

West Virginia Handbook Addendum

ABOUT THIS HANDBOOK

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

West Virginia-Specific Policies

1-1 Voting Leave

Stiles Machinery will provide eligible employees with up to three (3) hours of paid leave to vote on an election day. Employees are eligible if the employee 1) does not have at least three (3) consecutive non-working hours while the polls are open; and 2) the employee provides the employer with three (3) days notice prior to the election day. If an employee is not eligible for paid leave, the employee may still take unpaid time to vote.

1-2 Volunteer Firefighter and Medical Responder Leave

Stiles Machinery allows eligible employees who are volunteer firefighters or volunteer emergency medical responders to take unpaid time off to respond to an emergency. To qualify, the emergency call must be received *prior* to reporting to work. The employee may elect whether to take unpaid time or utilize paid time off for this leave.

West Virginia Handbook Addendum Acknowledgment

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

I have received and read a copy of Stiles Machinery's West 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 West 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.