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## MISSOURI HANDBOOK SUPPLEMENT

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

### Equal Employment Opportunity

In addition to the protected statuses listed in the WFS Handbook (“Handbook”), and in accordance with Missouri law, the Company is committed to providing equal employment opportunities to all applicants and employees without regard to ancestry; the lawful off-duty use of alcohol or tobacco products; membership in Missouri’s organized militia; membership in a fire department or fire protection district; HIV/AIDS status; the lawful off-duty use of marijuana for a qualifying patient or primary caregiver with a valid identification card; or any other protected status in accordance with applicable federal, state, or local law. Please see our legal postings for additional information.

This policy extends to all aspects of our employment practices including, but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment. Violation of this policy will result in disciplinary action, up to and including immediate termination.

### Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Handbook, and in accordance with Missouri law, the Company strictly prohibits all forms of unlawful harassment, discrimination and retaliation, which includes such acts based upon, ancestry; the lawful off-duty use of alcohol or tobacco products; membership in Missouri’s organized militia; membership in a fire department or fire protection district; HIV/AIDS status; the lawful off-duty use of marijuana for a qualifying patient or primary caregiver with a valid medical marijuana identification card; or any other protected status in accordance with applicable federal, state, or local law.

### Time Off to Vote

In circumstances where employees’ work schedule does not provide three (3) hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off of up to three (3) hours, during scheduled work time for employees to vote. Employees who need time off to vote should give notice to their supervisor prior to an Election Day. The Company may specify any three (3) hours between the time of opening and the time of closing of the polls during which you can take leave to vote. Upon returning to work, the Company may ask the employee to present proof of having voted, such as a voting sticker.

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## Crime Victim Leave

Eligible employees may take time off from work to comply with a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of a criminal proceeding relating to a crime.

Employees are eligible for time off under this policy if they are: (1) the victim of the crime at issue in the proceeding; (2) a member of the victim's immediate family; (3) the victim's next of kin or guardian when the victim is deceased or disabled; or (4) the family member of a minor, homicide victim, or person deemed incompetent by the court. Family members for purposes of this policy include employees' spouses, children, siblings, parents, grandparents, or legal guardians. Affected employees must give Human Resources reasonable notice that leave under this policy is needed. No employee eligible for leave under this policy will be required to use vacation time, personal time, or sick leave.

Time off under this policy will not be compensated, except that exempt employees will not incur any reduction in pay for a partial week's absence for leave to appear as a witness and will otherwise be paid in compliance with applicable law. In addition, employees will not be required to use any vacation time, personal time or sick leave during the absence. Employees will not be required to use any vacation time, personal time,

## Military Leave

Employees who are members of the military forces of Missouri, the National Guard of Missouri, or of any other state, or any reserve component of the Armed Forces of the United States and are ordered to active state duty by the governor or federal government are entitled to reemployment under the same conditions as provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Leave under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week's absence due to military leave.

Additionally, Missouri employees who are or may become a member of the United States Coast Guard Auxiliary are entitled to an unpaid leave of absence of up to fifteen (15) working days in a calendar year for the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the Director of Auxiliary (DIRAUX) or other appropriate United States Coast Guard authority. Leave will be granted without regard to length of time when responding to a state or nationally declared emergency in the state of Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The Company has the right to request that an employee be exempted from responding to a specific mission and the employee's supervising Director of Auxiliary or other appropriate authority must honor such request. Employees who are members of the United States Coast Guard Auxiliary will not be discharged, discriminated against, or otherwise subjected to adverse employment action, for the sole reason of their membership therein or holding any office, position, or appointment under the United States Coast Guard Auxiliary. Time under this

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policy will be unpaid, except that employees may use available vacation time to receive pay.

**Civil Air Patrol Leave**

Any employee who has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counter narcotics missions will be granted a leave of absence to perform Civil Air Patrol emergency service duty or counter narcotics missions. Such leave may not exceed 15 working days in any calendar year.

Any employee seeking leave under this policy must notify the Human Resources Department as far in advance of the leave requested as possible. This leave does not count as a loss of any regular leave or of any other rights and benefits the employee is entitled to and is separate and independent of time spent responding to a state or nationally declared emergency within the state of Missouri.

Any employee receiving leave to perform Civil Air Patrol emergency service duty or fly counter narcotics missions will not receive pay during this leave, except that exempt employees will be compensated in accordance with applicable law.

**Domestic Violence Victim Leave and Accommodations**

Employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence and whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take up to two workweeks of leave during any 12-month period to address the domestic or sexual violence.

A "workweek" is the employee's standard workweek. The total number of workweeks to which an employee is entitled will not decrease during the relevant 12-month period. Leave may be taken consecutively, intermittently, or on a reduced work schedule.

Leave will be unpaid, except that exempt employees will receive pay when required by applicable law.

Employees may use leave for any of the following reasons:

- Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or to ensure economic security; or

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- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

A "family or household member" means:

- A spouse;
- A parent (including a biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a child who is a victim of domestic or sexual violence, as defined below);
- A child (including a biological, adopted or foster child, step-child, legal ward, or child of a person standing *in loco parentis* who is under 18 years of age or who is 18 or older and incapable of self-care because of a mental or physical disability and who is a victim of domestic or sexual violence);
- Other person related by blood or by present or prior marriage;
- Other person who shares a relationship through a child; or
- Individuals residing jointly in the same household.

If the reason for using leave is also a qualifying reason under the federal Family and Medical Leave Act (FMLA) and the employee is in fact eligible for FMLA leave, then the Company will also deduct the leave from the employee's available FMLA leave.

Employees must provide at least 48 hours' advance notice of their intention to take leave, unless providing such notice is not practicable. The Company may require employees who take leave under this policy to provide the Company, upon request and within a reasonable period of time, with certification that the employee or the employee's family or household member is a victim of domestic or sexual violence and that the leave is for a permissible reason. An employee can satisfy this certification requirement by providing their sworn statement, along with any of the following: documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member sought assistance in addressing domestic or sexual violence and its effects; a police or court record; or other corroborating evidence.

If an unscheduled absence occurs, the Company will not take action against an employee if the employee, upon request and within a reasonable period of time, provides certification to the Company in the form of the above.

The Company will keep such documentation, including the employee's statement, and the fact that the employee has requested or obtained leave to address domestic or sexual violence, in the strictest confidence. The Company will not disclose such information unless the employee requests or consents to disclosure in writing or disclosure is otherwise required by applicable federal or state law.

During the leave, the Company will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave. Health benefits will

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be maintained through the leave period to the extent and under the same terms as they are maintained when the employee is not on a leave of absence.

Upon return from leave under this policy, an employee will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Reasonable Safety Accommodations

In addition to leave, the Company will provide reasonable safety accommodations in a timely manner for known limitations resulting from circumstances relating to being a victim or having a family or household member who is a victim of domestic or sexual violence, so long as the accommodation does not impose an undue hardship on Company operations. A "qualified individual" is an employee or applicant who, but for being a victim of domestic or sexual abuse or having a family member who is a victim, can perform the essential functions of the job they hold or for which they are applying.

A reasonable safety accommodation is an adjustment to a job structure, workplace facility, or work requirement, including:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave;
- A changed telephone number or seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; or
- Assistance in documenting domestic violence that occurs at the workplace or in work-related settings.

When determining whether a safety accommodation is reasonable, the Company will consider any exigent circumstances or danger facing the employee or their family or household member.

The Company will not retaliate or tolerate retaliation against an employee because the employee requests or uses leave or an accommodation in accordance with this policy.

**Emergency Responder Leave**

Missouri employees who are volunteer firefighters or members of the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, or Urban Search and Rescue Team, or activated to a national disaster response by the Federal Emergency Management Agency ("FEMA") will be provided with unpaid leave in order to respond to an emergency before the time the employee is required to report to work. The Company may charge against the employee's regular pay any time lost from work in responding to an emergency as a part of a protected group.

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Employees are required to make reasonable efforts to notify the Company that they may be late or absent from work because they are responding to an emergency in the course of performing their duties as a member of a volunteer fire department or emergency services team. The Company may require employees to provide a written statement from the supervisor of the emergency responder group stating that the employee responded to an emergency, including the date and time of such an emergency.

Employees may use their available vacation time to receive pay during this leave; otherwise, the leave is unpaid. The Company will not terminate an employee who is a member of a protected emergency responder group that arrives late or misses work due to an emergency.

***Exempt employees may be provided time off with pay for any of the above leaves when necessary to comply with state and federal wage and hour laws. Any employee who uses leave for unauthorized purposes will be subject to disciplinary action, up to and including termination.***

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Handbook, please note that while Missouri permits the use of marijuana for certain medicinal purposes upon the recommendation of a physician and for individuals aged twenty-one and over, the Company is not required to allow the possession or use of marijuana in the workplace or on Company property for any reason. Marijuana, its use, and/or being under the influence of marijuana are strictly prohibited on Company property or in the course of any work performed for the Company. Any employee who fails a drug test for marijuana may be subject to disciplinary action, up to and including termination.

**Effect of Drug or Alcohol Testing on Unemployment and Workers' Compensation Benefits**

Employees who refuse to submit to a test or who test positive for alcohol or unlawful drugs are subject to termination and may be disqualified for unemployment benefits. Employees who refuse to submit to a test or who test positive for alcohol or unlawful drugs following a workplace injury may be disqualified for workers' compensation benefits.

If a workplace injury has occurred in conjunction with the use of alcohol or unlawful drugs, workers' compensation and/or death benefits may be reduced by fifty percent (50%). If an employee's use of alcohol or unlawful drugs is the proximate cause of the injury, then any workers' compensation and/or death benefit will be forfeited.

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