

Indiana Handbook Addendum

ABOUT THIS HANDBOOK

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

Indiana-Specific Policies

1-1 Jury Duty Leave

In the event jury service leave goes beyond the two weeks of paid leave provided by Stiles Machinery, employees can elect whether to utilize PTO or to take unpaid time for the duration of the jury service.

1-2 Emergency Response Leave

Stiles Machinery will provide eligible employees who are volunteer firefighters or members of certain volunteer emergency medical response teams with leave to respond to an emergency. To qualify, the employee must notify Stiles Machinery of the employee's membership and eligibility prior to requesting leave. Stiles Machinery reserves the right to request certification verifying your service. Please notify human resources of your membership as soon as possible

1-3 Civil Air Patrol Leave

Employees who are members of the civil air patrol are eligible for unpaid leave to perform duties related to an emergency service operation that either began before work, or after reporting to work with authorization from your supervisor to leave. To be considered eligible for this leave, employees who are civil air patrol members must notify Human Resources in writing that they are a member. If you are determined to be an essential employee and your notification is rejected, it is up to you to notify your commander or officer in charge that you are not eligible for civil air patrol leave. If you receive an emergency service operation call before work, you must notify your supervisor as soon as possible.

1-4 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.

1-5 Military Family Leave

Employees who have been employed for at least twelve (12) months and have worked at least 1,500 hours in the past twelve (12) months may be eligible for Military Family Leave. Employees who are spouses, parents, guardians/custodians, children, grandparents, or siblings of active duty military members may take up to ten (10) days of Military Family Leave per year during any of the following: (1) the 30 days before active duty orders are in effect, (2) a period of leave while active duty orders are in effect, and (3) 30 days after active duty orders are terminated. Please notify Human Resources as soon as possible if you anticipate using Military Family Leave. Employees who need military family 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.

1-6 Parking Lot Exception - Firearms

Employees who have a firearm or ammunition in their possession may keep their firearm or ammunition in their person vehicle (not a company vehicle) as long as the firearm or ammunition are stored in the trunk, glove compartment, or otherwise are out of plain sight and the vehicle is locked.

Indiana Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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