

Nevada Handbook Addendum

ABOUT THIS HANDBOOK

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

Nevada-Specific Policies

1-1 Break Periods

In addition to the meal break provided by Stiles Machinery, as noted in the Employee Handbook, employees are entitled to a paid ten (10) minute rest period every four (4) hours.

1-2 Domestic Violence Leave

Stiles Machinery seeks to support all employees who are victims of violence. Stiles Machinery provides employees with leave when the employee or the employee's family or household member is a victim of an act that constitutes domestic violence, provided the employee has been employed for at least 90 days. Leave may be taken for medical, psychological, or legal services or proceedings, or to establish a safety plan. Employees must be permitted to take up to 160 hours of leave in the 12-month period following the date of domestic violence. Absent an emergent situation, you are required to provide Stiles Machinery with at least 48 hours' advance notice before taking leave. However, Stiles Machinery expects employees to provide as much notice as possible to plan for the absence. Stiles Machinery reserves the right to require documentation supporting the reason for leave, such as a police report, affidavit from a domestic violence organization, or medical documents. This leave runs concurrently with FMLA.

Please contact human resources for more information and support if you believe you qualify for this leave.

1-3 Jury Service

Employees taking jury duty leave as pursuant to the Stiles Machinery Employee Handbook will not be required to work within eight hours before the time the employee must appear for jury service or between 5:00 p.m. and 3:00 a.m. on the day following jury service when jury service lasted over four hours. If your required jury services lasts longer than the two weeks of paid leave provided by Stiles Machinery, you may elect whether to take unpaid time off or to utilize any accrued paid time off.

1-4 Court Appearance with a Child Leave

Stiles Machinery will provide Nevada employees with leave to attend a juvenile court hearing for the employee's child. The employee must provide Stiles Machinery with a certificate of the employee's attendance at hearings from the Juvenile Court. The Court will provide the employee-parent with advance

notice of all future proceedings, and employees are expected to provide notice to Stiles Machinery of all future proceedings as soon as the dates are known.

1-5 Voting Leave

Stiles Machinery will provide eligible employees with leave to vote in an election if it is not practical for the employee to vote before or after the hours of employment. Employees may take leave as follows:

- If the distance is two (2) miles or less, employees will receive one (1) hour of leave;
- If the distance is more than two (2) miles but not more than ten (10) miles, employees will receive two (2) hours of leave;
- If the distance is more than ten (1) miles, employees will receive up to three (3) hours of leave.

Employees must provide Stiles Machinery with notice of the need for leave prior to the day of an election, but are expected to provide as much notice as possible so the Company can plan for the absence.

1-6 Legislative Leave

Stiles Machinery will provide unpaid leave to employees who are legislators in the State of Nevada to participate in meetings and duties required of the employee's service as a legislature. Employees must provide notice of the need to take this leave as soon as practicable. Please notify human resources immediately if you believe you qualify, or will qualify, for this leave in the future. You will not lose any employment privileges by your status as a legislature or by taking leave.

1-7 Leave to Participate in School Emergencies, Conferences, and Activities

Stiles Machinery will provide eligible employees with up to four (4) hours of unpaid leave to participate in certain school-related events and emergencies. Employees who are parents, guardians, or custodians of children are eligible for this leave. Leave may be taken to attend parent-teacher conferences, school-related activities, handle an emergency after being notified by a school official, or volunteer with the school. Leave must be taken in one-hour increments. Employees must provide Stiles Machinery with notice of the need for leave at least five (5) days prior to the date of leave, but are expected to provide as much notice as possible so the Company can plan for the absence. Less leave may be permitted for emergent circumstances.

Stiles Machinery reserves the right to require documentation of the employee's participation in the applicable school-related activity during the leave.

1-8 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.

1-9 Emergency Worker Leave

Stiles Machinery will provide employees that volunteer and perform certain emergency worker services, including volunteer firefights, ambulance drivers, search and rescue members, members of the reserve unit of a sheriff's department, and the civil air patrol unit, with unpaid time off to volunteer and perform these services. To qualify, the employee must inform Stiles Machinery of the employee's membership or status as soon as possible.

While Stiles Machinery seeks to support employees engaged in these services, Stiles Machinery reserves the right to deny an employee's participation during working hours according to the needs of the Company. Stiles Machinery will provide the employee with notice of the denial as soon as is practicable.

Nevada Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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