

Virginia Handbook Addendum

ABOUT THIS HANDBOOK

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

Virginia-Specific Policies

1-1 Jury Duty Leave

Employees taking jury duty leave pursuant to the Stiles Machinery Employee Handbook will not be required to work after 5:00 p.m. on the day of their jury service or before 3:00 a.m. on the day after jury service if the employee's jury service lasted four (4) hours or more that day. Employees who take jury duty leave pursuant to the Stiles Machinery Employee Handbook may elect whether to utilize paid time off if the leave extends beyond the two weeks of paid leave provided by Stiles Machinery.

1-2 Court Attendance Leave

Employees who take Witness Leave pursuant to the Stiles Machinery Employee Handbook may elect whether to utilize paid time off if the leave extends beyond the two weeks of paid leave provided by Stiles Machinery.

1-3 Victim Leave

Stiles Machinery will provide unpaid leave for eligible employees who are victims of physical, psychological, or economic harm to attend a proceeding regarding to the crime. Employees may also take this leave where the employee's spouse or child is a victim of a qualifying crime. The employee must provide Stiles Machinery with documentation as provided by the law enforcement agency investigating the crime. Stiles Machinery also requires employees provide reasonable notice of the need for leave. Stiles Machinery reserves the right to limit an employee's leave if it creates an undue hardship to Stiles Machinery.

1-4 Organ and Bone Marrow Donation Leave

Stiles Machinery will provide employees with leave to donate an organ or bone marrow, so long as the employee has been employed by Stiles Machinery for 12-months and the employee worked for at least 1,250 hours in that time. Employees will be provided with up to sixty (60) business days of unpaid leave per 12-month period to donate an organ. Employees will be provided with up to thirty (30) days of unpaid leave per 12-month period to donate bon marrow. Eligible employees must provide verification by a physician certifying that 1) the employee is an organ or bone marrow donor, and 2) there is a medical necessity for the donation. Employees taking this leave are expected to provide Stiles Machinery with as much notice as possible so that Stiles Machinery can plan for the absence.

1-5 Election Leave

Stiles Machinery will provide unpaid leave for employees who are members of a local election board, a deputy general registrar, or an "officer of election" to serve in an election. Employees taking this leave will not be required to start a shift after 5:00 p.m. or before 3:00 a.m. the following day if the employee's service lasts four (4) or more hours. To qualify, the employee must provide Stiles Machinery with reasonable notice of the need for this leave. Please notify Stiles Machinery of your status as an election service member so that Stiles Machinery can plan accordingly. You will not lose any employment privileges due to your status or by taking leave.

1-6 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.

1-7 Medical Marijuana

In accordance with Virginia 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.

Virginia Handbook Addendum Acknowledgment

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

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

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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