

## **ILLINOIS SUPPLEMENT TO EMPLOYEE HANDBOOK**

This is a supplement to the Zippo Employee Handbook (“Handbook”), specifically covering policies regarding Illinois 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 Illinois.

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.

### **Illinois Personnel Files**

Illinois employees are entitled, upon written request, to inspect and/or make copies of their personnel file during regular business hours up to two times per year. The Company will provide the requested materials within seven days if possible; otherwise the materials will be provided within 14 days. Employees may be required to pay the reasonable cost of duplication, should the employee want a copy. Employees are not entitled to view/copy letter of reference, test documents, materials relating to the Company’s staff planning that relate to more than one employee unless they were or are intended to be used in making employment decisions regarding the employee, personal information about others, records relevant to any pending claim between the Company and employee that may be discovered in a judicial proceeding, or investigatory or security records maintained by the Company to investigate criminal conduct or other harmful activity by an employee, unless the Company has taken adverse personnel action against the employee based on the information in such records.

### **Illinois Supplement to Drug and Alcohol Policy**

The Company will provide a free copy of test results to an employee upon written request. Unless a failure to do so would violate federal law or regulations or cause the Company to lose a monetary or licensing-related benefit under federal law or regulations, the Company will not discriminate against or otherwise penalize an individual based upon their status as a medical marijuana cardholder or registered designated caregiver. However, employees are prohibited from using marijuana at work or during work hours.

### **Illinois Supplement to Workplace Violence Policy**

In accordance with Illinois law, employees who are legally permitted to carry a firearm may store in their privately-owned motor vehicle a firearm that is locked out of sight within the trunk, glove box, or other enclosed compartment or area within such privately owned motor vehicle.

### **Illinois Vacation**

Accrued, unused vacation leave will be paid out upon termination of employment.

### **Illinois Kin Care**

Employees may use available sick leave and vacation leave to care for their immediate family members, parents-in-law, grandchildren, or grandparents.

### **Illinois Expense Reimbursement**

The Company reimburses employees for necessary work-related expenses that are authorized or specifically required by the Company, or for expenses incurred as allowed under an applicable Company policy. Employees who incur such work-related expenses are required to submit those expenses for reimbursement by submitting the Zippo Travel & Entertainment Form and supporting documentation, such as original receipts, as soon as practicable, and in any event no later than 30 days after the expense is incurred. The Company will not reimburse for expenses exceeding those authorized by and/or that otherwise do not comply with the Company's instructions and authorizations, and with any applicable Company policy. Employees who believe the amount they were reimbursed does not represent a complete reimbursement should immediately contact Human Resources. Employees who fail to submit timely expense reports in compliance with Company policy may be subject to discipline up to and including termination of employment. In no event will the Company reimburse the employee for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the Company's negligence.

### **Chicago, Illinois, Illinois: Paid Sick Leave**

Eligible employees working in Chicago for at least 80 hours in any 120day period will accrue one hour of paid sick leave ("PSL") in accordance with, and where required by, law. Eligible employees accrue one hour of PSL for every 40 hours worked in those locations, up to a maximum of 40 hours per 12-month period. The 12-month period is calculated from the date the employee first began to accrue PSL. Up to half of an employee's accrued, unused PSL will be carried over to the next year, up to 20 hours. If the employee is FMLA-eligible, the employee may carry over up to an additional 40 hours of accrued, unused PSL to the next year to be used for FMLA-qualifying absences. Employees may use up to 40 hours of PSL per year plus up to 20 additional hours if the employee carried over and used 40 hours of leave for FMLA-qualifying absences. PSL begins accruing upon hire and is available for use after 90 days of service with the Company.

PSL may be used for: (1) the employee's or the employee's family member's illness or injury, or to receive medical care, treatment, diagnosis or preventive medical care, (2) for absences resulting from the employee or the employee's family member's status as a victim of domestic violence or a sex offence, or (3) if the employee's place of business or child's school is closed due to a public health emergency. Family member is a child, legal guardian or ward, spouse, domestic partner, parent spouse or domestic partner's parent, sibling grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. Child includes a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. Parent includes biological, foster,

stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

PSL may be used in one hour increments. If the need for PSL is foreseeable, the employee shall provide reasonable advance notification. If the need for PSL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The Company reserves the right to require documentation of the appropriate use of sick leave in accordance with the law. The Company will not discriminate or retaliate against an employee for requesting or using PSL in accordance with this policy. Accrued, unused PSL will not be paid out upon termination of employment.

Note that sick leave accrued and used pursuant to this policy will run concurrently with any other available paid time off, such as vacation and/or personal time.

### **Illinois Supplement to Bereavement Leave**

Employees who are eligible for leave under the federal Family and Medical Leave Act ("FMLA") who have suffered the loss of a child are entitled to up to two weeks of bereavement leave (six weeks in the event of the loss of more than one child during a 12-month period) unless the employee has already exhausted his or her FMLA leave entitlement. Such leave must be taken within 60 days after the death of the child. Leave is unpaid except as provided in the main Bereavement Leave policy, although employees may substitute any available paid leave, if desired.

### **Illinois Family Military Leave**

Eligible employees who are the spouse, domestic partner or parent of a person called to military service lasting longer than 30 days with Illinois or the United States may take up unpaid family military leave as described below. Eligible employees must have worked for the Company for at least 12 months and have performed at least 1,250 hours of service in that 12-month period. Eligible employees may take up to 30 days off.

Before an employee can take family military leave, the employee must exhaust any available paid time off and any other non-sick or non-disability leave that may be available to the employee. A 30 day family military leave period will be reduced by the number of days of FMLA qualifying exigency leave available to an employee. Group health benefits will be maintained while on leave in the manner normally maintained.

If family military leave will last 5 or more consecutive work days, then employees must provide at least 14 days' notice of the intended date on which the leave will commence. Regardless of the length of the leave, the employee should consult with the Company as soon as possible to schedule leave so as to not unduly disrupt operations. Employees requesting family military leave must provide certification from the proper military authorities to verify the employee's eligibility for the leave.

### **Illinois Voting/Election Judge Leave**

The Company encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their

nonworking hours, the Company will grant a reasonable amount of paid time off to vote so that an employee will have not less than 2 hours, when combined with nonworking time, within which to vote while polls are open.

Employees may take unpaid time off to serve as an election judge, so long as the employee gives the Company at least 20 days written notice of the need for leave. The employee may, but is not required to, use any available paid time off during such leave.

Employees should request time off to vote from the Company as soon as the need for time off is known so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. The Company reserves the right to request a voter's receipt upon return from leave.

### **Illinois Crime Victim and Witness Leave**

Employees may take unpaid leave from work to attend a criminal judicial proceeding, serve as a witness in a criminal proceeding or attend court as a prospective witness relating to a crime in response to a subpoena or other court order or process. Employees needing such leave should notify the Company as soon as they are aware of the need for leave.

### **Illinois Domestic Violence Leave**

An employee who is a victim of domestic violence, gender violence, sexual violence, sexual assault or stalking or who has a household member who is a victim of such violence may take leave for one or more of the following reasons:

- To seek medical attention for, or recover from, physical or psychological injuries;
- To obtain services from a victim's services organization;
- To obtain psychological or other counseling for the employee or employee's family or household member;
- To participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household member; or
- To seek legal assistance or remedies to ensure the health and safety of the employee or employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to the domestic, gender or sexual violence.

Family or household member means a spouse, domestic partner, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household. This leave may be taken intermittently or on a reduced work schedule and may run concurrently with leave taken under the FMLA to the extent allowed by federal and state law. Employees may elect to use any available paid time off consistent with federal, state and local law during this leave.

Eligible employees are entitled to 12 workweeks of leave in any 12-month period. Any leave shall run concurrently with any available FMLA leave.

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 Company. When an unscheduled leave occurs, the employee must provide certification 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.

### **Illinois Domestic Violence Accommodation**

The Company will provide reasonable accommodations to the known limitations of an employee or applicant resulting from circumstances relating to being a victim of domestic or sexual violence or a family or household member being a victim of domestic or sexual violence unless the accommodation would impose an undue hardship on the operation of the Company.

The Company does not discriminate or retaliate against employees for: (1) being perceived to be a domestic or sexual violence victim; (2) having attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member of the individual was a victim, or requested or took victim leave; (3) requesting reasonable accommodations in response to actual or threatened domestic or sexual violence; (4) being an employee whose employer is seeking a workplace protection restraining order; or (5) workplace disruptions or threatened disruptions by the perpetrator of domestic or sexual violence.

### **Illinois Blood Donation Leave**

After six months of service with the Company, full-time employees who wish to donate blood may take up to one hour of unpaid time off in order to do so every 56 days in accordance with appropriate medical standards. Employees seeking time off to donate blood must obtain approval from the Company prior to taking the leave.

### **Illinois Volunteer Emergency Responder Leave**

The Company will not discharge or take any other disciplinary action against any employee who fail to report for work at the beginning of the employee's regular working hours if the employee failed to do so because the employee was responding to an emergency in the employee's capacity as a volunteer emergency worker and the employee reported for work as soon as reasonably possible after being released from the emergency. Any such missed time will be unpaid.

If time permits, when an employee is responding to an emergency, the employee shall notify the Company that the employee will not report to work at the appointed time. At the request of the Company, the employee shall provide a statement from a supervisor of the volunteer fire department or governmental entity that the volunteer emergency worker serves stating that the employee responded to an emergency and stating the time and date of the emergency.