

Idaho Handbook Addendum

ABOUT THIS HANDBOOK

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

Idaho-Specific Policies

1-1 National Guard and Reservists Training 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. In particular, permanent employees of Stiles Machinery who are members of the National Guard or reserve forces may take up to 15 days of unpaid leave to participate in training. Employees must provide at least 90 days of notice prior to departure, but 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.

Idaho Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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