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## SOUTH CAROLINA HANDBOOK SUPPLEMENT

Policies included in this state supplement are intended to be viewed in conjunction with WFS, Inc.'s Handbook, and may govern only certain employees. In the case where a state policy is more generous than its counterpart contained in WFS, Inc.'s Handbook, the more generous policy will govern. WFS, Inc., at its option, may change, delete, or discontinue parts of this supplement.

### Employment Eligibility and Work Authorization

WFS, Inc. participates in the Electronic Verification System (E-Verify) to electronically verify the work authorization of newly hired employees. E-Verify is an internet-based program that compares information from an employee's Form I-9 to data contained in the federal records of the Social Security Administration and the Department of Homeland Security to confirm employment eligibility. The Company does not use E-Verify to pre-screen job applicants.

The Company is committed to honoring all terms and conditions of E-Verify. Employees who do not contest a Tentative Nonconfirmation, or who receive a Final Nonconfirmation or No Show, are subject to immediate termination of employment.

The Company will not tolerate any form of discrimination or harassment prohibited by federal, state or local law, including discriminatory treatment based on an individual's national origin or citizenship status. Employees who believe they have been subject to discrimination or harassment, including during the Form I-9 and E-Verify process, should immediately report the matter as further discussed in the policies regarding discrimination and harassment set forth in the Company's Handbook. The Company prohibits retaliation against employees for making such complaints.

### Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for medical needs arising from pregnancy, childbirth, or related medical conditions (including, but not limited to, lactation). The Company will provide reasonable accommodation unless doing so would impose an undue hardship on the Company's business operations. The Company will also provide accommodations for employees desiring to express breast milk for their infant child in accordance with the Company's Lactation Accommodation policy.

Reasonable accommodations may include but are not limited to: making existing facilities readily accessible for individuals with disabilities arising from pregnancy, childbirth or a related medical condition; temporarily transferring an employee to a less strenuous or hazardous vacant position for which the employee is qualified; acquiring or modifying equipment or devices necessary for performing essential job functions; modifying a food or drink policy; or providing the following:

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- More frequent or longer break periods;
- More frequent restroom breaks;
- A private place, other than a bathroom stall, for the purpose of expressing breastmilk;
- Seating or permission to sit more frequently;
- Assistance with manual labor and limits on lifting;
- Job restructuring or light duty, if available; or
- A modified work schedule.

The Company will not take adverse employment actions against employees because they request or use reasonable accommodations for known limitations related to medical needs arising from pregnancy, childbirth or related medical conditions, including, but not limited to, lactation, in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

**Lactation Accommodation**

The Company will provide a reasonable amount of break time each day to accommodate an employee's need to express breast milk for the employee's child. Break time for this purpose will be unpaid for nonexempt employees.

If possible, employees should take time to express breast milk during their regular meal and/or rest breaks and should otherwise make reasonable efforts to minimize disruptions to company operations.

The Company will make reasonable efforts to provide employees with access to a location, other than a toilet stall, in close proximity to their work area to express milk in private. Employees should discuss with their supervisor and Human Resources the location to express breast milk and to make any other arrangements under this policy.

The Company will not discriminate against an employee because they choose to express breast milk in the workplace in accordance with this policy.

**Political Opinions**

The Company will not intimidate or terminate employees because of their political opinions or because they exercise the political rights and privileges guaranteed to every citizen under federal and state laws and constitutions.

**Military Leave – Reinstatement from Active Duty**

In addition to the information provided in the Military Leave policy in the Handbook, Eligible employees who leave work to serve in the South Carolina state or National Guard will be reinstated to their previous position or to a position of like seniority, status and

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salary, unless, under the circumstances, it would be unreasonable for the Company to do so.

Employees are eligible for reinstatement if they:

- Served in the state or National Guard;
- Received an honorable discharge,
- Applied for reemployment, in writing, within five days of discharge from duty or from hospitalization continued after release from active duty; and
- Are still qualified for their previous position.

Employees who are no longer qualified for their previous position will be placed in another position for which they are qualified and that will give employees the appropriate seniority, status and salary, unless the Company's circumstances make such placement unreasonable.

### Crime Victim Leave

Eligible employees may take time off from work to lawfully respond to a subpoena. Employees are considered eligible for time off under this policy if they are:

- The victim of the crime at issue in the proceedings; or
- The spouse, parent, child, or lawful representative of a victim who is deceased, a minor, incompetent, or physically or psychologically incapacitated.

Employees are not eligible for time off under this policy if they:

- Are the subject of an investigation for, are charged with, or have been convicted of or pled guilty or *nolo contendere* to the offense in question;
- Are acting on behalf of the suspect, juvenile offender, or defendant, unless the employee's actions were required by law; or
- Were imprisoned or engaged in an illegal act at the time of the offense at issue in the proceedings.

The Company will not reduce the wages or benefits of an employee who takes time off under this policy.

### Quarantine Leave

The Company will not terminate, demote or otherwise discriminate against an employee who is absent from work for the purpose of complying with a quarantine order.

Time off for the purpose of complying with a quarantine order will be unpaid, except that employees are permitted to use their accrued annual or sick leave to comply with such an order.

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## Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow may take a total of 40 work hours of paid leave for that purpose. Employees may be granted additional hours of leave on request, at the sole discretion of WFS, Inc. Verification by a physician of the purpose and length of each leave of absence may be required.

The Company will not terminate employees who are volunteer firefighters or volunteer emergency medical services personnel because they take time off from work to act as a volunteer pursuant to a firefighter mobilization plan when the President of the United States or the Governor of South Carolina has declared a state of emergency in a county within South Carolina.

Time off under this policy will be unpaid, except that exempt employees may receive pay, as required by applicable law. Employees may use their available vacation time to receive pay during this leave.

Employees must make every effort to notify the Company on each occasion when they will be late to, or absent from, work, under this policy. The Company may require the employee to submit written verification that they responded to an emergency, listing the date, time, and duration of the response.

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