

MARYLAND SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Maryland Supplement to Drug and Alcohol Policy

Breath alcohol testing will not be used for employees working in Maryland. Drug and alcohol testing will be conducted using blood, urine, and/or saliva. Hair testing will only be used for pre-employment purposes.

Employees or applicants with positive test results will, within 30 days, be given a copy of those results, a copy of the Drug and Alcohol Abuse policy and this supplement, written notice of the Company’s intent, if any, to take disciplinary action, terminate employment, or change the conditions of continued employment, and notice of the employee’s/applicant’s right to request verification of positive test results (see below). These materials will be delivered in person or by certified mail.

Employees and applicants may request verification of positive test results in accordance with the law; any such testing will be at the employee’s/applicant’s expense.

Maryland Paid Sick Leave

Eligible employees who work for the Company in Maryland may accrue sick leave (“SL”) in accordance with the law. If the Company employs 15 or more employees in Maryland, SL will be paid; otherwise SL is unpaid. Eligible employees are those employees over the age of 18 who regularly work more than 12 hours per week for the Company and who work primarily in Maryland (i.e., 50% or more of their working time is in Maryland). Eligible employees will accrue one hour of SL for every 30 hours worked, up to a maximum of 40 hours per calendar year. Accrued, unused SL will carry over to the next year, up to a maximum total accrual amount of 64 hours. Employees may use up to 64 hours of SL per year. SL begins accruing upon hire and is available for use after 106 days of service with the Company.

Employees will not accrue SL during any two-week pay period in which the employee worked fewer than 24 hours total.

Exempt employees are deemed to work 40 hours per week for purposes of this policy, unless their regular working hours are less than 40 hours per week, in which case SL will accrue based on those regular working hours.

SL may be used in four hour increments, and may be used for any of the following reasons:

- (1) To care for or treat the employee's mental or physical illness, injury or condition, or for the employee to care for a family member with a mental or physical illness, injury, or condition,
- (2) To obtain preventive medical care for the employee or the employee's family member,
- (3) for absence for work for domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, provided the leave is used by the employee to obtain medical attention, victim services, or legal services for the employee or the employee's family, or during the time the employee has temporarily relocated due to the domestic violence, sexual assault or stalking,
- (4) For maternity or paternity leave.

Family member means the employee's child, legal ward, parent, legal guardian, person acted as a parent or stood in loco parentis to the employee or the employee's spouse when they were a child, spouse, legal guardian or ward of the employee's spouse, grandparent, grandchild, or sibling, and includes biological, adoptive, foster and step relationships.

If the need for SL is foreseeable, the employee shall provide reasonable advance notification. If the need for SL 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 paid sick leave to the extent permitted by law.

The Company will not discriminate or retaliate against an employee for requesting or using SL in accordance with this policy. Accrued, unused SL will not be paid out upon termination of employment.

SL will run concurrently with any SL available under local sick leave laws. SL will run concurrently with any other available paid time off, such as vacation and/or personal time.

Montgomery County, Maryland Paid Sick Leave

Eligible employees who regularly work 8 hours or more per week in Montgomery County, Maryland may accrue paid sick leave ("PSL") in accordance with the law. Eligible employees will accrue one hour of PSL for every 30 hours worked in Montgomery County, up to a maximum of 56 hours (seven days) per calendar year. Up to 56 hours of accrued, unused PSL will carry over to the next year. Employees may use up to 80 hours of PSL per year. PSL begins accruing upon hire and is available for use after 90 days of service with the Company.

Exempt employees are deemed to work 40 hours per week for purposes of this policy, unless their regular working hours are less than 40 hours per week, in which case PSL will accrue based on those regular working hours.

PSL may be used in one hour increments, and may be used for any of the following reasons:

- (1) To care for or treat the employee's mental or physical illness, injury or condition, or for the employee to care for a family member with a mental or physical illness, injury, or condition,
- (2) To obtain preventive medical care for the employee or the employee's family member,
- (3) If the employer's place of business, or the school or child care center for the employee's family member is closed by order of a public official due to a public health emergency,
- (4) to care for a family member if a public health official or health care provider has determined the family member's presence in the community would jeopardize the health of others as the result of exposure to a communicable disease, or
- (5) for absence for work for domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, provided the leave is used by the employee to obtain medical attention, victim services, or legal services for the employee or the employee's family, or during the time the employee has temporarily relocated due to the domestic violence, sexual assault or stalking, or
- (6) For the birth or adoption of a child, or placement a child with the employee through foster care, or for bonding with the employee's child within 12 months of the child's birth or placement.

Family member means the employee's child, parent, legal guardian, spouse, grandparent, spouse of a grandparent, grandchild, sibling and spouse of a sibling, as well as a child for whom the employee has custody or is the primary caregiver, and an individual who was the primary caregiver of the employee when the employee was a minor.

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 paid sick leave to the extent permitted by 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.

PSL will run concurrently with any other available paid time off, such as vacation and/or personal time, as well as with any sick leave available under state law.

Maryland Flexible Family Leave

Pursuant to the Maryland Flexible Leave Act, employees who are eligible for paid leave (including sick leave, vacation, and other paid time off) may use that time to take care of any member of their immediate family, including a child, parent or spouse who is sick. Employees who earn more than one type of leave with pay may elect the type and amount of leave with pay to be used. The amount of leave is limited to actually earned leave or time off; employees cannot take advances on their paid sick leave or time off benefits to use for flexible family leave.

Maryland Pregnancy Accommodation

Upon request, the Company will make a reasonable accommodation for an otherwise qualified employee's known disability caused or contributed to by pregnancy, unless doing so will impose an undue hardship on the Company. An employee requesting a transfer to a less strenuous or less hazardous position as a reasonable accommodation must support her request with her health care provider's advice. The employee must submit the health care provider's certification of the medical advisability of a reasonable accommodation. A transfer will not be provided if it requires the creation of additional employment, the termination of another employee, the transfer of another employee with more seniority, or the promotion of an employee who is not qualified.

Maryland Military Family Leave

Eligible employees may take a one-day unpaid leave of absence on the day that their immediate family member, as a member of the United States armed forces, is leaving for or returning from active military duty outside the United States. Immediate family members are a spouse, parent, stepparent, child, stepchild, or sibling.

Employees are eligible for this leave if they have worked for the Company for the last 12 months and for at least 1,250 hours during the last 12 months.

An employee must give as much notice of leave as practicable to their direct supervisor and must submit verification of the purpose of the leave. Employees may elect to use any available paid time off instead of taking an unpaid leave, but are not required to do so. This leave will run concurrently with FMLA leave if it so qualifies.

Maryland Jury Duty Leave

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may take unpaid time off to respond to a summons for jury duty, participate in the jury selection process or serve on a jury. 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. Employees may, but are not required to use any available paid time off for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or for time spent actually serving on a jury.

Maryland Voting 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 should request time off to vote from their direct supervisor 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.

Maryland Crime Victim Leave

Employees who are victims of crime or a representative of a crime victim may take unpaid leave from work to attend any proceeding in which they have been notified that the right to appear has been granted to a defendant. Employees needing such leave should notify their direct supervisor as soon as they are aware of the need for leave.

Maryland Parental Leave

Employees at a work location in Maryland where at least 15 employees work within a 75-mile radius in Maryland, who have been employed by the Company for at least 12 months and have worked at least 1,250 hours in the prior 12 months are entitled to up to six workweeks of unpaid parental leave during any 12-month period for the birth of the employee's child or the placement of a child with the employee for adoption or foster care.

An employee desiring to use Parental Leave must notify the Company at least 30 days in advance, except in the case of a premature birth or unexpected adoption or placement for foster care. The Company retains the right to deny Parental Leave if necessary to prevent substantial and grievous economic injury to its operations; the Company will notify the employee of any such denial prior to the first day of the requested leave period.

Any group health plan coverage will be maintained for the duration of the leave, up to six weeks; the employee will continue to be responsible for their share of any premiums during this time and if the employee fails to return from leave, the employee will be responsible for repaying the amount of any premiums paid on the employee's behalf by the Company during this period.

At the conclusion of Parental Leave, the employee will be restored to their previous position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless it would cause substantial and grievous economic injury to the operations of the Company, in which event the Company will notify the employee of its intent to deny restoration at the time it determines that the economic injury would occur. The Company will only terminate the employment of an employee on Parental Leave for cause.

Parental Leave shall run concurrently with any available FMLA leave, and employees must substitute any available paid time off for this leave.

Maryland Civil Air Patrol Leave

Employees responding to an emergency mission of the Maryland Wing of the Civil Air Patrol are entitled to up to 15 days of unpaid leave per calendar year for this purpose. An employee needing such leave shall give the Company as much notice as possible of the intended dates of the beginning and end of leave, and shall update the corporation of any changes. The Company reserves the right to require verification of the eligibility of the employee for the Civil Air Patrol leave requested or taken, and may deny the leave if such verification is not provided.