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KANSAS 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 Policy

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Kansas law, WFS is committed to equal employment opportunities to all applicants and employees, without regard to ancestry, political affiliation, marital status, status as a victim of domestic violence, or any other category protected by 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 of employment.

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside company facilities during scheduled work breaks. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, e-smoke, digital cigarettes, alternative cigarettes and “vaping.”

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Kansas law or this policy.

Employees that violate this policy will be subject to disciplinary action up to and including termination of employment.

Pregnancy-Related Leave

Temporary disability and other leaves of absence policies will be applied to disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, on the same terms and conditions as other qualifying reasons for leave, health or temporary disability insurance (where applicable) available in connection with employment.

If a reasonable leave of absence is not otherwise available to employees for the purpose of childbearing, the Company will provide a reasonable period of leave for that purpose.

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Following childbirth, and upon signifying an intent to return to work within a reasonable time, employees will be reinstated to their original job or to a position of like status and pay, without loss of service credits or other benefits.

For further information regarding time off under this policy, contact the Human Resources Department.

Military Leave

In addition to the information provided under the Military Leave policy in the Handbook, an employee who is called or ordered to state active duty by the state of Kansas, or any other state, whether such employee is a member of the Kansas National Guard, Kansas Air National Guard, the Kansas State Guard, or other military force of the state of Kansas, or any other state, and who gives notice to the company, will be granted unpaid time off necessary to perform such duties.

Upon satisfactory performance and release from such military duty, or recovery from disease or injury resulting from such military duty, employees will be reinstated to the position they held at the time when the person was called to state active duty (except a temporary position), or to a like position with no loss of seniority, benefits, or compensation, provided that the employee gave the Company proper notice of his or her intent to return to work and was released under honorable conditions. The employee must report to work within 72 hours of release from duty or recovery.

If an employee is no longer qualified to perform the duties of the same position by reason of disability sustained during the person’s call to duty, the Company will try to identify another position for which the employee is qualified, that will provide like seniority, status, and pay or the nearest approximation thereof depending on the circumstances. Employees may use available vacation leave to receive pay during this leave time.

The Company will not refuse leave, discharge or in any way punish an employee for being absent because of the performance of military duty when so ordered by competent authority. The Company will also not discriminate against a member of the military because of their membership or service in the military.

Domestic Violence or Sexual Assault Victim Leave

Employees who are victims of domestic violence or sexual assault may take up to eight days of leave per year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children;
- Seek medical attention for injuries caused by domestic violence or sexual assault;
- Obtain services from a domestic violence shelter, domestic violence program or rape crisis center as a result of domestic violence or sexual assault; or
- Make court appearances in the aftermath of domestic violence or sexual assault.

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As a condition of taking time off, employees must provide the Company with reasonable advance notice of their intention to take time off, unless advance notice is not feasible. Within 48 hours after returning from the requested time off, employees must provide documentation to support taking time off. The Company will hold the employee's information in confidence, except to the extent that disclosure is requested by the employee or required by law. Appropriate forms of documentation include:

- A police report indicating that the employee was a victim of domestic violence or sexual assault;
- A court order protecting or separating the employee from the perpetrator, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

If an unscheduled absence occurs, the Company will not take action against an employee if the employee, within 48 hours after the beginning of the unscheduled absence, provides certification to the Company in the form of the above.

Time off under this policy will be without pay, except that exempt employees may receive pay as required by law. Employees may elect to use any available accrued paid leave, to run concurrently with this policy. Leave may also run concurrent with Family and Medical Leave, if applicable, to the extent allowed by law.

Emergency Responder Leave

The Company will permit eligible Kansas employees to take unpaid leave to perform duties as a volunteer firefighter, a volunteer certified emergency medical service provider, a volunteer reserve law enforcement officer, or a volunteer part-time law enforcement officer. Employees may use available vacation time to receive pay during this leave. An employee required to take Emergency Response Leave shall upon their return to work provide the employer with documentation showing that leave was taken for this purpose.

Voting Leave

Employees will be provided the opportunity to vote in any county, state or federal election, general primary, or special primary. Employees whose work schedule does not provide them with two (2) consecutive hours either between the opening of the polls and the beginning of their shift or between the end of their shift and the close of the polls will be granted up to two (2) consecutive hours of paid leave to vote. The Company may select the hours you are excused to vote but shall not include any time during your regular lunch period.

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Employees are expected to notify their manager of their need for leave to vote as soon as possible. Upon return from leave, employees may be asked to present proof of having voted, such as a voting sticker.

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.

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