

TENNESSEE ADDENDUM

For AAON employees working in Tennessee, this Addendum contains a discussion of Company policies and procedures that are specific to those employees. The information stated in this Addendum shall be deemed to replace or add to, as applicable, the discussion of the same subject as set forth in the Company's current Employee Handbook. Please contact the Human Resources Department for further information regarding the policies' applicability or if you have any other questions.

The Company's policies do not represent contractual terms of employment and should not be interpreted to create contractual rights, obligations, or liability or an express or implied contract. Just as any employee has the right to end his or her employment with the Company at any time for any reason or no reason, the Company has the right to terminate an employee's employment at any time, for any reason or no reason, with or without cause. The relationship between the Company and each of its employees is at-will.

Meal Periods

Except for certain exempt employees, all employees who work six (6) hours or more in a day will be provided with a thirty (30) minute unpaid duty-free meal break.

Military Leave

In addition to AAON's Military Reserve Duty & Other Military Service Policy, Tennessee employees called or ordered to report for military service, including annual field training, in the service of the National Guard, State Guard, or Civil Air Patrol may take an unpaid leave of absence for the period of such service. Leave taken under this policy is unpaid; however, employees may use any accrued paid time off available during this leave, if applicable.

No employee will be retaliated against for taking leave available under this policy. The Company will restore the employment of Employees taking leave under this policy upon their return from leave, in accordance with the requirements of Tennessee law.

Emergency Response Leave

Employees may take unpaid leave to act as a volunteer firefighter or rescue squad worker in response to an emergency. Active volunteer firefighters may take time off without loss of regular pay or paid time off, if applicable, to respond to a fire call. Employees must notify the Company in advance that they are emergency responders and must give notice of the need for emergency leave as soon as practicable, including the probable length or duration of such leave. The Company may require employees to provide written verification of their need for such leave. Active volunteer firefighters may take paid time off for their next scheduled work period within twelve (12) hours of responding to an emergency or a fire call by using available accrued paid time off, if applicable, or may otherwise take unpaid leave. No employee will be retaliated against for taking leave available under this policy.

Jury Duty Leave

The Company will pay eligible employees who are called to serve on a jury. Employees employed on a temporary basis for fewer than six (6) months are not eligible to be paid for jury duty leave but may take leave for jury duty service on an unpaid basis.

Eligible employees shall be paid their regular hourly rate of pay, minus any jury duty fees, for all time spent traveling to and from jury duty, as well as all time spent serving on the jury during normal work hours. To the extent that jury duty does not overlap with the employee's regularly scheduled hours of work, the employee is not eligible to be paid for jury service.

Any employee who serves on a jury for over three (3) hours on a single day is not required to report to work that day. Employees scheduled to work overnight hours are not required to work the night before the first day of scheduled jury duty, or any shift occurring within 24 hours of jury duty. However, employees who decide to not report to work before or after jury duty will not be paid, unless otherwise required by applicable law.

Voting Leave

If a Tennessee employee who is a registered voter does not have sufficient time outside of his or her working hours within which to vote in any election, he or she may take up to three hours of time off without loss of regular pay to vote. The time off shall be either at the beginning or the end of the employee's workday, as the Company may designate, unless otherwise mutually agreed. An employee wishing to request this voting time leave must provide notice of his or her request by Noon on the day before the election. Any employee who has three hours of non-working time before or after his or her regular shift while the polls are open is not eligible for voting leave.

Employees who serve as part-time voting machine technicians appointed by the county election commission may take unpaid leave for the time required to perform their technical voting machine duties. The Company may require employees to provide written verification of the need for such leave.

Veterans' Day Leave

Veteran employees are permitted to take November 11, Veterans' Day, as a non-paid holiday if (1) the employee gives the Company at least one month's written notice of the intent to take the holiday, (b) the employee provides documentation to prove their veteran status, and (c) such time off, alone or in combination with other veteran employees' absences, does not impact public health or safety or cause the employer significant economic or operational disruption.

Workplace Violence Policy

Employees are prohibited from possessing or carrying weapons while on Company property or while performing Company business except as specifically provided for under Tenn. Code Ann. § 39-17-1315.