

Minnesota Handbook Addendum

ABOUT THIS HANDBOOK

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

Minnesota-Specific Policies

1-1 Meal and Rest Periods

In addition to meal breaks provided by Stiles Machinery, explained in the Employee Handbook, Stiles Machinery will provide employees with time to utilize the restroom at least every four consecutive hours worked.

1-2 Pregnancy and Childbirth

In addition to Parental Leave provided by Stiles Machinery in the Employee Handbook, Stiles Machinery will permit employees to take additional unpaid time off. Total leave time, including parental leave and FMLA, shall not total more than twelve (12) weeks. To qualify for this additional unpaid leave, the employee must:

- 1) Have worked for Stiles Machinery for the 12-months immediately before requesting leave;
- 2) Worked and average of one-half of the hours required for a full-time employee in the employee's position during this time.

Further, Stiles Machinery will engage in an interactive process with employees to provide reasonable accommodations for employees who have health conditions related to pregnancy and/or childbirth. [CA1] Please contact human resources for more information related to leave and accommodations for pregnancy, childbirth, lactation, and related conditions.

1-3 Leave to Care for Sick or Injured Relatives

Employees are permitted to use Paid Time Off provided by Stiles Machinery, as noted in the Employee Handbook, to care for an ill or injured relative on the same terms the employee may use the time for their own illness or injury. Relatives include children (including adult children), spouses, siblings, parents, mother or father-in-law, grandchildren, grandparents, or stepparents.

Employees are eligible once they: (1) have worked for the Stiles Machinery for at least 12 months preceding the request for leave; and (2) worked an average of one-half the hours required for a full-time equivalent position during that time.

1-4 Safety Leave

Employees are permitted to use Paid Time Off provided by Stiles Machinery, as noted in the Employee Handbook, for "safety leave." Employees may use this leave to seek assistance needed due to sexual assault, domestic abuse, or stalking of the employee or the employee's relative. Relatives include children (including adult children), spouses, siblings, parents, mother- or father-in-law, grandchildren, grandparents, or stepparents.

Employees are eligible once they: (1) have worked for the Stiles Machinery for at least 12 months preceding the request for leave; and (2) worked an average of one-half the hours required for a full-time equivalent position during that time.

1-5 School Conference and Activities Leave

Stiles Machinery will provide eligible employees with up to sixteen (16) hours of unpaid leave in any 12-month period to allow the employee to attend school conferences or other school-related activities for the employee's child(ren). Employees may not utilize this leave if the conference or activity can be scheduled during non-working hours.

Employees are eligible once they: (1) have worked for the Stiles Machinery for at least 12 months preceding the request for leave; and (2) worked an average of one-half the hours required for a full-time equivalent position during that time.

Employees who need to utilize this leave are required to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence. You may elect whether to utilize paid time off during your absence.

1-6 Voting Leave

Stiles Machinery will adjust employee schedules to ensure eligible employees can vote in an election. Stiles Machinery will provide the employee with paid leave for sufficient time to allow the employee to vote, including travel time.

Employees who need to utilize this leave are required to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence.

1-7 Election Judge Leave

Employees who are selected to serve as an election judge will be provided with paid leave to serve in that capacity on an election day. To qualify, the employee must:

- 1) Submit a written request for leave to Stiles Machinery at least twenty (20) days prior to the day of leave, and
- 2) provide Stiles Machinery with certification from the appointing authority that states the hours the employee is selected to serve and the hourly compensation to be paid to the employee for their service.

Stiles Machinery's payment to the employee will be reduced by any payment received by the employee for their service as an election judge. No more than twenty percent (20%) of employees at a given workplace are permitted to take this leave at one time.

1-8 Political Activities Leave

Stiles Machinery will provide unpaid leave for employees to attend a meeting of the state central committee or executive committee of a majority political party if the employee is an appointed member of the committee.

Stiles Machinery will also grant unpaid leave for employees to attend any convention of major political party delegates if the employee is a qualifying delegate or alternate delegate of the convention.

To qualify, the employee is required to provide Stiles Machinery with at least ten (10) days' notice of the need for leave. However, Stiles Machinery expects employees to provide as much notice as possible so the Company can plan for the absence.

1-9 Victim Leave

Employees who are victims of a violent crime will be provided with reasonable time off to attend criminal proceedings related to the crime. Employees can also take this leave if their spouse or immediate family member is a victim of a violent crime.

To qualify, the employee must provide Stiles Machinery with at least 48 hours' notice, unless an emergent situation prevents such notice. However, Stiles Machinery expects employees requiring this leave to provide as much notice as possible so the Company can plan for the absence.

The employee must provide Stiles Machinery with verification of the reason for the absence upon return. All information will be kept confidential.

1-10 Harassment and Domestic Abuse Leave

Stiles Machinery seeks to support the safety and well-being of employees. In accordance with Minnesota law, Stiles Machinery will provide employees who are victims of harassment or domestic violence with leave to seek a restraining order or other order of protection.

Unless impracticable, employees should attempt to give 48 hours' advance notice to Stiles Machinery. However, Stiles Machinery expects employees requiring this leave to provide as much notice as possible so the Company can plan for the absence.

Stiles Machinery reserves the right to request verification of the employee's reason for absence but will keep all information confidential, other than as required by law.

1-11 Bone Marrow Donation Leave

All employees who work an average of at least twenty (20) hours per week for Stiles Machinery will be provided with up to forty (40) hours of paid leave to donate bone marrow. The employee must provide verification from a physician regarding the purpose and length of the leave requested. Paid time off will not be impacted by your leave.

Stiles Machinery expects employees requiring this leave to provide as much notice as possible so the Company can plan for the absence.

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 Military Family Leave

Stiles Machinery will provide up to ten (10) working days of leave for any employee whose immediate family member was injured or killed while engaged in active military service. To qualify, the employee must first exhaust all accrued paid time off.

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.

1-14 Minnesota Drug and Alcohol in the Workplace Act

Employees are directed to Stiles Machinery's Employee Handbook for policies regarding Stiles Machinery's Substance Use and Testing. These policies apply to Minnesota employees with the following exceptions:

- Random testing will only be implemented for employees in "safety sensitive" positions;
- All testing will be conducted at a licensed, accredited, or certified laboratory according to Minnesota law;

- Employees may request a retest of the original sample within five (5) days of receiving a positive confirmatory result. Employees are responsible for the expense of a re-test.

1-15 Minnesota Medical Marijuana Act

In accordance with Minnesota law, Stiles Machinery will not discriminate against employees who are registered qualifying patients for medical marijuana use who test positive for marijuana. 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.

1-16 Parking Lot Exception – Firearms

In accordance with Minnesota law, Stiles Machinery will not prohibit the lawful carry or possession of firearms in a parking facility or parking area on Stiles Machinery premises. However, in consideration of the safety of all employees, Stiles Machinery expects employees to keep firearms securely locked and out of public view in the employee's own vehicle.

Minnesota Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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