

INDIANA SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Indiana Supplement to Workplace Violence Policy

In accordance with Indiana 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.

Indiana Family Military Leave

Employees who are family members of individuals on active duty in the U.S. Armed Forces, Indiana Army, or Air National Guard may be eligible for unpaid leave as set forth below. Family members include spouse, parent (biological or adoptive), court-appointed guardian or custodian, grandparent (biological), or sibling (by blood or adoption). The Company will also consider children (by blood or adoption) of active duty individuals eligible for leave.

Eligible employees are those who have been employed for at least 12 months and worked at least 1,500 hours during the 12-month period immediately before the date leave begins. Eligible employees may take up to 10 days off from work per year during the following time:

- During the 30 days before active duty orders are in effect.
- When the relative on active duty is on leave, as long as the active duty orders are in effect.
- During the 30 days after the termination of the active duty orders.

Before taking leave, employees must provide a written request for military family leave and, if available, a copy of the active duty orders. This request must be made at least 30 days before the date leave is to begin unless the active duty orders are issued less than 30 days before the start date of the requested leave.

Military family leave is unpaid; any available paid time off shall be used concurrently with this leave. This leave may run concurrently with leave under the FMLA, to the extent consistent with federal and state law. The Company will maintain coverage under its health plan on the same conditions during military family leave as if the employee had been employed continuously during the leave period. On return from military family leave,

an employee will generally be restored to the employee's previous position or a position with equivalent seniority, pay, benefits and other terms and conditions of employment. If, during the leave, an event occurs that would change, or eliminate, the employee's job had the employee not taken leave, then the employee will have no greater rights than if the employee had been continuously employed during the leave.

Indiana Witness Leave

In addition to the leave provided under the Witness Leave policy in the Handbook, employees may take unpaid leave from work to attend court as a prospective witness relating to a crime. Employees needing such leave should notify the Company as soon as they are aware of the need for leave.

Indiana 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 association 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 association 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.

Employees who are injured in the course of duty as a volunteer firefighter or volunteer emergency medical services association member may take up to six months of unpaid leave if needed to attend to those injuries. The Company reserves the right to require documentation of the need for leave in accordance with the law.