

IOWA SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Iowa 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 unpaid time off to vote so that an employee will have not less than 3 hours, when combined with nonworking time, within which to vote while polls are open.

Employees should request time off to vote from the employee’s 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.

Iowa Witness Leave

Employees may take unpaid leave from work to serve as a witness in a criminal proceeding. In addition, employees may take unpaid leave from work to participate as a plaintiff, defendant or witness in civil proceedings relating to domestic abuse. Employees needing such leave should notify the employee’s direct supervisor as soon as they are aware of the need for leave.

Iowa Personnel Files

Iowa employees are entitled to inspect and make copies of their personnel file, excluding references, during regular business hours. Employees may view the file in the presence of a Company representative and may be required to pay the reasonable cost of duplication, should the employee want a copy.

Iowa Supplement to Drug and Alcohol-Free Workplace Policy

Supplement to Substance Testing

Employees will only be subject to Post-accident testing whether there is reasonable suspicion the employee is under the influence of drugs or alcohol, where the employee

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has caused an accident causing sufficient injury or damage to require a report to OSHA, a report under Iowa Code chapter 88, or that results in damage to property in an amount reasonably estimated at the time of the accident to exceed \$1,000.

All testing will be done in accordance with Iowa law.

Alcohol testing will be by breath and/or saliva at a specified collection site. Drugs or substances testing will be by urine, blood or oral fluid specimens (or hair specimens for applicants only) at a specified collection site. Employees shall proceed immediately to the collection site when directed, unless an employee requires medical attention, in which case the employee will submit to a drug or alcohol test as soon as possible after the employee receives necessary medical attention, or within eight hours for alcohol screening and within 32 hours for other drugs.

All specimens will be split into a primary and split specimen. The laboratory shall retain the split specimen until a confirmed negative test result or for 45 days, if the first portion yielded a confirmed positive test result. If the first test yields a positive test result, the laboratory shall provide a second confirmatory result.

Employees and applicants will be notified of verified test results and the substance for which the employee tested positive and will be given a copy of positive test results by certified mail. If an applicant or employee has a positive test result:

- A Medical Review Officer (“MRO”) will attempt to contact the individual in order to confidentially discuss the findings with that person. The individual may discuss with the MRO common medications and substances which may alter or affect the outcome of a drug or alcohol test, and may provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. The MRO will take this information into account when interpreting any positive test results. The information provided to the MRO shall be treated as confidential and will not be given to the Company.
- Within five (5) working days after receiving written notification of a positive confirmed test result, the Applicant or employee may challenge the positive confirmed test result. If an employee’s or Applicant’s explanation or challenge is unsatisfactory to the MRO, the MRO shall then report the positive confirmed test result to the Company.

The Company will pay the cost of any test under this policy.

Rehabilitation Program:

Employees who test positive for alcohol may qualify for rehabilitation under this Policy. To be eligible for rehabilitation, an employee must (1) test positive for alcohol, (2) have been employed by the Company for 12 of the preceding 18 months, (3) agree to rehabilitation treatment, and (4) never have previously violated this Policy. The Company will not take adverse employment action against an employee who is completing rehabilitation so long as he/she complies with the requirements of the rehabilitation program and successfully finishes the program. Such an employee will also be required to sign a Last Chance Agreement as a condition of his/her return to work. If rehabilitation is elected and successfully completed under this Section, then the Company will not take adverse action against the employee for failing the original alcohol test.