

NEW HAMPSHIRE SUPPLEMENT TO EMPLOYEE HANDBOOK

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

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.

New Hampshire Reporting Pay

A non-exempt employee who is scheduled to work for more than two hours, reports for work and is sent home by the Company before performing at least two hours’ worth of work will be paid for two hours of work at the employee’s regular rate of pay, unless the Company has made a good faith effort to notify the employee not to report to work.

New Hampshire Expense Reimbursement

The Company will reimburse employees for necessary work-related expenses that they incur at the Company’s request in accordance with applicable law. Employees who incur such work-related expenses are required to submit those expenses for reimbursement pursuant to Company practices. The Company will reimburse the employee within 30 days of presentation by the employee of proof of payment. Employees who believe the amount they were reimbursed does not represent a complete reimbursement should immediately contact Human Resources.

New Hampshire Rest Breaks and Meal Periods

Meal period: Employees will be given an unpaid meal period of at least 30 minutes for each continuous work period of 5 hours. Meal periods will be scheduled to accommodate operating requirements. Employees will be relieved of all job responsibilities and restrictions during meal periods and non-exempt employees will not be compensated for that time.

New Hampshire Personnel Files

New Hampshire employees are entitled to inspect and make copies of their personnel file, during regular business hours, upon written request from the employee. 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. If the employee disagrees with any of the information contained in the file and the employee and the Company cannot agree upon removal or correction of such information, the employee may submit a written statement explaining their version of the information, with evidence supporting such version; this statement will be maintained as part of the personnel file.

New Hampshire Pregnancy Leave

Employees who are pregnant are entitled to leave with or without pay, or leave without loss of seniority, to the same extent as such leave may be available to employees for sickness or disability because of a medical condition, and may use such leave before and after childbirth, miscarriage or other natural resolution of the pregnancy.

New Hampshire Jury Duty Leave

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may take unpaid time off to respond to a summons for jury duty, participate in the jury selection process or serve on a jury. Employees must show a jury duty summons to their direct supervisor on the next workday after receiving the summons so that arrangements can be made for their absence.

New Hampshire Crime Victim Leave

Employees who have been the victim of a crime or whose immediate family member is a crime victim 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. To the extent permitted by law, the Company will keep information connected to the employee's request for leave confidential.

New Hampshire State of Emergency Leave

When the governor or the general court declares a state of emergency as defined by New Hampshire law, employees who are members of a fire department, rescue squad or emergency medical services agency who are called into service of the state or a political subdivision for the emergency are entitled to leave without pay to respond, unless the Company certifies that the employees are essential to its own emergency or disaster relief activities. Employees may use any accrued paid time off they have available during their emergency service leave.