

Delaware Handbook Addendum

ABOUT THIS HANDBOOK

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

Delaware-Specific Policies

1-1 Volunteer Emergency Responder Leave

Stiles Machinery will grant unpaid leave to eligible employees who are volunteer firefighters, emergency medical technicians, members of a ladies' auxiliary of a volunteer fire company, or volunteer fire police officers to respond to qualifying emergencies. Eligible employees will be granted up to seven (7) consecutive days to respond to a governor-declared state of emergency and fourteen (14) days for a president-declared national emergency. Additional leave may be granted if the employee incurs an injury while responding to the emergency. Stiles Machinery reserves the right to request a written statement confirming the employee's participation. Employees who need this leave are expected to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence.

Please inform human resources if you are a member of a qualifying volunteer organization. You will not lose any employment privileges through your membership or by taking leave.

1-2 Pregnant Workers Fairness Act

Stiles Machinery employees have the right to be free from discrimination in relation to pregnancy, childbirth, and related conditions, and have the right to reasonable accommodation to known limitations related to pregnancy, childbirth, and related conditions.

Employees who believe they need an accommodation due to pregnancy or a pregnancy-related condition should contact Human Resources. Pregnancy-related conditions can include post-pregnancy conditions such as the need to express breast milk. After receiving your request, Stiles Machinery will engage in an interactive dialogue with you to explore potential reasonable accommodations. Stiles Machinery makes determinations about reasonable accommodations on a case-by-case basis, considering various factors and based on an individualized assessment in each situation. If you have any questions about a reasonable accommodation request you made, please contact Human Resources.

Employees will not be retaliated against for requesting an accommodation in good faith under this policy.

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 Crime Victim Leave

Stiles Machinery provides unpaid leave for employees who are victims of crimes. Leave may also be granted where the employee's family member is a victim of a crime. Family member includes the employee's spouse, child, parent, stepparent, sibling or an individual designated by the victim or the court. Leave may be taken to prepare for a criminal proceeding at the prosecutor's request, to respond to a subpoena, or to attend a criminal proceeding necessary to protect the employee's interests.

Delaware Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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