

Kansas Handbook Addendum

ABOUT THIS HANDBOOK

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

Kansas-Specific Policies

1-1 Report-In Pay

If an employee is sent home from a shift less than thirty (30) minutes after the shift begins, Stiles Machinery will still compensate employees for a minimum of thirty (30) minutes.

1-2 On-Call Pay

Stiles Machinery will compensate an employee for time the employee is required to be on-call if the employee is required to remain at a certain location and is unable to perform personal tasks during this time.

1-3 Pregnancy-Related Leave

Stiles Machinery seeks to support employees who are pregnant or have pregnancy-related conditions. In addition to Parental Leave provided by Stiles Machinery, employees who are pregnant, have a miscarriage, have an abortion, give birth to a child, or are recovering from a pregnancy-related condition will be granted accommodations and leave in accordance with the same policies and procedures applied to other disabilities.

1-4 Domestic Violence Leave

In addition to paid time off, Stiles Machinery will provide employees who are victims of domestic violence or sexual assault with up to eight (8) days of unpaid leave per calendar year to seek related relief. Leave may be granted for the following purposes:

- To obtain legal assistance, such as a restraining order;
- To seek medical attention for related injuries;
- To obtain services from a domestic violence shelter, program, or related crisis center; or
- To appear in court related to the incident(s).

Employees may also take this leave where the employee's child is the victim of domestic violence or sexual assault. Eligible employees must give reasonable notice of the need to leave to the employee's supervisor or human resources. If the circumstances require the employee to take an unscheduled absence, the employee must provide certification of the circumstances within 48 hours of the absence(s). The employee must also provide certification of the employee's eligibility for leave within 48 hours of the employee's return to work. Certification must be kept confidential and includes any of the following:

- A police report indicating the employee was a victim of domestic violence or sexual assault;
- A court order protecting the employee;
- Evidence from the prosecuting attorney that the employee appeared in court, or
- Documentation from any of the following attesting that the employee was undergoing treatment or physical or mental injuries or abuse resulting from domestic violence or sexual assault:
 - o A medical professional;
 - o A domestic violence advocate;
 - o An advocate for victims of sexual assault;
 - o A health care provider; or
 - o A counselor.

1-5 Voting Leave

Stiles Machinery will adjust employee schedules to provide eligible employees with up to two (2) hours of paid leave to vote in an election. Employees are eligible for leave if the employee does not have at least two consecutive hours before or after work to vote while the polls are open.

1-6 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.

1-7 Parking Lot Exception - Firearms

In accordance with Kansas law, Stiles Machinery allows eligible to store lawfully obtained firearms in the employee's privately-owned motor vehicle while parked on Stiles Machinery premises.

Kansas Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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