

Maryland Handbook Addendum

ABOUT THIS HANDBOOK

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

Maryland-Specific Policies

1-1 Healthy Working Families Act

In addition to paid time off provided to full-time employees, Stiles Machinery will provide part-time employees who regularly work between twelve (12) and thirty (30) hours with up to 64 hours of sick and safe leave that can be used for certain purposes. Employees will earn one hour of leave for every thirty (30) hours worked. [CA1] Employees may carry over up to forty (40) hours of unused leave at the end of each calendar year. Leave must be taken in four (4) hour increments.

Employees are required to provide Stiles Machinery with as much advance notice as possible, so that Stiles Machinery can plan accordingly. To qualify for leave for an expected absence, employees must provide a minimum of seven (7) days notice, unless an emergent situation prevents notice. For more information, please contact human resources.

In accordance with Maryland law, employees taking leave under the Healthy Working Families Act and Stiles Machinery's Paid Time Off policy may take leave for the following reasons:

- To care for or treat their own mental or physical illness, injury, or condition;
- To obtain preventative, mental, or physical illness care for a family member;
- For maternity or paternity leave; or
- For reasons stemming from the employee or their family member being a victim of domestic violence, sexual assault, or stalking.

"Family Member" includes

- (1) a biological child, an adopted child, a foster child, or a stepchild of the employee;
- (2) a child for whom the employee has legal or physical custody or guardianship;
- (3) a child for whom the employee stands in loco parentis, regardless of the child's age;
- (4) a biological parent, an adoptive parent, a foster parent, or a stepparent of the employee or of the employee's spouse;
- (5) the legal guardian or ward of the employee or of the employee's spouse;
- (6) an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor;
- (7) the spouse of the employee;
- (8) a biological grandparent, an adopted grandparent, a foster grandparent, or a stepgrandparent of the employee;
- (9) a biological grandchild, an adopted grandchild, a foster grandchild, or a stepgrandchild of the employee; or
- (10) a biological sibling, an adopted sibling, a foster sibling, or a stepsibling of the employee.

1-2 Flexible Leave Act

Employees will be granted leave under Stiles Machinery's Paid Time Off policy to care for an immediate family member, including the employee's child (under 18), spouse, or parent. Leave will be provided in the same manner it would be provided for the employee's own illness or injury. Employees will also be granted leave for bereavement purposes following the death of an immediate family member. Stiles Machinery expects employees who require leave for these purposes to provide as much notice as possible so that Stiles Machinery can plan accordingly.

1-3 Deployment Leave

Stiles Machinery provides all eligible employees with leave when the employee's immediate family member is leaving for or returning from active duty as a member of the U.S. armed forces. Employees qualify for this leave after working for Stiles Machinery for twelve (12) months, provided the employee worked at least

1,250 hours during that time. You may elect whether to use paid time off during this time. Stiles Machinery expects employees who require leave for this purpose to provide as much notice as possible so that Stiles Machinery can plan accordingly.

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 Civil Air Patrol

Employees who are members of the Civil Air Patrol may take up to 15 days of unpaid leave to respond to a qualifying emergency. Employees are eligible for this leave after 90 days of employment at Stiles Machinery. Employees taking this leave must provide Stiles Machinery with certification of membership in the Civil Air Patrol. Employees are required to provide as much notice as possible regarding the start and end dates of service, and to provide Stiles Machinery with updates of any changes for the dates of leave throughout their service.

Please notify human resources if you are a member of the Civil Air Patrol. You will not experience any adverse employment actions due to your membership or taking this leave.

1-6 Jury Duty Leave

Employees who are called to jury service will receive leave in accordance with Stiles Machinery's Employee Handbook, with the following exceptions:

- Employees will not be required to work a shift beginning after 5:00 p.m. or before 3:00 a.m. on the following day if jury service (including travel time) lasts four or more hours.

1-7 Voting Leave

Stiles Machinery will adjust employee schedules to ensure employees can take leave to vote. Employees do not qualify for this leave if the employee has two or more continuous hours off of work while the polls are open. Stiles Machinery reserves the right to request proof of voting or attempted voting.

1-8 Essential Workers' Protection Act

In the event there is a qualifying catastrophic health emergency, all employees who are deemed essential workers will be granted paid public health emergency leave to isolate, care for a family member who is required to isolate, to otherwise take action to receive diagnosis or treatment of the associated communicable disease.

1-9 Medical Marijuana

In accordance with Maryland law, Stiles Machinery will not subject employees who are registered qualifying patients for medical marijuana use and who test positive for marijuana to any civil or administrative penalty, nor deny the employee any right or privilege owing to their use or possession of cannabis. However, Stiles

Machinery reserves the right to take adverse employment actions against any employees who use, possess, or are impaired by marijuana during the hours of employment or on work premises.

1-10 Drug and Alcohol Testing

Stiles Machinery will comply with all Maryland obligations related to drug and alcohol testing that exceed or differ from those outlined in the Employee Handbook.

Tests will be conducted using the testing method and collection procedure outlined in the Employee Handbook. Specimens will be tested for alcohol, illegal drugs, narcotics, barbiturates, marijuana (including medical marijuana), and other controlled substances not prescribed by a physician, and other intoxicants. Refusal to take a drug or alcohol test will result in termination. All testing will be compliant with scientifically accepted methods and conducted at a state-approved laboratory. All tests will be paid for by Stiles Machinery.

In accordance with the Employee Handbook, Stiles Machinery will conduct a confirmatory test following a positive test. Employees will be provided with a written copy of their positive test result and may also request independent testing of the sample. All test results will be kept confidential in accordance with applicable law.

Maryland Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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