

Nebraska Handbook Addendum

ABOUT THIS HANDBOOK

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

Nebraska-Specific Policies

1-1 Volunteer Emergency Responder Leave

Employees who are members of a volunteer fire department, volunteer emergency squad, the Nebraska Civil Air Patrol, or a related organization are eligible for leave to respond to a qualifying emergency. To be eligible for this leave, the employee must 1) provide Stiles Machinery with a written statement signed by the head of the volunteer department certifying the employee's status as a volunteer emergency responder prior to taking leave, 2) provide reasonable notice to Stiles Machinery that the employee will be absent, and 3) provide a written statement signed by the head of the volunteer department certifying the dates and times of the employee's service within seven (7) days of returning. Please notify human resources if you are a member of a qualifying organization.

1-2 Military Leave of Absence

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 Family Military Leave Act

Eligible employees will be granted up to thirty (30) days of unpaid leave when the employee's family member is deployed for 179 days or longer. Employees are eligible for this leave after being employed by Stiles Machinery for at least twelve (12) months, provided the employee worked at least 1,250 hours in that time. Employees must provide Stiles Machinery with at least fourteen (14) days notice prior to an intended leave of five (5) days or longer. Employees are expected to provide as much notice as possible for all other leave so that Stiles Machinery can plan for the absence.

1-4 Vacation

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

1-5 Jury Duty Leave

Stiles Machinery will provide all employees with paid leave for the duration of the employee's response to a jury summons, provided the employee gives reasonable notice to Stiles Machinery before responding. You will not be required to use paid time off for this time. Please notify Stiles Machinery as soon as possible upon receiving a summons for jury service. You will not lost any employment benefits from taking this leave.

1-6 Voting Leave

Stiles Machinery will adjust employee schedules to provide eligible employees with up to two (2) hours of paid time off to vote on an election day. Employees who have two or more consecutive non-working hours to vote while the polls are open are not eligible for this leave.

1-7 Parking Lot Exception – Firearms

In accordance with Nebraska law, Stiles Machinery will not prohibit employees who are licensed to carry a

handgun from keeping a legally obtained handgun in the employee's own vehicle, provided the handgun remain locked securely in the glove box, trunk, or other compartment in or securely attached to the vehicle.

Nebraska Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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