

Louisiana Handbook Addendum

ABOUT THIS HANDBOOK

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

Louisiana-Specific Policies

1-1 Earned Income Tax Credit

All employees whose wages are under \$35,000 per year may be eligible for the Earned Income Tax Credit or Advanced Earned Income Tax Credit. You may either apply for the credit in your tax return or receive the credit in advance payments during the year. Please contact human resources for more information.

1-2 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.

1-3 First Responder Leave

Employees who are volunteer first responders may take leave to respond to emergencies issued by the Governor's Office of Homeland Security and Emergency Preparedness. First responders include, among others, medical personnel, volunteer firefighters, and members of the civil air patrol. Employees who need first responder leave are expected to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence.

Employees must report the employee's release from duty within 72 hours of release or recovery from an illness or injury resulting from duty. Failure to report back within 72 hours will be considered a voluntary resignation.

You will not lose any employment privileges by taking leave.

1-4 Bone Marrow and Organ Donor Leave

In addition to any medical, personal, or other paid leave provided by Stiles Machinery, the Company will grant an employee an unpaid leave of absence up to forty (40) days to serve as a bone marrow donor, provided the employee works an average of at least twenty (20) hours per week.

1-5 Parking Lot Exception – Firearms

In accordance with Louisiana law, Stiles Machinery permits employees to keep lawfully possessed firearms and/or ammunition in the employee's privately-owned car while parked on Stiles Machinery premises, so long as the firearm and/or ammunition remains locked in or to the motor vehicle.

Louisiana Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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