

WASHINGTON SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Washington Emergency Responder Leave

Employees who are volunteer firefighters or reserve officers or civil air patrol members are entitled to unpaid leave to perform volunteer duties related to an alarm of fire, and emergency call, or an emergency service operation. An employee needing such leave shall notify the Company as soon as possible under the circumstances.

Washington Leave for Victims of Domestic Violence, Sexual Assault, or Stalking

A victim of domestic violence, sexual assault, or stalking, or a family member, may take reasonable unpaid time off to (a) seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee’s family members, (b) seek treatment by a health care provider for resulting physical or mental injuries or to attend to health care treatment for a victim who is a family member, (c) obtain, or assist a family member in obtaining, services from a domestic violence shelter, program, or rape crisis center, (d) obtain, or assist a family member in obtaining, resulting needed mental health counseling, or (e) participate in safety planning, including temporary or permanent relocation. Family member includes anyone whose relationship can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

If an employee needs time off from work for one of these purposes, reasonable notice must be provided to the employee’s direct supervisor. If an unforeseen or emergency absence is required, the employee must provide notice by the end of the first day that the employee takes such leave. The Company may require the employee to provide verification that the absence meets the applicable legal standards. To the extent allowed by law, the Company will maintain the confidentiality of any employee who requests leave for these purposes.

The Company will not discriminate against an applicant or associate in any way based upon their status as an actual or perceived victim of domestic violence, sexual assault, or stalking. Additionally, the Company will make reasonable safety accommodations for a victim of domestic violence, sexual assault, or stalking, upon request, unless such an

accommodation would pose an undue hardship on the operation of the Company's business. Employees needing such accommodation must notify Human Resources.

Washington Family Military Leave

Employees who work an average of 20 hours or more per week and have a spouse or state registered domestic partner in military service may take up to 15 days of unpaid leave while the military service member is on leave from deployment, or before and up to deployment, during a period of military conflict. The employee must provide the Human Resources department with notice of the intent to take leave within five business days of receiving official notice that their spouse or state registered domestic partner will be on a leave or will be called or ordered to duty. The Company reserves the right to request documentation supporting the need for such leave.

Washington Personnel Files

Washington employees may inspect their personnel file (excluding any records relating to the investigation of a possible criminal offense) during regular business hours up to once per year. 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.

Washington Supplement to Social Media Use Policy

Except when necessary for legitimate business reasons and when permitted by law, the Company will not ask an applicant or employee to, with regard to a personal internet account (e.g., a personal e-mail account, Facebook account, or other social media account): (a) disclose login information, including a username or password; (b) access the account in the Company's presence in a manner that enables the Company to observe the account's contents; (c) add a person, including any Company official or supervisor, to the account's list of contacts; or (d) change the account's privacy settings, affecting a third party's ability to view the account's contents.

Washington Paid Sick Leave

Non-exempt employees may accrue paid sick leave ("PSL") for hours worked in Washington in accordance with the law. Eligible employees accrue one hour of PSL for every 40 hours worked in Washington. Up to 40 hours of accrued, unused PSL will carry over to the next year. PSL begins accruing upon hire and is available for use after 90 days of service with the Company.

PSL may be used in one hour increments and may be used for: (1) an employee's mental or physical illness, injury, or health condition, the need for medical diagnosis, treatment or preventive care, or to care for a family member with any of the aforementioned conditions; (2) closure of the employee's place of business due to public health emergency, or to care for a child whose school or place of care has been closed by order

of a public official; or (3) domestic violence, assault and/or stalking-related reasons for the employee or family member.

If the need for PSL is foreseeable, the employee shall provide reasonable advance notification. If the need for PSL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The Company reserves the right to require documentation of the appropriate use of PSL to the extent permitted by law. The Company will not discriminate or retaliate against an employee for requesting or using PSL in accordance with this policy. Accrued, unused PSL will not be paid out upon termination of employment.

PSL will run concurrently with any other available paid time off, as well as any PSL available under any local sick leave provisions.

Washington Paid Family and Medical Leave

Paid Family and Medical Leave (“PFML”) is a Washington State insurance program that gives workers the opportunity to receive partial wage replacement while on leave to recover from an illness or injury, bond with a new child, for certain military connected events, or to take care of a sick or injured family member.

Under the program, eligible employees (those who have completed 820 hours of work for any employer(s) in Washington State in the first four of the last five full calendar quarters, or the last four full calendar quarters) will be entitled to wage replacement with a weekly minimum of \$100 and a weekly maximum of \$1,000, adjusted annually. The exact benefit is determined by the employee’s earned wages, the state median income, and other factors.

Eligible employees can take up to 12 weeks of paid family leave or medical leave, or a combination of the two up to 16 weeks annually. In extreme circumstances, an additional two weeks of leave will be permitted. Family leave covers bonding time for the birth or placement of a child, time taken to care for an injured or ill family member, or certain military connected events, like time to prepare for the short-notice military deployment of a family member. Medical leave covers time taken to care for an employee’s own injury or illness. If the Company employs 50 or more employees, PFML leave is job-protected.

Where an employee requests leave for a reason covered by both PFML and FMLA, the leave will simultaneously count against the employee’s entitlement under both laws.

Pregnancy Leave and Accommodation

The Company will make reasonable accommodations, if requested, to an employee for pregnancy, childbirth, or related medical conditions as required by applicable law. Examples of accommodations include: more frequent or longer bathroom breaks, modifying a no food or drink policy, providing seating or allowing the employee to sit more frequently if her job requires her to stand, and limiting lifting to 17 pounds or

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less. Additionally, the Company will make the following accommodations, unless it would place an undue hardship on the business (the Company may request written certification from the employee's healthcare provider as to the need for an accommodation): job restructuring, including a part-time or modified work schedule, job reassignment to a vacant position, or providing or modifying equipment, devices or the employee's work station, providing for a temporary transfer to a less strenuous or less hazardous position, providing assistance with manual labor scheduling flexibility for prenatal visits, and other accommodation(s) as requested by the employee. The Company will not create a new position it would not have otherwise created as an accommodation. The Company will not retaliate against an employee for requesting an accommodation and will not require an employee to take leave if another reasonable accommodation can be made instead.

Seattle, Washington Sick Leave

Eligible employees working in Seattle may accrue paid sick leave ("PSL") for hours worked in Seattle in accordance with the law. Eligible employees accrue one hour of PSL for every 30 hours worked in Seattle and may carry over up to 72 hours of accrued, unused PSL to the next year. PSL begins accruing upon hire and is available for use after 90 days of service with the Company.

If an employee is based outside of Seattle but works in Seattle on an ad hoc, irregular basis, the employee may only accrue leave under this policy once they have worked 240 hours in Seattle during a year; once the employee has worked 240 hours, those hours count toward the employee's sick time accrual.

Exempt employees are deemed to work 40 hours per week for purposes of this policy, unless their regular working hours are less than 40 hours per week, in which case PSL will accrue based on those regular working hours.

PSL may be used in one hour increments and may be used: (1) for the employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care; (2) for the care of a family member for any of these reasons; (3) when the employee's place of business or their child's school or daycare has been closed due to an infectious agent, biological toxin or hazardous material; or (4) for various domestic violation, sexual assault, or stalking-related reasons (such as to enable the employee to seek legal or law enforcement assistance or remedies, seek treatment by health care provider for injuries, to receive social services or counseling, or to relocate). Family member means the employee's child, grandparent, parent, parent-in-law, spouse or registered domestic partner.

If the need for PSL is foreseeable, the employee shall provide reasonable advance notification. If the need for PSL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The Company reserves the right to require documentation of the appropriate use of paid sick leave to the extent permitted by law. The Company will not discriminate or retaliate against an employee for requesting or

using PSL in accordance with this policy. Accrued, unused PSL will not be paid out upon termination of employment.

PSL will run concurrently with any other available paid time off, such as vacation, and/or personal time, or Washington paid sick leave.

Tacoma, Washington Sick Leave

Eligible employees working in Tacoma for at least 80 hours in a year may accrue paid sick leave (“PSL”) for hours worked in Tacoma in accordance with the law. Eligible employees accrue one hour of PSL for every 40 hours worked in Tacoma. Up to 40 hours of accrued, unused PSL will carry over to the next year. Employees may use any accrued, unused sick leave each year. PSL begins accruing upon hire and is available for use after 90 days of service with the Company.

Exempt employees are deemed to work 40 hours per week for purposes of this policy, unless their regular working hours are less than 40 hours per week, in which case PSL will accrue based on those regular working hours.

PSL may be used in one hour increments and may be used for: (1) an employee’s mental or physical illness, injury, or health condition, the need for medical diagnosis, treatment or preventive care, or to care for a family member with any of the aforementioned conditions; (2) closure of the employee’s place of business due to public health emergency, or to care for a child whose school or place of care has been closed by order of a public official; (3) domestic violence, assault and/or stalking-related reasons for the employee or family member; or (4) bereavement leave for the death of a family member. Family member means a child, spouse (including domestic partner), parent, grandparent, or household member (includes former spouses, people who have a child in common, people who have a dating relationship who live together or have lived together in the past, grandchildren, stepparents).

If the need for PSL is foreseeable, the employee shall provide reasonable advance notification. If the need for PSL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The Company reserves the right to require documentation of the appropriate use of PSL to the extent permitted by law. The Company will not discriminate or retaliate against an employee for requesting or using PSL in accordance with this policy. Accrued, unused PSL will not be paid out upon termination of employment.

PSL will run concurrently with any other available paid time off, such as bereavement leave, vacation, and/or personal time, or Washington paid sick leave.