

ALABAMA SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Alabama Jury Duty Leave

Full-time employees will receive paid jury leave for serving as a juror. Employees must show a jury duty summons to their direct supervisor on the next work day after receiving the summons so that arrangements can be made for their absence. Paid jury duty will be offset by any compensation received for serving as a juror. Part-time Alabama employees are entitled to an unpaid jury duty leave of absence, or they may elect to use any available paid time off.

Alabama Voting Leave

Employees may take one hour of unpaid time off to vote on the primary or election day in any municipal, county, state or federal political party primary or election for which the employee is qualified and registered to vote. This leave is not available if the employee is scheduled to work at least two hours after the opening of the polls, or if the employee’s shift ends at least one hour prior to the closing of the polls. Employees should request time off to vote at least one working day prior to the day leave will be taken so that the necessary time off can be scheduled at the Company’s convenience.

Alabama Crime Victim Leave

Employees who are victims of crime may take unpaid leave from work to respond to a subpoena to testify in a criminal proceeding or participate in the reasonable preparation of a criminal proceeding. Employees needing such leave should notify the Company as soon as they are aware of the need for leave.