

New Jersey Handbook Addendum

ABOUT THIS HANDBOOK

This New Jersey Handbook Addendum applies to Stiles Machinery team members who work in the state of New Jersey and supplements our Team Member Handbook. The policies noted in this Addendum are in addition to those that make up the Team Member Handbook, and the policies that reside within that Handbook still apply to all team members of Stiles Machinery. In the event of any inconsistency between the Handbook and this Addendum, this Addendum will control for our team members working in New Jersey.

New Jersey-Specific Policies

1-1 Report-in Pay

Stiles Machinery will compensate employees for a minimum of one (1) hour for each day the employee reports for a scheduled workday, even if the employee's workday ends in under one (1) hour.

1-2 Paid Sick Leave

Full-time Stiles Machinery employees are directed to review Stiles Machinery's Paid Time Off policies in the Employee Handbook. New Jersey employees that are not eligible for Stiles Machinery's paid time off policy, including part-time employees, will receive one hour of paid sick leave for every 30 hours worked, up to a maximum of 40 hours of leave each benefit year under New Jersey law. Employees are eligible to use accrued sick time beginning on the 120th day of employment with Stiles Machinery.

New Jersey employees may use paid sick leave for the following reasons:

- Their own medical condition, including preventive care.
- A family member's medical condition, including preventive care.
- Closure of workplace, school, or childcare facility because of a public health emergency or the governor's declaration of a state of emergency.
- Care of a family member where a health care provider or public health authority has determined that the family member's presence in the community would jeopardize the health of others.
- Absence of team member where a health care provider or public health authority has determined that the team member's presence in the community would jeopardize the health of others.
- Reasons relating to a team member's or family member's status as a victim of domestic violence or sexual assault.
- Attendance at their child's school-related conference, meeting, function, or other event requested or required by school personnel.

For purposes of this policy, family members include a team member's: child or grandchild; spouse; domestic partner or civil union partner; sibling; sibling of a spouse, domestic partner, or civil union partner; parent or grandparent; parent or grandparent of a spouse, domestic partner, or civil union partner; or another individual who is either related to the team member by blood or whose relationship to the team member is the equivalent of a family relationship.

Up to 40 hours of paid sick leave may be carried over from one calendar year to the next.[CA1]

Employees granted sick leave under this Act may use up to 40 hours of sick time each year, regardless of the hours carried over. Leave must be taken in two (2) hour increments.

Team members must provide notice to Stiles Machinery that they will be taking paid sick leave as soon as reasonably possible if the leave is foreseeable before taking the leave. After taking three or more consecutive days of paid sick leave, Stiles Machinery may require team members to provide certification for the leave.

To the extent allowed by law, you may elect, and Stiles Machinery may require, that eligible leave taken under the Family and Medical Leave Act (FMLA) run concurrently with leave available under this policy for the same purposes as your FMLA leave.

If you have any questions regarding this policy, please contact human resources.

1-3 Family Leave Policy

Employees may be eligible for up to 12 weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

To be eligible for NJFLA leave, you must have worked at least 12 months for Stiles Machinery and worked at least 1,000 hours for Stiles Machinery over the previous 12 months.

Leave under the NJFLA will be granted for the following reasons:

- To care for a newly-born child, or child newly placed for adoption or foster care, but the leave must start within 12 months of the birth of the child or the placement of the child for adoption or foster care.
 - Parental leave under this policy will run concurrently with that under the Parental Leave Policy in the Employee Handbook for those who are eligible.
- To care for a family member (your spouse, domestic partner, civil union partner, child, parent, parent-in-law, sibling, grandparent, grandchild, or an individual related to you by blood or whose relationship to you is the equivalent of a family relationship) with a serious health condition.
- In connection with a state of emergency declared in response to an epidemic of communicable disease:
 - To provide in-home care of a child due to the closure of a school or place of childcare by order of a public official;
 - To provide care for a family member under your care who is subject to a mandatory quarantine where the presence of that family member in the community would jeopardize the health of others; or
 - To provide care for a family member who is subject to the recommendation of a health care provider or public health authority to undergo self-quarantine where the presence of that family member in the community would jeopardize the health of others.

You may take up to a maximum of 12 weeks of NJFLA leave in a 24-month period, which is measured as a rolling 24-month period, measured backward from the date of any NJFLA leave. If you take NJFLA leave for a qualifying reason under the FMLA, such leave will run concurrently.

You may take NJFLA leave in the following manner:

- As a single block of time.
- By reducing your normal weekly work schedule for no more than 12 consecutive months for any one period of leave.
- Intermittently in increments lasting at least one week, but no more than 12 weeks in a consecutive 12-month period, when medically necessary. Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Stiles Machinery' operations.
- Depending on the purpose of your leave, you may choose to use accrued paid leave, concurrently with some or all of your NJFLA leave.

Notice Requirements

When requesting continuous NJFLA leave, you must give Stiles Machinery 30 days' advance written notice of the need for leave. When requesting intermittent NJFLA leave, you must give Stiles Machinery 15 days' advance notice. If advance written notice is not possible because of an emergency, you must give Stiles Machinery reasonable oral notice and then follow up with written notice. You also must give Stiles Machinery a medical or other required certification supporting the need for leave. Stiles Machinery reserves the right to require second or third medical opinions and periodic re-certifications.

Failure to Comply

If you fail to provide the required documentation, Stiles Machinery may delay the start of your leave, withdraw any designation of NJFLA leave, or deny the leave, in which case your absences will be treated in accordance with Stiles Machinery' standard leave of absence and attendance policies, and you may be subject to discipline up to and including termination of employment. If you provide false or misleading information or omit material information about an NJFLA leave, you will be subject to discipline up to and including immediate termination of employment.

Returning to Work after NJFLA Leave

On returning to work after NJFLA leave, eligible team members will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions, subject to the terms, limitations, and exceptions provided by law.

Any team member who fails to return to work as scheduled after NJFLA leave or exceeds the 12-week NJFLA entitlement will be subject to Stiles Machinery' standard leave of absence and attendance policies. This may result in termination if your continued absence is unauthorized.

Please contact human resources for more information related to this leave.

1-4 New Jersey Family Leave Insurance

If you are taking leave to bond with a newborn, newly-adopted child, or newly-placed foster child, or to care for a family member (sibling, grandparent, grandchild, child, parent, parent-in-law, spouse, domestic partner, civil union partner, blood-related individual, or individual whose association with you is the equivalent of a familial relationship) with a serious health condition, or leave under the New Jersey SAFE Act, you may be eligible for New Jersey Family Leave Insurance (NJFLI) benefits from the state of New Jersey. Eligibility for benefits and the maximum weekly benefit are determined by the state of New Jersey.

Employees must provide Stiles Machinery with advance notice of need for leave, as follows:

- At least 30 days before taking leave to bond with a newborn or newly-adopted or fostered child on a continuous, non-intermittent basis, unless the time of the leave is unforeseeable or the time of the leave changes for unforeseeable reasons.
- In a reasonable and practicable manner for leave to care for a seriously ill family member on a continuous, non-intermittent basis, unless an emergency or other unforeseen circumstance precludes advance notice.
- At least 15 days before leave on an intermittent basis, unless an emergency or other unforeseen circumstance precludes advance notice.

Employees taking leave pursuant to this policy on an intermittent basis must make a reasonable effort to schedule the intermittent leave so as not to unduly disrupt the Company's operations. If possible, employees taking intermittent leave should give their supervisor a schedule of the days or days of the week the team member plans to take leave before the intermittent leave begins.

1-5 Temporary Disability Benefits

Stiles Machinery will provide temporary disability benefits to employers for certain qualifying conditions or events that are not otherwise compensable under workers' compensation. These conditions include organ donation, bone marrow donation, and an illness arising from an epidemic emergency. Employees may also be eligible for this leave if the employee is only able to return to work on a reduced hours basis. Please notify human resources as soon as possible to discuss this leave if you believe you qualify.

1-6 Emergency Responder Leave

Stiles Machinery will not terminate, dismiss, or suspend team members who are not able to report to work because they are serving as a protected volunteer emergency responder during a state of emergency declared by the President of the United States or the state of New Jersey, or who are actively engaged in responding to an emergency alarm.

This policy applies to team members whose official duties include responding to a fire or emergency call, including a member of a volunteer fire company, duly incorporated first aid, rescue, or ambulance squad, or a county or municipal volunteer Office of Emergency Management team.

If you intend to take leave under this policy, you must provide Stiles Machinery with notice that you are providing emergency services at least one hour before you are scheduled to report to work. However, Stiles Machinery expects all employees who take this leave provide as much notice as possible.

When you return to work, you are required to provide Stiles Machinery with a certification from the incident commander or other official or officer in charge stating that you were actively engaged in and necessary for providing emergency services and the date and time you were relieved from emergency duty and a copy of the incident report.

You may use accrued vacation or sick time for time missed from work to serve as a volunteer emergency responder.

Please notify Stiles Machinery of your membership in a qualifying organization as soon as possible.

1-7 SAFE Act Leave

In accordance with the New Jersey Security and Financial Empowerment Act (SAFE Act), Stiles Machinery offers eligible employees up to twenty (20) days of unpaid SAFE Act leave for a qualifying reason. To be eligible, team members must have worked for Stiles Machinery for at least twelve (12) months and worked a minimum of 1,000 hours in the 12-month period immediately preceding the leave. Eligible team members must take the twenty (20) days of unpaid leave within one year of the qualifying event.

Employees who are victims of domestic or sexual violence or who have family members who are victims may take unpaid leave to:

- Seek medical attention for or recover from physical or psychological injuries.
- Obtain services from a victim services organization.
- Obtain psychological or other counseling.
- Seek legal assistance or remedies.
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to domestic abuse or sexual violence.
- Participate in safety planning, including, but not limited to, temporary or permanent relocation.

A family member includes a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, or an individual related to you by blood or whose relationship to you is the equivalent of a family relationship.

Unless an emergency or other unforeseen circumstance precludes prior notice, employees must provide Stiles Machinery with written notice of need to take SAFE Act leave as far in advance as is reasonable and practicable. Stiles Machinery may require team members requesting SAFE Act leave to provide certification that they qualify for this leave.

Employees may choose to use any accrued paid time off if available for an absence described above. Employees who are taking leave under this policy may also be eligible for NJFLI benefits from the state of New Jersey.

SAFE Act leave does not conflict with any rights under the FMLA, the NJFLA, or the New Jersey Temporary Disability Benefits Law. In instances where SAFE Act leave is taken for reasons covered by FMLA or NJFLA, such leave counts simultaneously against the team member's entitlement under each law.

Employees should contact human resources for more information regarding taking this leave and options for support under the applicable laws. Employees are guaranteed to be restored to the same or an equivalent position on return from leave, provided the employee complies with the above listed provisions.

1-8 Medical Marijuana

Employees will not be discriminated against for the employee's authorized use of medical marijuana. However, employees may face adverse employment action for use of marijuana or intoxication during working hours.

1-9 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.

New Jersey Handbook Addendum Acknowledgment

This New Jersey-Specific Handbook Addendum is an important document intended to help our team members become acquainted with policies specific to the state of New Jersey. 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 New Jersey Handbook Addendum.

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

Team Member's Printed Name: _____

Team Member's Signature: _____ Date: _____

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