

Utah Handbook Addendum

ABOUT THIS HANDBOOK

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

Utah-Specific Policies

1-1 Jury Duty Leave

In the event jury duty leave extends beyond the two (2) weeks of paid leave provided by Stiles Machinery, employees can elect whether to utilize Paid Time Off as provided by Stiles Machinery, noted in the Employee Handbook, or to take unpaid time for the remainder of the jury service.

1-2 Voting Leave

Stiles will adjust employee schedules to ensure all eligible employees can vote in an election. Stiles Machinery will provide employees with up to two (2) hours of paid leave to vote in an election. To qualify, the employee must

- have fewer than three (3) non-working hours between the time polls open or close to vote; and
- request leave prior to the election day.

Employees may elect to come into work late or leave early in order to vote. If the employee does not elect to vote during either of these time frames, Stiles Machinery reserves the right to specify the hours the employee may be absent to vote.

Employees utilizing voting leave are expected to provide Stiles Machinery as much notice as possible so the Company can plan for the absence.

1-3 Emergency Responder Leave

Stiles Machinery will provide unpaid leave for employees who are members of qualifying volunteer emergency services teams to respond to an emergency. Employees are required to:

- Make a reasonable effort to provide Stiles Machinery with timely notification of the employee's absence or tardiness owing to an emergency response; and
- Provide Stiles Machinery with a written statement from the team's acting supervisor certifying the employee's emergency response service, including the date(s) and time(s) of the service.

1-4 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.

1-5 Parking Lot Exception – Firearms

In accordance with Utah law, Stiles Machinery does not prohibit employees from transporting or storing a legally obtained firearm in the employee's privately-owned vehicle while parked on Stiles Machinery premises, provided the employee:

- Is legally permitted to transport, possess, purchase, receive, transfer, or store the firearm;
- The employee keeps the firearm locked securely in the vehicle or in a locked container attached to the vehicle; and
- The employee keeps the firearm out of plan view while locked in the vehicle.

Utah Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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