

Florida Handbook Addendum

ABOUT THIS HANDBOOK

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

Florida-Specific Policies

1-1 Domestic Violence Leave

Stiles Machinery will provide employees who are victims of domestic violence or sexual assault with up to three (3) days of unpaid leave within a 12-month period for certain purposes. Employees are eligible for this leave after three (3) months of employment with Stiles Machinery, after exhausting all paid time off provided by Stiles Machinery. Leave may be taken to obtain certain services or receive assistance related to the domestic violence or assault, including:

- To seek an injunction for protection against violence;
- To obtain medical care or mental health counseling;
- To obtain services from a victim services organization;
- To make the employee's home secure from the perpetrator or to seek new housing; and/or
- To seek legal assistance in addressing the issues or to prepare for court-related proceedings arising from the act of domestic violence or sexual assault.

Stiles Machinery also permits employees to take this leave where the employee's family member is a victim of domestic violence or sexual assault. Family member includes the employee's:

- Spouse;
- Former spouse;
- Person related by blood or marriage;
- Person who is presently or was formerly residing with the employee as if a family; or
- Person with whom the employee shares a child in common.

Employees must provide Stiles Machinery with as much notice as possible under the circumstances so that Stiles Machinery can plan for the absence. All information you provide to Stiles Machinery regarding your need for leave will be kept confidential. You will not lose any employment privileges by taking leave.

1-2 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.

1-3 Civil Air Patrol Leave

Employees and independent contractors who have been employed with Stiles Machinery for at least 90 days and are members of the Civil Air Patrol are eligible for up to 15 days of unpaid leave to attend to duties required for their membership. Eligible persons are permitted, but not required, to utilize paid time off during the leave.

You will not lose any employment privileges by taking leave.

1-4 Parking Lot Exception – Firearms

In accordance with Florida Law, employees who have a license to carry a concealed weapon or firearm may keep legally owned firearms inside the employee's privately owned motor vehicle parked on Stiles

Machinery's premises. The weapon or firearm must remain locked inside or locked to the motor vehicle at all times.

Florida Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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