

MISSOURI SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

Missouri 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.

Missouri Witness Leave

Employees who are a witness to a violent crime, victim of a violent crime, or a member of a violent crime victim’s immediate family may take unpaid leave for the purpose of honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding, or for participating in the preparation of a criminal proceeding relating to the violent crime. Employees may, but are not required to, use any available paid time off during this leave. Employees needing such leave should notify the employee’s direct supervisor as soon as they are aware of the need for leave

Missouri Volunteer Firefighter and First Responder Leave

The Company will not discharge or take any other disciplinary action against any employee who is absent from work because the employee was responding to an emergency in the employee’s capacity as a volunteer firefighter or a first responder serving with FEMA, the Missouri Disaster Medical Assistance Team, Missouri Task Force One, or the Urban Search and Rescue Team. The employee must make reasonable efforts to notify the Company that the employee will not report to work at the appointed time.

Upon the Company's request, the employee must submit documentation from an authorized representative of the government agency or body at issue, verifying that the employee was absent for the asserted reason.

Missouri Reference Policy

If a former employee requests the Company to provide a job reference to a prospective employer, the Company also will provide a copy of that reference to the former employee at his or her last known address. The Company will provide this reference within 45 days of receiving a request on behalf of the former employee.

Missouri Supplement to Workplace Violence Policy

Employees are prohibited from bringing firearms, explosives, or weapons to the workplace. However, in accordance with Missouri law, employees who are legally permitted to carry a firearm may store a firearm in their privately-owned motor vehicle; employees are prohibited from removing the firearm from the vehicle while on Company property, including the parking lot. 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.

Missouri Crime and Domestic Violence Victim Leave

Employees who have been the victim of a crime or whose immediate family member is a crime victim (including domestic violence or stalking) may take unpaid leave from work to attend court or other legal or investigative proceedings associated with the prosecution of the crime, unless granting such leave would create an undue hardship for the Company. Employees must provide advance notice of the need for leave to their direct supervisor and upon request must provide verification supporting the reason for being absent.

The Company also will make reasonable accommodations to enable a person who is a victim of a crime to satisfy the essential requisites of a job provided that the status of a victim of a crime is made known to or should have been known by the Company, so long as providing the accommodation does not cause undue hardship in the conduct of the Company's business. The Company reserves the right to request documentation supporting an employee's need for leave or an accommodation under this policy.