

Kentucky Handbook Addendum

ABOUT THIS HANDBOOK

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

Kentucky-Specific Policies

1-1 Meal and Break Periods

In accordance with Kentucky law, employees Stiles Machinery will provide employees with an unpaid thirty (3) minute meal break between the third (3rd) and fifth (5th) hour of the employee's scheduled shift. Non-exempt employees are not permitted to work during a meal break without prior approval from Management. Employees will also be granted a ten (10) minute rest break every four (4) hours of work. Your supervisor will schedule your breaks accordingly based on departmental needs. When recording hours worked, employees should include as hours worked any interrupted lunch break lasting less than 30 minutes.

If you desire to waive your break periods, please speak to human resources. Meal periods cannot be waived.

1-2 Adoption Leave

In accordance with Kentucky law, Stiles Machinery will grant up to six (6) weeks of personal leave for an employee who is receiving an adoptive child under the age of ten. This leave will run concurrently with Stiles Parental Leave policy and FMLA.

1-3 Voting Leave

Stiles Machinery will work with employee schedules to ensure eligible employees are able to vote. Employees may take up to four (4) hours as necessary to allow the employee to vote in an election.

You must notify your supervisor prior to election day if you will require leave to vote. Your supervisor will determine the best time for you to take leave based on the needs of the department.

1-4 Election Official Leave

Stiles Machinery will also work with employees who are selected to serve as election officials to ensure the employee can attend trainings and serve as an election official on the designated election day(s).

Please notify your supervisor as soon as possible once you learn of your need for leave so the supervisor can plan accordingly.

1-5 Emergency Responder Leave

Stiles Machinery provides leave for eligible employees to respond to critical incidents or emergencies. Eligible employees include volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, and members of emergency management agencies. Employees may be entitled to leave beyond the emergency response under certain circumstances. Please contact HR for more info about emergency responder leave"

Please contact Stiles Machinery as soon as you know you are required to respond to an emergency so Stiles Machinery can plan accordingly.

1-6 Parking Lot Exception - Firearms

In accordance with Kentucky law, Stiles Machinery allows eligible to store lawfully obtained firearms in the employee's privately-owned motor vehicle while parked on Stiles Machinery premises. Employees must be legally entitled to possess the firearm.

Kentucky Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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