

TEXAS SUPPLEMENT TO EMPLOYEE HANDBOOK

This addendum is a supplement to the Zippo Employee Handbook (“Handbook”) and all other Zippo policies, which specifically covers Zippo policies regarding Texas 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 Texas.

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.

Texas 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 workday after receiving the summons so that arrangements can be made for their absence. Employees are expected to report to work during office hours when their presence is not required as a juror. Employees may but are not required to use any available paid time off, vacation, or sick leave 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.

Texas 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 shall notify their direct supervisor of the need for such leave prior to the day of the election. The Company reserves the right to specify the hours during which the leave must be taken.

Texas Witness Leave

Employees may take unpaid leave from work to respond to serve as a witness or attend a judicial or administrative proceeding in response to a subpoena or other court order or process. Employees needing such leave should notify their direct supervisor as soon as they are aware of the need for leave.

Texas Civic Leave

An employee may take unpaid leave from work to attend a precinct convention in which the employee is eligible to participate or to attend a county, district, or state convention to which the employee is a delegate.

Texas Emergency Evacuation Leave

The Company will not discharge or otherwise discriminate against an employee who leaves work to participate in a general public evacuation ordered under an emergency evacuation order.

Texas Supplement to Workplace Violence Policy and Procedures

Employees are prohibited from bringing firearms, explosives, or 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 Texas 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.