

CONNECTICUT SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Connecticut Work Breaks

Meal Period: Employees are provided with one full 30-minute meal period if the employee works 7.5 or more consecutive hours. Meal periods will be scheduled to accommodate operating requirements, generally to begin sometime after the first two hours of work and before the last two hours. Employees will be relieved of all active responsibilities and restrictions during meal periods and non-exempt employees will not be compensated for that time. Where only one employee is available to perform the duties of a position, or where fewer than five employees are working on a shift a single location, employees shall not be entitled to a meal period but rather may eat at their workstation or other authorized locations; in these situations, employees will be compensated for the time spent eating at their workstations.

Connecticut Personnel and Disciplinary Records

Employees may, upon written request to the Company, inspect and make copies of their personnel file during regular business hours within seven days of the Company’s receipt of the written request. Employees may view the file in the presence of a Company representative, at a location at or reasonably near the employee’s place of employment.

Copies of any documentation of any disciplinary action imposed on an employee will be given to the employee within one business day after the date the discipline was imposed. A copy of any written notice of termination will be provided to an employee immediately upon termination of employment.

Connecticut Supplement to Drug and Alcohol Policy

Supplement to Substance Testing

Pre-employment testing: Applicants will be given a copy of any positive urinalysis drug test result. Positive test results will be confidential and will not be disclosed to any person except as is necessary.

Post-accident drug testing will only be performed where there is a reasonable suspicion that an employee is under the influence of drugs or alcohol.

The Company will not refuse to hire a person or discharge, penalize, or threaten an employee solely on the basis of such person’s or employee’s status as a qualifying patient

or primary caregiver under C.G.S. sections 21a-408 to 21a-408n, inclusive, unless such action is required in order for the Company to obtain federal funding or to avoid violating a federal law. However, employees are strictly prohibited from using intoxicating substances during work hours; violation of this prohibition will result in discipline, up to and including immediate termination of employment.

In the instances of urinalysis, no representative, agent or designee of the Company shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection will be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

Connecticut Paid Family and Medical Leave

Beginning in 2022, eligible employees may receive up to 12 weeks of wage replacement benefits for absences due to certain family and/or medical reasons; if an employee experiences a pregnancy-related serious health condition that results in incapacity then the employee would be eligible for up to 14 weeks. Benefits are available to eligible employees for absences due to: (1) Care for a new child (birth, adoption, foster); (2) Care for family member with serious health condition; (3) Care for own serious health condition; (4) Qualifying exigency arising out of family member being on active duty; and (5) To serve as an organ or bone marrow donor. Family member means child, parent, spouse, sibling, grandchild, grandparent, or individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships. Benefits under the law are funded by an employee payroll tax; the maximum benefit amount is \$780/week. The Company will not retaliate against an employee for requesting, applying for, or using family and medical leave for which the employee is eligible. Employees may file a complaint with the Labor Commissioner for any violation of the Paid Family and Medical Leave law.

Connecticut Pregnancy Disability and Accommodation

The Company will not unlawfully discriminate against an employee on the basis of her pregnancy, childbirth or a related condition including, but not limited to, lactation, and will provide appropriate reasonable accommodation including, but not limited to, a reasonable leave of absence for disability resulting from pregnancy, unless it would be an undue hardship on the Company. Such leave requests will be evaluated according to the medical leave policy provisions outlined in the Handbook and all applicable federal and state laws. Employees on pregnancy-related leave will be treated the same as other employees on medical leave for sickness or other temporary disabilities. An employee on pregnancy-related leave may elect to use any available paid time off during her leave and will be allowed to return to her former position or an equivalent position, unless impossible or unreasonable. FMLA and CT PFML leave, if applicable, will run concurrently with pregnancy disability leave where permitted by law.

The Company will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy.

The Company will make a reasonable effort to transfer a pregnant employee to any suitable temporary position that is available upon the employee's written notice of her

pregnancy and her reasonable belief, supported by her physician's advice, that her current employment, if continued, may cause injury to the employee or the fetus.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions, will be considered in the same manner as other requests for family or personal leave and all applicable federal and state laws.

Connecticut Jury Duty Leave

Connecticut employees who normally work thirty hours or more each week and who are not temporary employees will receive paid jury leave during their first five days, or parts thereof, of jury service if they would have accrued regular wages if not serving as a juror those days (and would have worked more than ½ shift if the shift extends into another day). Paid jury duty leave will be offset by any compensation received for serving as a juror.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may elect to use any available paid time off or may take an unpaid jury duty leave of absence. Employees must show the jury duty summons to direct supervisor as soon as possible so that arrangements can be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits, unless they have served 8 hours of jury duty that day.

Connecticut Crime Victim Leave

An employee who is a crime victim may take unpaid leave to attend or participate in legal proceedings (including police investigations) related to that crime. A crime victim is someone who suffered direct or threatened physical, emotional or financial harm as a result of a crime or an immediate family member or guardian of either a homicide victim or a person who suffers such harm and is a minor, physically disabled, or mentally disabled. Employees must provide notice to their direct supervisor of the need for leave under this policy and provide verification of participation in legal proceedings, such as a copy of a summons or subpoena.

Connecticut Family Violence Leave

Employees who are victims of family violence are permitted under Connecticut law to take up to 12 days of unpaid leave per calendar year for specific activities related to family violence. Family violence is defined as an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault between family or household members. Verbal abuse or argument is not considered family violence unless there is a present danger and the likelihood that physical danger will occur. Family violence leave is available for the following reasons related to or resulting from an incident of family violence:

- To seek medical care or counseling;
- To obtain services from a victims services organization;
- To relocate due to family violence; or
- To participate in civil or criminal proceedings due to family violence.

Employees wishing to take family violence leave must provide 7-days' notice where the need for such leave is foreseeable, otherwise employees must provide notice of the need for leave as soon as is practicable. The Company may require a written statement or other supporting documentation to certify that the leave is for an authorized reason. Employees have the option of using any accrued paid leave they may be eligible for in lieu of the 12 days of unpaid leave.

Connecticut Breastfeeding Breaks

An employee needing to express breast milk for her infant child may take unpaid breaks of a reasonable length in order to do so unless providing this break time would unduly disrupt the Company's operations. The break time must, if possible, run concurrently with any break time already provided to the employee. The Company will make reasonable efforts to provide a room or other location other than a toilet, in close proximity to the work area, where the employee can express milk in private. The Company will not discriminate or retaliate against any employee for exercising their rights under this policy.

Connecticut Voting Leave

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 up to two hours of paid time off to vote. Employees should request time off to vote from their direct supervisor prior to election day.