

Tennessee Handbook Addendum

ABOUT THIS HANDBOOK

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

Tennessee-Specific Policies

1-1 Maternity Leave and Adoption Care

In addition to the parental leave offered to eligible employees, Stiles Machinery provides eligible employees with unpaid leave under Tennessee's Maternity and Adoption Care law. Employees eligible for maternity leave and adoption care are those who have been employed with Stiles Machinery on a full-time basis for at least 12 consecutive months. Except in cases of a medical emergency or emergency adoption notice, employees must give at least three (3) months' notice to the employee's supervisor or human resources of the employee's 1) anticipated date of departure; 2) length of leave; and 3) intention to return to full-time employment after leave. This leave runs concurrently with the first 12 weeks of FMLA taken by an employee. Stiles Machinery reserves the right not to reinstate an employee who works for another employer or actively pursues other employment opportunities during the employee's leave.

1-2 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.

1-3 Jury Service Leave

In addition to the two (2) weeks of paid jury service leave provided to Stiles Machinery employees, Stiles Machinery will compensate employees at the employee's normal rate for the duration of jury service. Stiles Machinery reserves the right to deduct any fee or compensation received by the employee from jury service after the first two weeks of service. Employees are eligible for this leave provided the employee presents the summons for jury service to the employee's immediate supervisor on the workday following its receipt. Stiles Machinery reserves the right to require an employee to return to work where jury service lasts under three (3) hours.

1-4 Voting Leave

Stiles Machinery will adjust employee schedules to ensure all eligible employees are able to vote in election(s). Employees are eligible for up to three (3) hours of unpaid leave where the employee has less than three (3) consecutive non-working hours while the polls are open.

Employees must request leave by 12:00 p.m. on the day before the election to qualify for this leave.

1-5 Veterans Day Leave

Employees who are veterans may elect to take Veterans Day as an unpaid holiday, provided the employee supplies human resources with proof of veteran status.

1-6 Volunteer Firefighter Leave

Employees who are volunteer firefighters may take unpaid leave to respond to an emergency if the employee was called to the emergency prior to reporting to work. Eligible employees are required to make reasonable efforts to notify the employee's supervisor that the employee will be absent or late. If the employee's emergency response lasts four (4) or more hours and the employee is scheduled to work within

twelve (12) hours of the end of the emergency response, the employee may take off the next scheduled work period.

Please inform human resources if you are a member of a volunteer firefighting unit. You will not lose any employment privileges from your membership or by taking leave.

1-7 Parking Lot Exception - Firearms

In accordance with Tennessee law, Stiles Machinery allows eligible to store lawfully obtained firearms in the employee's privately-owned motor vehicle while parked on Stiles Machinery premises. An employee is eligible if the employee holds a valid enhanced handgun carry permit or concealed handgun carry permit. The employee must keep the firearm or ammunition from ordinary observation while the employee is in the motor vehicle. If the employee is not in the motor-vehicle, the firearm or ammunition must remain locked in the trunk, glove box, or other secured location in the motor vehicle, or in a container securely attached to the motor vehicle

Tennessee Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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