

ABOUT THIS HANDBOOK

This Arkansas Handbook Addendum applies to Stiles Machinery employees who work in the State of Arkansas 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 Arkansas.

Arkansas-Specific Policies

1-1 Arkansas Medical Marijuana Act

In accordance with Arkansas law, Stiles Machinery will not discriminate against employees who are registered qualifying patients for medical marijuana use who test positive for marijuana. However, Stiles Machinery reserves the right to take adverse employment actions against any employees who use, possess, or are impaired by marijuana during the hours of employment or on work premises.

1-2 Crime Victim Leave

Employees who are victims of criminal offenses (or the spouse, sibling, parent, child, or guardian of a victim of a criminal offense) may take unpaid leave to participate, at a prosecuting attorney's request, in the preparation for a criminal justice proceeding, or to attend such a proceeding if attendance is reasonably necessary to protect the interests of the victim.

1-3 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.

1-4 Bone Marrow and Organ Donor Leave

In addition to any medical, personal, or other paid leave provided by Stiles Machinery, the Company will grant an employee an unpaid leave of absence up to 90 days to serve as an organ or bone marrow donor, provided the employee requests such leave in writing.

1-5 Voting Leave

Stiles Machinery will arrange employees' schedules to ensure that they can vote on election day(s).

Arkansas Handbook Addendum Acknowledgment

This Arkansas specific Handbook Addendum is an important document intended to help our employees become acquainted with policies specific to the State of Arkansas. 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 Arkansas Handbook Addendum.

I have received and read a copy of Stiles Machinery's Arkansas 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 Arkansas Handbook Addendum.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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