

# **Georgia Handbook Addendum**

## **ABOUT THIS HANDBOOK**

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

# **Georgia-Specific Policies**

## **1-1 Voting Leave**

In the event an employee who is registered to vote requires time off to vote in an election, Stiles Machinery will adjust the employee's schedule to allow the employee to take up to two unpaid (2) working hours while the polls are open to vote in an election. Employees must provide reasonable advanced notice to Stiles Machinery to qualify for this leave.

## **1-2 Court Attendance Leave**

Stiles Machinery acknowledges that, on occasion, employees may have an obligation to participate in judicial proceedings as a witness, or because the employee or a close family member was victimized by a criminal act. Stiles Machinery authorizes leave to attend those proceedings as required by Georgia law under qualifying circumstances. In the event an employee is required to attend a court proceeding by way of a court order or process other than a subpoena, Stiles Machinery will provide the employee with unpaid leave to respond to the subpoena. Employees must provide reasonable notice to the employee's supervisor upon learning of the employee's required attendance. This provision does not apply where an employee is charged with a crime.

## **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 Lactation Breaks**

Stiles Machinery employees are entitled to reasonable paid lactation breaks during the workday. The employee will be provided with reasonable break times to express milk so long as the employee continues expressing milk. Stiles Machinery will provide a private location, other than a restroom, where employees can express breast milk at the worksite.

## **1-5 Parking Lot Exception - Firearms**

In accordance with Georgia law, Stiles Machinery permits employees who are lawful weapons carriers to keep the employee's lawfully possessed ammunition or firearm in the employee's privately owned motor vehicle parked on Stiles Machinery premises. The motor vehicle must be locked and the ammunition and/or firearm must remain out of sight (i.e. placed in the trunk, glove box, or other enclosed compartment).

## Georgia Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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