

FLORIDA SUPPLEMENT TO EMPLOYEE HANDBOOK

This is a supplement to the Zippo Employee Handbook (“Handbook”), specifically covering policies regarding Florida state and local employment provisions. In addition to the Handbook, the following policies apply only to employees who are employed by Zippo (the “Company”) in Florida.

Where not modified herein, the policies and procedures in the Handbook continue to apply to all employees, including the at-will employment policy. To the extent policies in the Handbook conflict with this supplement, the policy or provision that is more generous to the employee will govern, but in no event shall this result in duplicate or greater benefits than those provided under either the Handbook or state law.

Florida Supplement to Workplace Violence Policy and Procedures

Employees are prohibited from bringing firearms, explosives, or weapons to the workplace. However, in accordance with Florida law, employees who are legally permitted to carry a firearm may store a firearm that is locked in their private motor vehicle in the Company parking lot.

Florida Jury Duty Leave

Florida employees may take unpaid time off to respond to a summons for jury service, serve as a juror, or attend court for prospective jury service. Employees needing such leave should notify their direct supervisor as soon as possible.

Florida Witness Leave

Florida employees are entitled to unpaid leave in order to testify in a judicial proceeding in response to a subpoena. Employees needing such leave should notify their direct supervisor as soon as possible.

Florida Domestic Violence Leave

A Florida employee with at least three months of service may take up to three days of unpaid leave in a 12-month period if the employee, a family member, or household member is the victim of domestic violence or sexual violence and needs to:

- seek an injunction for protection against domestic or sexual violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic or sexual violence;
- obtain services from a victim-services organization, including, but not limited to, a violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence;
- make the employee’s home secure from the perpetrator of the violence or

to seek new housing to escape the perpetrator; or

- seek legal assistance in addressing issues arising from the act of domestic or sexual violence or to attend and prepare for court-related proceedings arising from the act of violence.

If an employee needs time off from work for one of these purposes or any other purpose protected by law, at least 48 hours' notice must be provided to the employee's direct supervisor when possible. The employee must also provide certification prior to or within a reasonable time after the absence that the leave is for one of the reasons listed above. To the extent allowed by law, the Company will maintain the confidentiality of any employee who requests leave for these purposes.

Florida Juvenile Court Proceedings Leave

Florida employees may take unpaid leave or elect to use any available paid time off to appear before a court that is holding proceedings regarding a child or ward of the employee. Employees must provide a copy of the notice of each scheduled proceeding in advance. When advance notice is not feasible or an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide the Company with documentation evidencing the judicial proceeding.

Florida Supplement to Drug and Alcohol Policy

Although use of marijuana for medical purposes is legal under state law under certain conditions, it remains illegal under federal law and its use is prohibited under Company policy.