

ARKANSAS SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Arkansas Supplement to Drug and Alcohol Abuse Policy

The Company will provide a free copy of test results to an applicant or employee upon written request.

If an employee fails a drug test, the employee will receive at least five days to provide the explanation for the positive test that the Drug and Alcohol-Free Workplace Policy permits.

Arkansas Voting Leave Policy

Employees are entitled to exercise their right to vote. If you have been scheduled to work on an election day and your scheduled working hours would prohibit you from voting, contact your direct supervisor immediately so that the Company can arrange to modify your schedule to permit you to vote.

Arkansas Crime Victim Leave Policy

Employees who are victims of crime or a representative of a crime victim may take unpaid leave from work to respond to participate, at the prosecutor’s requests in the reasonable preparation for a criminal proceeding or attend a criminal proceeding if the attendance is reasonably necessary to protect the interests of the victim. Employees needing such leave should notify the employee’s direct supervisor as soon as they are aware of the need for leave.

Arkansas Bone Marrow/Organ Donation Leave Policy

Employees may request unpaid leave of up to 90 days to serve as a bone marrow or organ donor. Employees needing such leave should notify the employee’s direct supervisor in writing as soon as they are aware of the need for leave. The Company reserves the right to request documentation establishing the need for this leave. The employee must comply with all applicable attendance, reporting, and other Company policies during the term of this leave.

Arkansas Supplement to Computer, E-Mail, and Internet Policy

Except when necessary to investigate a violation of the law or a Company policy, the Company will not request any employee to: (a) provide his or her username or password for a personal social media account; (b) add any supervisor or other Company official as a “friend” or other contact on a social media account; or (c) change the privacy settings on a social media account. If an employee is requested to take some action that would

violate this Policy, the employee should contact the Human Resources Department. The Company will not retaliate against any employee for following this Policy or reporting a concern regarding this Policy.

Arkansas 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 Arkansas law, employees who have been issued and hold a valid concealed carry 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.