

Massachusetts Handbook Addendum

ABOUT THIS HANDBOOK

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

Massachusetts-Specific Policies

1-1 Sexual Harassment Complaints

Employees are directed to Stiles Machinery's employee handbook for a complete overview of Stiles Machinery's policies and procedures for unlawful sexual harassment. If an employee feels Stiles Machinery has been unable to adequately address the employee's concern, the employee may contact the following state or federal entities:

Massachusetts Commission Against Discrimination

1 Ashburton Place, Suite 601, Boston, MA 02108

(617) 994-6000

email mcad@mass.gov

<https://www.mass.gov/how-to/how-to-file-a-complaint-of-discrimination>

Equal Employment Opportunity Commission

131 M Street, NW

Washington, DC 20507

(800) 669-4000

info@eeoc.gov

<https://www.eeoc.gov/>

While Stiles Machinery invites employees to report concerns to any member of Management, employees may also contact: Thomas Allott, Human Resources Manager 3965 44th St. SE Grand Rapids, MI 49512. 616-698-7500.

Pregnant Workers Fairness Act

Stiles Machinery will not discriminate against employees on the basis of pregnancy or pregnancy-related conditions. Employees who are experiencing pregnancy or pregnancy-related conditions may be entitled to a reasonable accommodation to enable them to perform the essential functions of the job, unless providing such an accommodation would cause an undue hardship for Stiles Machinery.

Employees who believe they need an accommodation due to pregnancy or a pregnancy-related condition should contact Human Resources. Pregnancy-related conditions can include post-pregnancy conditions such as the need to express breast milk.

After receiving your request, Stiles Machinery will engage in an interactive dialogue with you to explore potential reasonable accommodations. Stiles Machinery makes determinations about reasonable accommodations on a case-by-case basis, considering various factors and based on an individualized assessment in each situation. [CA1]If you have any questions about a reasonable accommodation request you made, please contact Human Resources.

Employees will not be retaliated against for requesting an accommodation in good faith under this policy.

1-2 Show Up Pay

In compliance with Massachusetts law, employees who report for a shift of at least three (3) hours will be paid for a minimum of three (3) hours, even if sent home early.

1-3 Rest Day

Massachusetts employees who are engaged in manufacturing or mechanical work will be granted a minimum of twenty-four (24) hours of rest in every seven (7) consecutive days.

1-4 Earned Sick Time

Massachusetts employees who are not otherwise entitled to Paid Time Off under Stiles Machinery's Employee Handbook may be entitled to Paid Medical Leave (PML) under Massachusetts law. Eligible employees may use leave on the 90th day of employment with Stiles machinery.

PML may be used to:

- Care for the employee's child, spouse, parent, or parent of a spouse who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
- Address the psychological, physical, or legal effects of domestic violence.

Use of PML:

- Employees may carry over up to 40 hours of unused PML to the next calendar year. However, employees may only use 40 hours of earned PML in any calendar year.
- Employees do not need to use accrued earned sick time if both Stiles Machinery and the employee agree that the employee will work an equivalent number of additional hours or shifts during the same or the next pay period to make up for the time the employee was absent. However, Stiles Machinery will not require an employee to work additional hours to make up for the hours during which the employee was absent and will not pay the employee for the time the employee was absent.
- When your use of earned sick time is foreseeable, you must make a good-faith effort to provide Stiles Machinery with advance notice. Stiles Machinery will not require you to search for or find a replacement to cover the hours you are using as earned sick time.
- Stiles Machinery may require documents supporting your need for leave if your earned sick time leave period covers more than 24 of your consecutively-scheduled work hours. Any reasonable documentation signed by a healthcare provider indicating the need for earned sick time taken is acceptable, except where the leave has been taken to address the psychological, physical, or legal effects of domestic violence, in which case certain other documents may be required. Stiles Machinery does not require that the documentation explain the nature of the illness or the details of the domestic violence. For more information, contact Human Resources.

1-5 Paid Family and Medical Leave

The Massachusetts Paid Family and Medical Leave (PFML) law provides most Massachusetts employees the right to paid family and medical leave. These rights include both (1) job protection when the employee returns to work and (2) partial wage-replacement benefits while the employee is out of work for qualifying reasons.[CA2] Employees are eligible provided the employee earned a

minimum of \$6,000 in the previous year. During the employee's absence, the employee will receive a state determined weekly wage. Employees may elect whether to use paid time off to substitute for paid leave.

PFML taken for the birth or adoption of a child, or placement of a foster child will run concurrently with any available Parental Leave under Stiles Machinery's Employee Handbook. Employees may take up to twelve (12) weeks of total leave in a 12-month period for these purposes.

Employees may also take up to twelve (12) total weeks of leave under PFML to care for a seriously ill family member, or for a qualifying exigency related to a family member on active duty. Employee may take up to twenty (20) weeks for the employee's own serious health condition. Total leave PFML taken each year cannot exceed twenty-six (26) weeks.

To qualify, employees must provide at least thirty (30) days' notice to Stiles Machinery of the anticipated days and length of leave, or as soon as practicable if the leave is for a reason beyond the employee's control.

If you have any additional questions, please reach out to Human Resources. [CA3]

1-6 Vacation

Earned but unused vacation time will be paid out upon separation.

1-7 Jury Duty Leave

In addition to the jury duty leave provided for full-time employees at Stiles Machinery, part-time, temporary and casual employees who are summoned for jury duty are entitled to paid time off for the first three days of jury service. Any additional days will be unpaid. Employees may opt to use any available accrued vacation time in place of unpaid leave. If you receive a jury summons, please inform Human Resources as soon as possible to make arrangements for a leave of absence. Stiles Machinery reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

1-8 Domestic Violence Leave

Stiles Machinery offers employees up to 15 days of unpaid domestic violence leave for a qualifying reason in any 12-month period if the employee or a qualifying family member of the employee is a victim of abusive behavior. Before qualifying for domestic violence leave, employees must first exhaust all paid time off.

Employees may take domestic violence leave to:

- Seek or obtain counseling, victim services, medical attention, or legal assistance.
- Secure housing.
- Obtain a protective order from a court.
- Appear before a grand jury or in court.
- Meet with a district attorney or other law enforcement official.
- Attend child custody proceedings.
- Address other issues directly related to the abusive behavior against themselves or a family member.

Employees may not take domestic violence leave if they are the perpetrator of the abusive behavior against a family member.

Employees must notify Human Resources in advance of the need for leave, except in the case of imminent danger to their health or safety or that of the employee's family member. If there is a threat of imminent danger to their health or safety or that of a family member, the employee must notify Human Resources within three workdays that leave was taken or is being taken. This notification may also be communicated by a family member or professional who has assisted the employee in addressing the effects of the abusive behavior.

Stiles Machinery reserves the right to request documents supporting your need for leave.

1-9 Voting Leave

Stiles Machinery will adjust the schedules of employees in manufacturing and mechanical roles to ensure the employee can vote in an election. To qualify, the employee must notify Stiles Machinery of the need for leave within two (2) hours of the opening of the polls.

1-10 Firefighter and Emergency Medical Technician's Leave

Stiles Machinery provides leave for employees who are volunteer members of a fire department or ambulance department to respond to an emergency. If you need this leave, you must:

- Inform Human Resources of the reason for the leave.
- Submit a statement signed by the chief of your fire or ambulance department certifying the date and time you responded to and returned from the related emergency.

Please inform human resources if you are a member of a volunteer fire or ambulance department. Stiles Machinery expects employees who require this leave to provide as much notice as possible so that the company can plan for the absence.

1-11 Small Necessities Leave

Employees are eligible for small necessities leave if the employee has worked for Stiles Machinery for 12 months, either consecutively or non-consecutively, and worked at least 1,250 hours in the previous 12-month period.

Eligible employees will be given up to 24 hours of unpaid leave during the calendar year for the following reasons:

- To participate in school, Head Start, and daycare activities directly related to the educational advancement of the employee's child, including parent-teacher conferences or interviewing for a new school.
- To accompany their child to routine medical or dental appointments, including check-ups or vaccinations.
- To accompany their elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, including interviewing at nursing or group homes.

The leave may be taken on an intermittent or a reduced leave schedule. Employees may not take the leave in increments smaller than one hour.

Employees must provide seven (7) days' notice if the need for leave is foreseeable. Otherwise, employees must provide notice as soon as possible. Additionally, employees may be required to submit certification verifying the reason for the leave.

Leave will be unpaid, except that any unused vacation must first be used during the leave.

1-12 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.

1-13 Veterans Day and Memorial Day Leave

Employees who are veterans may take leave to participate in a Memorial Day exercise, parade, or service in the community where the employee resides. Employees who are veterans may also take leave to observe Veterans Day.

For purposes of this policy, a veteran is someone who has received an honorable discharge from military service. Employees who are seeking to take this leave should reach out to Human Resources.

Massachusetts Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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