

## **OHIO SUPPLEMENT TO EMPLOYEE HANDBOOK**

This addendum is a supplement to Zippo Employee Handbook (“Handbook”), specifically covering Company policies regarding Ohio 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 Ohio.

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 or favorable to the employee will govern.

### **Ohio Voting / Election Official Leave**

Employees who do not have sufficient time outside of working hours to vote on election day may take a reasonable amount of unpaid time off to vote or serve as an election official on any registration or election day. Should you anticipate needing such leave contact your direct supervisor as soon as possible.

### **Ohio Crime Victim Leave**

Employees who are victims of crimes or whose family member is a crime victim may take unpaid time off to participate, at the request of the prosecutor, in the preparation for a criminal or delinquency proceeding or to attend, pursuant to a subpoena, a criminal or delinquency proceeding, if the attendance is reasonably necessary to protect the interests of the victim. Should you anticipate needing such leave contact your direct supervisor as soon as possible.

### **Ohio Military Family Leave**

Employees are eligible for Military Family Leave once per calendar year if they have been employed for 12 consecutive months before the leave and worked 1250 hours or more in the 12 months before leave. Employees also must meet the following conditions:

- The employee must be the parent, spouse or legal guardian of the person in uniformed services who has been called to active duty for more than 30 days or has been injured, wounded or hospitalized while serving on active duty.
- The employee must provide 14 days’ notice to if called to active duty or 2 days’ notice to if a family member has been injured, wounded or hospitalized. If the injury is critical or life-threatening, no notice is required.
- If leave is based on a deployment to active duty, the leave is to be taken either 2 weeks before deployment or one week after deployment.
- The employee does not have any other leave available for use (including FMLA), except sick leave or disability leave, if applicable.

- Upon returning from leave, the employee must submit a certification form signed by the appropriate military authority certifying that the leave was taken for a qualifying purpose.

Uniformed services means the armed forces, the Ohio organized militia when engaged in full-time national guard duties, commissioned members of the corps of public health service, and other categories of persons designated by the president in the time of war or emergency.

Eligible employees may take up to 10 days or 80 hours of unpaid leave, whichever is shorter, in each calendar year. Group health benefits will be maintained while on leave in the manner normally maintained.

### **Ohio Supplement to Workplace Violence Policy and Procedures**

Employees are prohibited from bringing firearms, explosives, or other weapons to the workplace. For the purposes of this Policy, the workplace does not include a remote employee's home, provided that the employee keeps such weapons lawfully, but includes a customer's property where the customer prohibits such weapons. However, in accordance with Ohio law, employees who have been issued and hold a valid concealed handgun license 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.

### **Ohio Emergency Responder Leave**

The Company will not discharge or take any other disciplinary action against any employee who fails 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 firefighter or volunteer emergency medical services member. Any such missed time will be unpaid. In order to take advantage of this provision, an employee who serves as a volunteer firefighter or volunteer emergency medical services member must provide the Company with advance written documentation notifying the Company of the employee's status as a volunteer firefighter or volunteer emergency medical services association member.

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 the chief of the fire department or association or other person in charge stating that the employee was responding to an emergency call and the time of release from the call.

### **Ohio Witness Leave**

Employees may take unpaid time off to attend any proceeding in a criminal case or juvenile court pursuant to a subpoena; if the criminal case pertains to an offence against the Company or an offense involving the employee during the course of employment, this

time will be paid. Should you anticipate needing such leave contact your direct supervisor as soon as possible.