

Pennsylvania Handbook Addendum

ABOUT THIS HANDBOOK

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

Pennsylvania-Specific Policies

1-1 Workers' Compensation Information

Pursuant to Pennsylvania law, all Stiles Machinery employees have the following rights and obligations related to workplace injuries and/or illnesses:

- (1) The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.
- (2) Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.
- (3) You should report immediately any injury or work-related illness to your employer.
- (4) Your benefits could be delayed or denied if you do not notify your employer immediately.
- (5) If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.
- (6) The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at: Bureau of Workers' Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501; telephone number within Pennsylvania (800) 482-2383; telephone number outside of this Commonwealth (717) 772-4447; TTY (800) 362-4228 (for hearing and speech impaired only); www.state.pa.us, PA Keyword: workers comp.

1-2 Donor Leave

Stiles Machinery permits employees who qualify for FMLA to take leave necessary to prepare for and/or recover from surgery related to donating or receiving an organ or tissue donation. This leave also applies where the employee's spouse, child, or parent is donating or receiving an organ or tissue donation. Eligible employees are entitled to the same amount of leave they would receive under FMLA. To qualify, you must submit written documentation supporting the reasons for your leave.

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

1-3 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.

1-4 Emergency Responder Leave

Stiles Machinery will provide unpaid time off for eligible employees to respond to an emergency. To qualify, the employee must be a volunteer firefighter, volunteer police officer, or volunteer member of an ambulance or rescue squad. Employees are expected to notify human resources of membership and to provide as much notice as possible when requesting leave. Stiles Machinery reserves the right to require emergency responders to provide documentation from the commanding officer verifying the need for leave.

1-5 Medical Marijuana

In accordance with Pennsylvania 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.

Pennsylvania Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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