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OREGON 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. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

Equal Employment Opportunity

In addition to the protected statuses listed in the Handbook, and in accordance with Oregon law, the Company is committed to providing equal employment opportunities to all applicants and employees without regard to age (above 18); a juvenile record that has been expunged pursuant to statute; credit history; criminal history (if requested as part of employment); domestic partnership status; educational requirements by having a degree leading to occupations in theology or religion from an exempt institution; familial status; transsexualism; marital status; off-duty tobacco use; race (including traits historically associated with race such as natural hair, hair texture, hair type and protective hairstyles like braids, locs or twists); status as a victim of domestic violence, sexual assault, a bias crime, or stalking; or any other protected status in accordance with applicable federal, state, and 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.

Disability Accommodations

The Company is committed to complying with state and federal disability discrimination and accommodation laws. This commitment extends not only to prohibiting discrimination against disabled applicants and employees, but also to complying with reasonable accommodation obligations. Consequently, if you require workplace modifications or other assistance to accommodate any physical or mental impairment that is impacting your ability to do your job, it is your responsibility to contact your supervisor or Human Resources to ensure that we are aware of not only your disability, but also your need for accommodation. Reasonable accommodations will be made to enable qualified employees with a disability to perform their essential job duties, unless those accommodations create an undue hardship for the Company.

Employees are responsible for initiating discussions with their supervisor regarding their physical or mental impairment that may interfere with the employee’s ability to perform their job functions and work with the Company to try to identify solutions. The Company reserves the right to ask an employee to produce health care provider documentation verifying the disability and describing any recommended accommodation(s). Ultimately,

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the Company is responsible for making a determination as to whether an accommodation is reasonable or whether it presents undue hardship.

It is the Company’s policy to engage in an “interactive process” with employees to address potential disability accommodations. If you advise us of a condition that you believe requires accommodation, we will review and discuss your medical condition and job limitations with you to determine what, if any, reasonable accommodations can be made to enable you to perform your job duties in a safe and satisfactory manner. All employees are expected and required to cooperate and assist us with this process, including our requests for medical confirmation of the condition they believe constitutes a disability, as well as requests for medical confirmation of the current, precise limitations on their ability to perform their job duties. If, even after any required reasonable accommodation, an employee is unable to perform their essential job duties or poses a direct threat to the employee or others, we are receptive to exploring opportunities to place disabled employees in other available positions that are, with or without reasonable accommodation, suited to their skills and limitations or in which the employee will not pose a threat.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

WFS is committed to providing a work environment free of harassment. The Company complies with Oregon law and maintains a strict policy prohibiting all forms of unlawful harassment, discrimination, or retaliation on the basis of age (above 18); a juvenile record that has been expunged pursuant to statute; credit history; criminal history (if requested as part of employment); domestic partnership status; educational requirements by having a degree leading to occupations in theology or religion from an exempt institution; familial status; transsexualism; marital status; off-duty tobacco use; race (including traits historically associated with race such as natural hair, hair texture, hair type and protective hairstyles like braids, locs or twists); status as a victim of domestic violence, sexual assault, a bias crime, or stalking; or any other protected status in accordance with applicable federal, state, and local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Further examples of prohibited harassment, in addition to those articulated in the Handbook, include harassment based on gender, transgender and sexual orientation (meaning one’s heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, examples of such behavior include:

- Physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex;
- Verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

All employees are expected to comply with the main Sexual and Other Unlawful Harassment policy provided in the Company's employee handbook. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a

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workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who believes they have been harassed or discriminated against should provide a written or verbal report to their supervisor, another member of management, or the Human Resources Department as soon as possible. All employees are encouraged to document any incidents involving discrimination, harassment, or sexual assault as soon as possible.

WFS will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with the Oregon Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by Oregon's employment discrimination laws (ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Nondisclosure and Nondisparagement Agreements

The Company will not require or coerce a current, former or prospective employee, to enter into any agreement as a condition of employment, continued employment, promotion, compensation or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the individual from disclosing or discussing unlawful employment discrimination or harassment (including sexual assault).

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement that contains a nondisclosure, nondisparagement or no-rehire provision (as defined below), and/or prevents the disclosure of the amount of or any fact of any settlement and will have at least seven days to revoke any such agreement.

Under this policy:

- A nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

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- A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Company.
- A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Company and allows the Company to not rehire that individual in the future.

Commitment to Pay Equity

The Company is committed to equal employment opportunity in all employment practices. The Company does not discriminate in any manner between employees on the basis of an employee’s protected status in the payment of wages or other compensation for work of comparable character. In furtherance of our commitment to pay equity:

- The Company does not pay wages or other compensation to any employee at a rate greater than that at which the Company pays wages or other compensation to employees of a protected class for work of a comparable character.
- The Company does not screen job applicants based on current or past compensation.
- The Company does not determine compensation for a position based on current or past compensation of a prospective employee.
- The Company will not seek the pay history of an applicant or employee before making an offer of employment that includes an amount of compensation.
- The Company will not reduce the compensation of any employee to comply with the provisions of applicable law.
- The Company will not take an adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing in any manner the employee’s wages or the wages of another employee; however, this does not apply to an employee who has access to wage information of employees as part of the employee’s job and who discloses the wages of employees to individuals not authorized to have access to the information, unless the disclosure is in response to a charge or complaint or is in furtherance of an investigation, proceeding, hearing or action.

Moreover, the Company will not take an adverse employment action or retaliate against an employee for making a charge, filing a complaint, or instituting an investigation, proceeding, hearing, or action based on the disclosure of wage information by the employee.

If you have a question or concern regarding this policy or believe that this policy may have been violated, please contact Human Resources. If you believe this policy may have been violated and are unsatisfied with the manner in which your complaint is handled, you may

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file a complaint with the Civil Rights Division of the Oregon Bureau of Labor and Industries or a civil action within one (1) year after the occurrence of the unlawful practice to obtain any unpaid wages owed. For additional information, contact the Oregon Bureau of Labor and Industries at www.oregon.gov/boli.

Pay Transparency

Effective 1/1/26, all employees, at the time of hire, will receive a written explanation of earnings and deductions which may appear on their paychecks/paystubs or through other means provided by the employer. The provided documentation will include general information on:

- The Company’s scheduled regular pay period;
- All types of pay rates the employee may be eligible for, such as shift differentials and commission-based pay;
- Deductions that may apply to the employee’s pay, and an explanation of their purpose;
- Allowances claimed as part of minimum wage;
- Company-provided benefits which may appear on the employee’s paystub; and
- Payroll codes used for pay rates and deductions, including a brief description of each code.

The Company will review and update this information on January 1 of each year. If you have any questions or concerns regarding this policy, please contact Human Resources.

Access to Personnel Files and Time and Pay Records

Employees may inspect their personnel files (except any records and other material exempt from disclosure under state law) and/or their time and pay records by contacting the Human Resources Department to arrange a mutually convenient time. A supervisor or a Human Resources representative may be present while employees review their files.

Upon written request, a certified copy of an employee's personnel records and/or time and pay records will be provided to the employee within 45 days. In situations in which the records are not readily available, the Company may ask the employee to agree to extend this time. Employees may be asked to reimburse the Company an amount reasonably calculated to recover the actual cost of providing the certified copy.

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Discussion of Wages

No employee is prohibited from inquiring about, discussing, or disclosing their own wages or the wages of another employee. The Company will not terminate, demote, suspend, or otherwise discriminate or retaliate against any employee based on such disclosure or because the employee files a complaint or charge or otherwise institutes an investigation, proceeding, or hearing based on the disclosure of wage information.

This policy does not apply to disclosure of other employees' wage information by employees who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information. Company representatives may disclose employees' wages in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing, or action under state law.

Personal and Family Relationships

Employees' relatives may be eligible for employment and, if employed, may be eligible for transfers, promotions, etc., to positions for which they are qualified. However, relatives are not entitled to preferential consideration and will not be hired or promoted into a position that creates a conflict of interest.

The term "relatives" includes, but is not limited to, the following relationships: spouse, domestic partner, child, parent, sibling, sibling-in-law, spouse of an adult child, parent-in-law, parent's sibling, child of a sibling or sibling-in-law, stepparent, and stepchild.

Meal Periods

All Oregon non-exempt employees who work a shift of six (6) or more hours are required to take an unpaid 30-minute duty-free meal period, absent undue hardship. If the work period is at least 6 hours, but less than seven (7) hours, the meal period will be scheduled after the second hour worked and prior to commencement of the fifth hour worked. If the work period is more than seven (7) hours, the meal period will be scheduled after the third (3) hour worked and prior to commencement of the sixth (6) hour worked. Employees will be relieved of all duties during the meal period.

Employees must clock in and out for their meal periods or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Supervisors are responsible for scheduling all meal and rest breaks. Employees may not waive their meal periods. No manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to Human Resources.

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Rest Periods

WFS provides all non-exempt Oregon employees with a 10-minute paid rest break for every segment of four hours or a significant part thereof, worked in one work period. Rest periods should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3½) hours. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheet or in our timekeeping system. Rest periods may not be waived to shorten a workday or be accumulated for any other purpose. No manager or supervisor is authorized to instruct or approve an employee's wish to forego a rest period. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

Safety Committees

The Company forms safety committees to enable management and employees to collaborate on monitoring the overall safety of our operations and to recommend changes in policies, rules, and practices, thereby creating a safer workplace for all.

Each business location has its own safety committee consisting of at least two members. The safety committee will be composed of an equal number of employer-selected members and employee-elected or volunteer members. If the Company management and employees agree, the safety committee may have more employee-elected or volunteer members.

The safety committee will:

- Establish and/or maintain a system by which employees may make safety-related suggestions, report hazards, and present to the safety committee any pertinent information. Such suggestions, reports, and information will be reviewed at the next safety committee meeting.
- Assist in evaluating the Company's accident and illness prevention program and make written recommendations for improvement.
- Establish procedures, conduct workplace inspections, and make written recommendations for improvements.
- Evaluate the Company's accountability system and make recommendations to implement supervisor and employee accountability for safety and health.

Safety committee members may use Company facilities and staff assistance for the preparation of any required reports or recommendations. Safety committee reports and recommendations must be delivered to their assigned safety representative. A copy will be posted on the team's announcement board, except when posting would disclose confidential information (e.g., relating to an employee's medical condition).

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Oregon Family and Medical Leave (OFLA)

The Company complies with the Oregon Family and Medical Leave Act (“OFLA”). The OFLA works in conjunction with the federal Family Medical Leave Act (“FMLA”), which is further described in the WFS Handbook. OFLA and FMLA provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons.

We recognize that employees may need to be absent from work for an extended period of time for reasons related to care for their child, bereavement or pregnancy. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (Fed-FMLA) and the Oregon Family Leave Act (OFLA). The OFLA applies to employees who work in Oregon. If both the Fed-FMLA and the OFLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employee family and medical leave rights under the OFLA. Employees should refer to the WFS Handbook for additional details regarding the Fed-FMLA. Questions concerning this policy should be directed to the Human Resources Department.

OFLA Eligibility

To be eligible for leave under the OFLA, employees generally must:

- Have worked for the Company for at least 180 days immediately before the date the leave begins; and
- Have averaged at least 25 hours a week during the 180 days immediately before the date on which OFLA leave begins ((unless the leave is a form of Oregon Military Family Leave).

If the leave is taken during a period of time covered by a public health emergency, the above 180 calendar day requirement becomes 30 days.

Reasons for OFLA Leave

OFLA leave may be granted for these reasons or purposes:

- Home care for the employee's child who:
 - is under eighteen (18) years of age and suffers from a health condition which requires home care (for up to 12 weeks); or
 - is substantially limited by a physical or mental impairment as defined under Oregon Revised Statutes section 659A.104 (up to 12 weeks);
- Care for an employee’s child due to the closure of the child’s school or care provider as a result of a public health emergency (up to twelve (12) weeks);
- To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service and to grieve the death of a

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family member (Bereavement Leave) (up to 2 weeks per family member for a maximum total of 4 weeks within any one-year period);

- For an employee's disability due to their own pregnancy, childbirth or related medical condition or for prenatal care. Pregnancy disability leave is available only if the employee is unable to perform any job duties that the Company is able to offer, except that leave for prenatal care is covered without regard to disability (Pregnancy Disability Leave);
- Any reason when a spouse who is a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States is notified of an impending call or order to active duty, or actually deployed (up to fourteen (14) days per deployment). See our Oregon Military Family Leave policy, below, for more details; or
- Any other purpose allowed by law.

For purposes of this policy, a covered "family member" means the employee's:

- Spouse or domestic partner;
- Child or the child's spouse or domestic partner;
- Parent or parent's spouse or domestic partner;
- Sibling, stepsibling or a sibling or stepsibling's spouse or domestic partner;
- Grandparent or the grandparent's spouse or domestic partner;
- Grandchild or the grandchild's spouse or domestic partner; or
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

A "serious health condition" means:

- An illness, injury, impairment or physical or mental condition that involves an overnight stay in a hospital or similar facility;
- An illness, disease or condition that the treating health care provider believes poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or is a mental or physical condition requiring constant care;
- Any period of absence due to pregnancy-related disability or for prenatal care; or
- Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Length of Leave

Eligible employees are entitled to up to a combined total of 12 workweeks of unpaid, job protected leave under the OFLA during a 12 month period, described below (see "applicable leave year"). Under OFLA, female employees may be entitled to an additional twelve (12) weeks for an injury or condition related to pregnancy or childbirth.

You may take OFLA leave intermittently, which means taking leave in blocks of time or by reducing your normal weekly or daily work schedule. Employees who require intermittent

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leave or reduced-schedule leave must try to schedule their leave so that it will not disrupt the Company's operations.

The applicable leave year is a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date when the family leave begins.

If more than one qualifying family member works for the Company, two family members can take leave at the same time only if one needs to care for a child while the other family member is taking pregnancy disability leave or both family members are taking bereavement leave at the same time. Please contact Human Resources to determine which leave applies and how/when it can be taken.

Pay

OFLA leave is unpaid, and employees may use all accrued vacation and sick pay (if eligible to use it) before going on unpaid status.

Requesting OFLA Leave

Except in very unusual or emergency situations, employees must request leave as soon as is practicable after learning of the need for time away from work.

If an employee does not give timely notice, the Company may deny or delay the start of the employee's leave,

With the exception of pregnancy disability leave, if an employee knows of the need for the leave 30 or more days in advance, the employee must complete and return the leave of absence forms at least 30 days before leave is to begin.

In unusual or emergency situations (for example, an employee gives birth prematurely, experiences a death in their family, or their child gets suddenly ill), the employee must make an oral request to their manager for leave within 24 hours (or as soon as is practicable). All oral requests for leave must then be confirmed in writing as soon as is practicable (no event later than three calendar days after returning to work).

In the case of Bereavement Leave, prior notice is not required, but the employee must provide oral notice or someone on the employee's behalf to the Company within 24 hours of beginning leave. Written confirmation of such notice must then be provided to the Human Resources Department within three days of returning to work.

In the case of leave to care for a child whose school or child care provider has been closed because of a public health emergency, the Company may require verification of the need for leave. The request for verification may include: the name of the child requiring home care; the name of the school or child care provider that is subject to closure; a statement from the employee that no other family member is willing and able to care for the child; and a statement that special circumstances exist that require home care, if the child is older than 14 years of age.

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As long as employees are using some form of paid leave (for example, earned vacation or sick leave) to cover missed time, employees need to only comply with the notice provisions of those policies.

If an employee is seeking to use paid (e.g., earned vacation) or unpaid leave for a purpose that may qualify for Fed-FMLA and/or OFLA leave, they must notify the Company so that the employee will receive all of the benefits to which they are entitled. Failure to provide notification of reasons for any absence, whether a partial or full day, which might qualify, could result in the absence being counted against the employee for attendance and other purposes (e.g., pay increases, promotional opportunities).

Medical Certification

For leaves due to pregnancy disability, the employee's healthcare provider must review the employee's essential job functions and certify that the employee's condition prevents them from performing at least one of these functions.

If an employee's insurance or other benefit plan does not cover the cost, the Company will pay for the medical certification.

Periodic reports during the leave as deemed appropriate by the Company regarding your status and intent to return to work may be required.

Medical certification of fitness for duty before returning to work may be required if the leave was due to an employee's illness, injury or condition related to pregnancy or childbirth.

In the case of Sick Child Leave, the Company will only require medical verification after an employee has taken more than three (3) days of leave for this purpose in a one-year period. The Company will cover the cost of certification to the extent that it is not covered by the employee's insurance or benefit plan. In appropriate situations, the Company may also require documentation of the individual's relationship to the employee. Medical certification must be returned before your leave begins, or if not possible, within fifteen (15) days of the Company's request to provide the certification. If you fail to do so, you may be subject to disciplinary action, up to and including termination, and we may deny the continuation of leave under OFLA, in which case your leave of absence may be considered unauthorized. Second medical opinions will not be required in this instance.

Medical certification forms are available from the Benefits Department at benefitsdept@wfs.aero. Forms must be fully completed and returned either within 15 calendar days of the date an employee's absence began or within 15 calendar days of the request for certification. If an employee fails to provide a timely, fully completed certification, they may be denied continuation of the leave until complete and sufficient medical verification is received.

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Intermittent/Reduced Schedule Leave

The Company may transfer an employee taking intermittent or reduced work schedule, OFLA leave, or pregnancy disability leave to an alternative position to accommodate the leave, but will do so only if the employee agrees to the transfer voluntarily, the transfer is temporary, and the alternative job has equivalent pay and benefits.

Reinstatement

Employees returning from OFLA leave will be reinstated to their former job if it exists. If the former job does not exist, the employee will be reinstated to a job with equivalent status, pay, benefits, and other employment terms. If an equivalent position is not available at the job site of the employee's former position, the Company will offer an equivalent position located within 50 miles of the employee's former position, if such a position is available. If equivalent positions are available at multiple job sites, the Company will first offer the employee the position at the job site that is nearest to the job site of the employee's former position.

Failure to Return After OFLA Leave

If an employee fails to return to work as scheduled after taking OFLA leave or if an employee's leave exceeds the twelve (12) week OFLA entitlement, such employee may be subject to termination of employment.

Benefit Coverage

If you and/or your family participate in our group health plan, the Company will continue paying its share of the cost of an employee's health coverage. In contrast, the employee is on FMLA/OFLA leave under the same conditions as if the employee were working, and the employee will be responsible for continuing to make any payments normally required of them. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. If the employee does not pay the cost of coverage during the leave, the Company may seek to recover the employee's share of the cost of benefit coverage, in accordance with applicable law.

While an employee is on paid leave (e.g., using sick leave or vacation time), any required employee payments will continue to be deducted from their check as usual to the extent the employee's pay is sufficient to cover the deduction.

An employee who does not return to work at the end of their leave may have rights under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue health coverage by paying the full premium (plus a small administrative fee) and may also be able to obtain portability coverage under some state laws.

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Reemployment and Temporary Cessation of Scheduled Hours

If the Company rehires an eligible employee who separates from employment within 180 days of separation, the employee may use leave in accordance with this policy immediately upon rehire.

If an employee is eligible for OFLA leave at the beginning of a temporary cessation of scheduled hours lasting 180 days or less and returns to work at the end of that temporary cessation of scheduled hours, the employee may use OFLA leave in accordance with this policy immediately upon their return to work.

Any OFLA leave taken during a leave year continues to count against the length of leave to which the employee is entitled.

Fraudulent Use of OFLA Prohibited

Employees who fraudulently obtain leave under this policy may be subject to disciplinary action, up to and including termination.

Retaliation

The Company will not interfere, restrain or deny the exercise of any rights provided under this policy. If an employee believes that their OFLA rights have been violated in any way, they should immediately report the matter to the Human Resources Department.

Oregon Paid Family and Medical Leave (PLO) Insurance

In accordance with Oregon's Paid Family and Medical Leave Insurance Program, eligible employees may be entitled to a leave of absence with partial wage replacement benefits (PFML) from the State of Oregon Employment Department (OED) for absences due to their own serious health condition, or to care for a family member with a serious health condition, bond with a new child, or address domestic violence, harassment, sexual assault, stalking or the commission of a bias crime. The program is funded by premiums paid by employees and employers, and it is administered by the OED. Employers collect the premiums and send them to the OED.

Employee Eligibility

Employees are eligible for PFML if, during the base year or alternate base year, they meet financial eligibility requirements, as determined by the OED, not the Company. The OED will examine the following to determine whether an employee is eligible for PFML:

To qualify, an employee must:

1. Work in Oregon;
2. Earned \$1000 in wages in either the year benefits are requested, or the year prior;

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3. Contributed to PLO in either the year benefits are requested, or the year prior; and
4. Experienced a Qualifying Event.

Qualifying Events

If you qualify, this program will allow you to take up to twelve (12) weeks of paid leave, as needed, for Qualifying Events. The twelve (12)-month period is measured forward from the Sunday immediately preceding the date on which PLO leave begins.

Qualifying Events fall into three categories: Family, Medical, and Safe Leave. A non-exhaustive list of Qualifying Events is below.

Family Leave includes:

- The birth of a child
- Bonding with a child:
 - In the first year after birth
 - Through adoption
 - When they are placed in your home through foster care
- Care for a family member with a serious health condition
- To participate in the legal process for placement of a foster or adopted child

Medical Leave includes care for yourself when you have a serious health condition.

Safe Leave includes:

- Time off for survivors of sexual assault, domestic violence, harassment, a bias crime, or stalking. You may also qualify for safe leave if your child (under the age of eighteen (18), or over the age of eighteen (18) with a physical or mental disability rendering them dependent), experiences sexual assault, domestic violence, harassment, a bias crime, or stalking.

If you are pregnant, have given birth, or experience health issues or limitations related to pregnancy, childbirth, or a related medical condition you may be eligible to take an additional two (2) weeks of leave, for a total of fourteen (14) weeks.

Definitions

“**Serious health condition**” has a unique meaning under the PLO law. It means an illness, injury, impairment, or physical or mental condition that involves:

- **Inpatient care** – an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment received in connection with such inpatient care. “Incapacity” means the

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inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment, or recovery.

- **Absence Plus Treatment** – a period of incapacity of more than three consecutive calendar days (including any subsequent treatment period of incapacity relating to the same condition), that also involves:
 - Treatment twice or more times by a health care provider, by a nurse or physician’s assistant under the direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- **Pregnancy** – any period of incapacity or disability (OFLA) due to pregnancy, or for prenatal care.
- **Chronic Conditions Requiring Treatment** – a chronic condition which:
 - Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continued period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- **Permanent Long-Term Conditions Requiring Supervision** – a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stage of a disease.
- **Multiple Treatments (Non-Chronic Conditions)** – any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

Under these provisions, “treatment” includes examinations to determine if a serious health condition exists and evaluations of the condition. “Treatment” does not include routine physical examinations, eye examinations, or dental examinations.

A “regimen of continuing treatment” includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A “regimen of continuing treatment” does not include the

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taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

- **Benefits** for PLO purposes mean that while on PLO, you are entitled to wage replacement. That means eligible employees will receive all, or a portion of, your average weekly pay from the OED. To learn more or to acquire an estimate of your weekly benefits, visit: <https://paidleave.oregon.gov/employees/benefits-calculator.html>.
- **Benefit year** means the period of 52 consecutive weeks beginning on the Sunday immediately preceding the day that PFML commences for the employee claiming benefits (*claimant*), except that the benefit year is 53 weeks if a 52-week benefit year would result in an overlap of any quarter of the base year of a previously filed valid claim. A claimant may only have one valid benefit year at a time.
- **Child** means a biological child, adopted child, stepchild or foster child of an employee or of the employee's spouse or domestic partner; a person who is or was a legal ward of the employee or of the employee's spouse or domestic partner; or a person who is or was in a relationship of in loco parentis with the employee or with the employee's spouse or domestic partner.
- **Family member** means the spouse or domestic partner of an employee; a child of the employee or the child's spouse or domestic partner; a parent of the employee or the parent's spouse or domestic partner; a sibling or stepsibling of the employee or the sibling's or stepsibling's spouse or domestic partner; a grandparent of the employee or the grandparent's spouse or domestic partner; a grandchild of the employee or the grandchild's spouse or domestic partner; or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- **Parent** means a biological parent, adoptive parent, stepparent, or foster parent of the employee; a person who was a foster parent of the employee when the employee was a minor; a person designated as the legal guardian of the employee at the time the employee was a minor or required a legal guardian; a person with whom the employee was or is in a relationship of in loco parentis; or parent of the employee's spouse or domestic partner who meets any of the parental descriptions.

Reasons For and Length of Leave

Eligible employees may be entitled to up to 12 weeks of PFML per benefit year for any of the following purposes, in any combination:

- Family leave
 - To care for or bond with a new child during the first year after the child's birth or placement through foster care or adoption; or
 - To care for a family member with a serious health condition;
- Medical leave for the employee's own serious health condition; and

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- Safe leave to address domestic violence, harassment, sexual assault, stalking or the commission of a bias crime.

An eligible employee may qualify for up to two additional weeks of PFML for limitations related to pregnancy, childbirth, or a related medical condition (including lactation).

Bonding leave will include up to two weeks of leave to attend to preplacement activities for adoption or foster care. This two-week entitlement is part of the overall 12-week entitlement and is not a separate entitlement.

Effect on Other Rights and Paid/Unpaid Leave Programs

PFML must be taken concurrently with any leave taken under the federal Family and Medical Leave Act (FMLA) for the same purpose.

PFML is in addition to any paid sick time under the Oregon Sick Time Leave Act, any vacation leave or any other paid leave earned by an employee. PFML does not run concurrently with leave under the Oregon Family Medical Leave Act (OFLA).

An eligible employee may use available vacation, paid sick time, and other available paid time off to supplement their PFML benefit to receive full salary or wages during some or all of the PFML.

An employee may not receive PFML in any week in which the employee is eligible to receive workers' compensation or unemployment benefits.

Increments of Leave

PFML may be taken all at once (consecutive) or in separate blocks of time (non-consecutive). If taken non-consecutively, PFML may be taken in increments that are equivalent to one workday or one workweek.

Wage Replacement Benefits

The determination of PFML eligibility and the amount of weekly wage replacement benefits is determined by the OED, not the Company. PFML benefits are calculated by OED based on an employee's average weekly wage as compared to the state average weekly wage. They are capped at a maximum weekly benefit amount of 120% of the state average weekly wage.

Payroll Deductions

PFML benefits are funded by employee contributions, which are deducted from employee paychecks,

Requesting Leave

Employees must provide advance notice to the Company as follows:

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- When the need for PFML is foreseeable based on circumstances such as an expected birth, placement of a child, or planned medical treatment for a serious health condition, the employee must provide written notice to the Company at least 30 days in advance.
- An eligible employee who takes PFML for safe leave must give the Company reasonable advance notice of the employee's intention to take safe leave, unless giving advance notice is not feasible.
- An employee may commence PFML without 30 days' advance notice when the need for PFML leave is unforeseeable based on circumstances such as an unexpected serious health condition of the employee or family member, premature birth, unexpected adoption or unexpected foster placement, or safe leave.
 - When PFML is unforeseeable, the employee must give oral notice within 24 hours of the beginning of the leave and must provide written notice to the Company within three days after the leave begins.
 - The required oral notice may be given by any other person on behalf of the employee taking unforeseeable leave.
 - The required written notice may be given by the person named as an individual's emergency contact, or any other person otherwise designated by the employee taking unforeseeable leave, as reflected in the Company's records.

Written notice must be provided to the Benefits Department at benefitsdept@wfs.aero or through their approved station designee. The notice should specify the type of leave needed, an explanation of the need for leave, and the anticipated timing and duration of the leave. Written notice includes, but is not limited to, handwritten or typed notices, and electronic communication such as text messages and email. Whether the PFML is taken continuously or intermittently, notice need only be given once, but the employee must advise the Company as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown.

"As soon as practicable" means as soon as it is both possible and practical to provide notice, taking into account all facts and circumstances in the individual situation.

PFML is determined, administered, and paid by the OED, not the Company. Employees must file a claim for PFML benefits through the OED using the OED's forms, including an application for benefits and any required verification for the need for leave. The OED may reduce the first weekly benefit amount payable to an employee by up to 25% if an employee fails to give the Company notice as required.

Return From Leave

Employees who have been employed with the Company for at least 90 consecutive days before taking PFML and who return to work as scheduled at the end of their PFML will be reinstated to the same position they held at the time the leave began, if that position still exists.

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If that position no longer exists, the returning employee will be restored to any available equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An available position is a position that is vacant and not permanently filled.

An employee is not entitled to return to the former position if the employee would have been terminated or reassigned from their current position to another position if the employee had not taken PFML, and an employee is subject to layoff on the same terms or under the same conditions as similarly situated employees who have not taken PFML.

Benefits

The Company will maintain any health care benefits the employee had prior to taking PFML for the duration of the leave, as if the employee had continued in employment continuously during the period of leave. The employee must continue to make any regular contributions to the cost of the health insurance premiums.

If an employee fails to return to work following PFML for reasons other than a serious health condition or safe leave for which the employee would be entitled to PFML or another circumstance beyond the employee's control, the Company may use any lawful means (including deducting up to 10% of the amount owed from a final paycheck) to recover the employee's share of the insurance premiums paid by the Company.

Employees who take leave under the law do not lose any employment benefits, including seniority or pension rights, that accrued before PFML began.

Protected Rights

The Company takes its PFML obligations and employees' PFML rights very seriously and will not deny PFML to any eligible employee, interfere with any right protected by Oregon's Paid Family and Medical Leave Insurance Program, or in any way discriminate against an employee because the employee has inquired about PFML rights or responsibilities. It is a violation of Oregon law and Company policy to retaliate against an employee because they request, apply for, or use PFML for which they are eligible. Employees who believe that their PFML rights have been violated in any way should immediately report the matter to the Human Resources Department.

Oregon Paid Sick and Safe Leave

The Company provides eligible Oregon employees with up to 40 hours of paid sick leave during each 12-month period, defined as a calendar year (or prorated on a calendar year for newly hired employees), pursuant to the Oregon Sick Time Law (OSTL).

Eligibility

All employees working in Oregon for the Company are eligible to receive sick leave under this policy. Employees will begin to accrue, or are provided, sick leave immediately upon hire, but may only use paid sick leave after they have been employed for at least 90 days.

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Sick time may be used for full or partial day absences and may be taken in increments of one (1) hour or more.

Accrual and Carryover of Leave

Employees begin to accrue sick leave on their first calendar day of employment with the Company or their date of eligibility under the OSTL, whichever is later. Certain eligible employees in Oregon begin to accrue sick leave under the “accrual method,” while other eligible employees in Oregon will receive sick leave frontloaded at the beginning of each calendar year, with leave prorated for newly hired employees. Please see Human Resources for more information regarding whether your sick leave is subject to the accrual, or frontloading, method. Both methods are described below.

Accrual Method

Sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is defined as a calendar year.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case sick leave accrues based on the employee's normal workweek hours. Nonexempt employees accrue sick leave based on all hours worked, including overtime.

Employees may carry over up to 40 hours of accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of sick leave available for use by reviewing the pay statement.

Frontloaded Method

Upon initial hire, each employee will be provided a bank of 40 hours of paid sick leave, prorated based on the date the employee begins working. These hours will become available to the employee for use on the 91st day of employment. Thereafter, eligible employees will receive 40 hours of sick leave under this policy at the beginning of each twelve (12) month period. Unused sick leave is not carried over from one benefit year to the next.

Using Leave

Employees are eligible to use their accrued leave after completing 90 days of employment with the Company. After that, employees may use sick leave as it is accrued.

Employees may use a maximum of 40 hours of sick leave per benefit year.

Employees must use sick leave in one-hour increments to cover all or part of a workday.

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To the extent allowed by applicable law, the Company reserves the right to require the use of sick leave for one of the reasons specified below. Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's: mental or physical illness, injury, or health condition; need to seek medical diagnosis, care, or treatment for the illness, injury, or health condition; or need for preventive care.
- A family member's: mental or physical illness, injury, or health condition; need to seek medical diagnosis, care, or treatment for the illness, injury, or health condition; or need for preventive care.
- Absences due to domestic violence, harassment, sexual assault, or stalking of an employee or the employee's minor child or dependent in order to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings;
 - Seek medical treatment for or to recover from injuries;
 - Obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional;
 - Obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent; or
 - Relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.
- Closure of an employee's place of business by order of a public official due to a public health emergency or if the employee is excluded from the workplace under any law or rule that requires the Company to exclude the employee from the workplace for health reasons.
- Closure of the school or place of care of the employee's child by order of a public official due to a public health emergency.
- A determination by a lawful public health authority or by a health care provider that the presence of the employee or the employee's family member in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member.
- For reasons covered under the Oregon Family Leave Act, including:
 - Home care for the employee's child (both serious and non-serious health conditions) as well as school and childcare closures for public health emergencies.
 - To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service, and/or to grieve the death of a family member.

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- For an employee's disability due to their own pregnancy, childbirth or related medical condition or for absence for prenatal care.
- For reasons covered under Oregon's Paid Family and Medical Leave Insurance Program, including:
- Medical leave for the employee's own serious health condition, including any limitations related to pregnancy, childbirth, or a related medical condition (including lactation).
- Family leave to care for a family member with a serious health condition.
- Family leave to care for and bond with a new child during the first year after the child's birth or during the first year after the placement of the child through foster care or adoption, or to effectuate the legal process required for placement of a foster child or the adoption of a child.
- Safe leave to address domestic violence, harassment, sexual assault, bias crimes, or stalking.
- Effective 1/1/26, sick and safe leave may also be used for blood donation in connection with a voluntary program approved or otherwise accredited by the American Association of Blood Banks or the American Red Cross

For purposes of this policy, "family member" means the employee's:

- Spouse (including civil union partners or domestic partners);
- Child (including a biological, adopted or foster child, stepchild, child's spouse or domestic partner, child of a domestic partner or a person with whom the employee was or is in a relationship *in loco parentis*);
- Parent (including a biological parent, adoptive parent, foster parent or step-parent);
- Parent-in-law (including the parent of an employee's domestic partner);
- Grandchild (including a grandchild's spouse or domestic partner);
- Grandparent (including a grandparent's spouse or domestic partner);
- Sibling (including a step-sibling or step-sibling's spouse or domestic partner); and
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

"Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. Employees may be required to attest to such a relationship in writing when using sick leave to care for an individual related by affinity to the employee.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide at least seven (7) days' advance notice regarding their intended absence from work. Employees must also make a good-faith effort to schedule their absences in a way that does not unduly disrupt the Company's operations. If the need to use sick leave is unforeseeable, employees must provide notice to their station designee or the Benefits Department at benefitsdept@wfs.aero as soon as practicable.

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The employee should include the anticipated duration of the absence when possible.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a sick leave absence.

Verification of Absence

If an employee uses sick leave for more than three consecutive scheduled workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or a family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, harassment, sexual assault, or stalking); and/or other verification as permitted by applicable law.

If the Company reasonably suspects that an employee is abusing sick leave, including engaging in a pattern of abuse (e.g., repeated use of unscheduled sick leave on or adjacent to weekends, holidays, vacation days or paydays), the Company may require a doctor's note, regardless of whether the employee has used sick leave for more than three consecutive scheduled workdays. However, the Company will not delay or deny additional leave or delay or deny pay for leave taken under this policy if appropriate certification is not provided. In the event medical certification is not covered under a health benefit plan, the Company shall pay any reasonable costs for providing the certification.

The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state, and local law.

Leave under this policy may run concurrently with leave under local, state or federal law, including leave taken pursuant to the federal Family Medical Leave Act. If you have any questions regarding the Company's sick leave policy, please contact Human Resources.

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the OSTL; or
- Violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

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Separation from Employment and Rehire

The Company does not pay employees for unused sick leave at any time, including upon separation from employment for any reason.

If an employee is rehired within 180 days of employment ending, the employee's previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with the OSTL.

No Discrimination or Retaliation

As long as the use of sick leave complies with the requirements of this policy and the OSTL, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension, or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances; for making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this policy should contact the Human Resources Department.

State-Sponsored Retirement Program

The state has established the OregonSaves retirement program allowing eligible employees to enroll in a state sponsored retirement savings plan. This program allows eligible employees a tax-leveraged means of supplementing their retirement planning. Participation is entirely voluntary and administration of this plan is funded entirely by employee contributions.

Please see Human Resources for additional information regarding the program.

Domestic Violence Leave and Accommodation

Leaves of Absence

The Company provides unpaid leave to eligible employees who are the victim of domestic violence, harassment, sexual assault, a bias crime or stalking, or who are the parents or guardians of a minor child or dependent who is victim of domestic violence, harassment, sexual assault, a bias crime, or stalking. Leave under this policy may be used to :

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- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, a bias crime, or stalking;
- Seek medical treatment for or to recover from injuries caused by domestic violence, harassment, sexual assault, the commission of a bias crime or stalking;
- Obtain or assist a minor child or dependent in obtaining counseling related to an experience of domestic violence, harassment, sexual assault, a bias crime or stalking;
- Obtain services from a victim services provider; or
- Relocate or take steps to secure an existing home.

A "victim of a bias crime" means:

- An individual who has been a victim of the commission, attempted commission or alleged commission of a crime committed because of the perpetrator's perception of the victim's race, color, gender identity, sexual orientation, disability or national origin; or
- Any other individual designated as a victim of bias by a rule adopted by the Bureau of Labor and Industries (BLI).

Time off under this policy is unpaid, except that exempt employees will be paid when required under applicable law. In addition, employees are allowed, but not required, to use any accrued paid vacation leave, sick leave, personal business leave or other paid leave while taking time off under this policy. Where applicable, time off under this policy will run concurrently with time off under the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act (Fed-FMLA).

Employees must provide their supervisor or the Human Resources Department with reasonable advance notice of their intent to take leave under this policy, unless providing advance notice is not feasible. In cases of emergency, employees or a person acting on behalf of an employee must give notice as soon as practicable. The Company may also require certification that the employee, minor child or dependent is a victim and that the leave is being taken for a permissible purpose. Such certification may take the form of a police report, protective order, or documentation from a health care professional, licensed mental health professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services, attorney, victim services provider, or law enforcement officer.

The Company reserves the right to limit the amount of leave an eligible employee may take, if the leave creates an undue hardship on the Company's business.

Leave may be taken on an intermittent or reduced work schedule basis. The Company may transfer an employee on intermittent leave or a reduced work schedule to an alternate position that better accommodates the leave, as long as the transfer is temporary and voluntary and there is no other reasonable option available that would

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allow the employee to use intermittent or reduced schedule leave. Transferred employees will be returned to their former position upon providing notification of readiness to return.

While on leave, employees may be required to periodically report their status to their supervisor, including the date they intend to return to work.

Reasonable Safety Accommodations

Upon request, the Company will provide reasonable safety accommodations needed because of actual or threatened domestic violence, harassment, sexual assault, a bias crime or stalking, unless such accommodations impose an undue hardship on the Company's business. Such safety accommodations may include, but are not limited to: transfer, reassignment, a modified schedule, a changed work telephone number, a changed work station, an installed lock, or implemented safety procedures or other adjustment to a job structure, workplace facility, or work requirement.

Prior to making a reasonable safety accommodation, the Company may require certification that the employee is a victim of domestic violence, harassment, sexual assault, a bias crime, or stalking. The certification requirement may be satisfied by:

- A copy of a police report indicating that the individual was or is a victim of domestic violence, harassment, sexual assault, a bias crime, or stalking;
- A copy of a protective order or other evidence from a court, administrative agency or attorney that the individual appeared in or is preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault, a bias crime, or stalking; or
- Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy, or victim services provider that the individual was or is undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, a bias crime, or stalking.

Information provided in connection with leave or an accommodation under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

Leave under this policy may run concurrently with leave under other applicable law, including the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act.

Employees who wish to request time off or an accommodation under this policy should promptly notify a supervisor or the Human Resources Department.

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Confidentiality of the situation, including the employee's request for a reasonable safety accommodation or time off under this policy and any documentation provided, will be maintained to the greatest extent possible.

The Company will not retaliate, or tolerate retaliation, against any employee who seeks or obtains leave or an accommodation under this policy.

Pregnancy Accommodation

The Company will provide employees and applicants with a reasonable accommodation for known limitations related to pregnancy, childbirth or a related medical condition, including lactation, unless doing so would impose an undue hardship on the Company's business. Reasonable accommodations may include, but are not limited to: acquisition or modification of equipment or devices; more frequent or longer break periods or periodic rest; assistance with manual labor; or modification of work schedules or job assignments.

The Company will not require an employee or applicant to accept a reasonable accommodation if the individual does not have a known pregnancy-related limitation or if the accommodation is not necessary to perform essential job duties, nor will the Company require an employee to take a leave of absence instead of providing a reasonable accommodation.

The Company prohibits discrimination against employees and applicants on the basis of pregnancy, childbirth or a related condition. The Company will not take an adverse employment action or in any manner discriminate or retaliate against applicants and employees because they request, inquire about or use reasonable accommodations in accordance with this policy. Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact the Human Resources Department.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee needing to express breast milk for the employee's child who is 18 months of age or younger. The Company will provide a reasonable rest period to express milk each time the employee has a need to do so.

If possible, nursing employees should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Non-exempt employees should clock out for any time taken that does not run concurrent with normally scheduled rest periods; such time generally will be unpaid in accordance with state law. Where these additional unpaid breaks are required, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, to express milk. Employees should discuss with their

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supervisor or the Human Resources Department the location to express and store their breast milk and to make any other arrangements under this policy.

When possible, employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or uses the accommodations and break time described in this policy.

Bone Marrow Leave

Oregon employees who work for the Company for an average of 20 or more hours per week may be eligible to use up to forty (40) hours of accrued vacation or sick time to donate bone marrow. Employees will not be subject to adverse employment action, nor discriminated or retaliated against, for requesting or taking leave pursuant to this policy. An employee may be required to provide documentation from a physician verifying the purpose and length of leave needed to donate bone marrow.

The Company will not retaliate against any employee for requesting or taking a leave under this policy.

Legislative Leave

Regular full-time and part-time employees who have been employed by the Company for at least 90 days will be allowed time off to serve in the Oregon Legislative Assembly. Leave will be granted for any regular or special sessions or for time needed to perform official duties as a member or prospective member of the Legislative Assembly. Time off under this policy will be without pay.

Employees must provide notice of the need for leave under this policy at least 30 days before a regular session begins and as soon as possible when it is apparent that a special or emergency session will be called.

Employees must return to work within 15 days after the adjournment of the Legislative Assembly following a regular session or within five days after any other assignment is completed. Upon return from leave, employees will be reinstated to the same or similar position without loss of seniority or benefits earned before the leave commenced.

The Company reserves the right to deny reinstatement if a conflict of interest develops or if the circumstances of the Company change during the leave such that it would be impossible or unreasonable to reinstate the employee.

Leave for State Board or Commission Service

Employees who are appointed members of an Oregon state board or commission will be allowed time off for board or commission service.

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Employees must provide at least 21 days' advance notice of any time they need to spend in service as an appointed member of a state board or commission.

Time off under this policy will be without pay, except that exempt employees will be paid when required under applicable law. Employees will not be required to use vacation leave, sick leave or annual leave for time spent as an appointed member of a state board or commission.

The Company will not terminate, threaten to terminate, intimidate, coerce or otherwise discriminate or retaliate against employees because of their service or scheduled service as an appointed member of a state board or commission.

State Legislative Service Leave

Eligible members or prospective members of a Legislative Assembly may take an unpaid leave of absence to attend regular or special sessions of the Legislative Assembly or to perform official duties as a member or prospective member of the Legislative Assembly. This leave is available to non-temporary employees who have been employed by WFS, Inc. for 90 days or more. Employees may use available vacation leave to receive pay under this policy; otherwise, the leave is not paid.

Military Leave

As is set forth in the Handbook, the Company provides reemployment following leave to provide service in the uniformed service, in accordance with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Under USERRA, an employee's total military leave time may not exceed five years during employment, except in certain, defined circumstances. For Oregon employees, time spent performing the following types of service will be excluded when determining whether the employee has met the five-year limit on duration of military leave: voluntary service overseas and voluntary service within the United States during or in response to an emergency or disaster declared by the local, state or federal government.

In addition to these military leave rights, Oregon employees who are members of an organized militia will be granted an unpaid leave of absence to perform active state service if they are a member of the organized militia of Oregon and are called into active service of the state or a member of the organized militia of another state and called into active state service by the Governor of that state. For purposes of this policy, active state service includes service performed on full-time duty status in the federal uniformed services or the United States National Guard and service performed while on full-time duty status for training, operational duty or other service, other than inactive duty, of the organized militia under the authority of the Governor, whether paid from state or federal funds. The Company will grant leave until the employee is released from state service.

Employees who take leave under this policy will be restored to their prior position or to an equivalent position and will not lose seniority, vacation credits, sick leave credits, service credits under a pension plan or any other employee benefit or right that had been earned

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at the time of the leave of absence. Employees who take leave under this policy must return to employment within seven calendar days in order to be entitled to reinstatement.

Military Leave Under the FMLA

The Oregon Family Leave Act (OFLA) works in conjunction with the FMLA and provides eligible employees the opportunity to take unpaid job-protected leave in connection with certain service-related medical and non-medical needs of family members. As described in the Handbook, there are two forms of such leave under the FMLA: (1) Military Caregiver Leave; and (2) Qualifying Exigency Leave. Under OFLA, there is a third form of such leave, the Oregon Military Family Leave, discussed below. For information on how these leave of absence policies work, please contact Human Resources.

Oregon Family Military Leave

Available only under the Oregon Family Leave Act (OFLA), Oregon Military Family Leave is designed to allow eligible employees to take up to fourteen (14) days of leave when a spouse is called to active duty or deployed during a period of military conflict. The employee’s spouse must be: (1) a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States; and (2) have been notified of an impending call or order to active duty or actually deployed. If an employee works at least twenty (20) hours or more per week, he/she may take up to fourteen (14) days of unpaid leave per deployment to be used after the military spouse has been notified of a call or order to active duty or while the military spouse is on leave from the deployment.

Employees desiring to take this leave must provide the Company with notice of their intent to do so within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Any leave taken under this policy will count against an employee’s annual allotment of OFLA leave. Like all other forms of OFLA leave, an employee may substitute or be required to substitute any accrued paid leave and will be restored to their prior position upon return from leave. Oregon Military Family Leave will be governed by, and handled in accordance with, OFLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA or OFLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

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Time Off on Veterans Day

Veterans who provide at least 21 calendar days’ notice and proof of veteran status are entitled to leave for the Veterans Day holiday. Notice must be given to employees’ supervisors, and leave will be unpaid. The Company will notify the employee at least fourteen (14) calendar days before Veterans Day whether the employee will be provided time off. If WFS cannot provide leave as requested, eligible employees will be provided an alternative leave day as mutually agreed upon within the subsequent year. Employees may use available vacation leave to receive pay under this policy; otherwise, the leave is not paid.

Juvenile Court Attendance Leave

The Company provides unpaid leave for employees who are summoned to attend juvenile court proceedings involving their child or a child for whom they are the legal guardian. Employees requesting time off under this policy must provide their supervisor with as much advance notice as possible of the need for leave and provide appropriate documentation in support of their request.

Crime Victim Leave

Eligible employees will be allowed reasonable and necessary unpaid leave when the employee or the employee’s spouse, domestic partner, father, mother, sibling, child, stepchild, or grandparent is a victim of a crime to attend or participate in legal proceedings pertaining to the crime.

Eligible employees must have worked an average of more than 25 hours per week during the 180 days immediately prior to the leave.

Time off under this policy is unpaid, except that exempt employees will be paid when required under applicable law. Employees will also be allowed to use available accrued vacation or other paid leave, though the Company may determine the order in which such leave must be used.

The Company reserves the right to limit the amount of leave an eligible employee may take, if the leave creates an undue hardship on the Company's business.

Employees must provide reasonable advance notice of their intent to take leave under this policy, as well as a copy of any notices of scheduled criminal proceedings provided by a law enforcement agency.

Confidentiality of the situation, including the employee's request for the time off under this policy and any documentation provided, will be maintained to the greatest extent possible.

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Volunteer Firefighters Leave

Upon written request to the Human Resources Department, employees who serve as volunteer firefighters of a rural fire protection district or are employed by a city or a private firefighting service may be granted unpaid leave to perform such firefighting service until release from such firefighting service allows the team mem to resume their employment with WFS, Inc. Upon completion of the firefighting service, employees will be restored to their positions or an equivalent position without loss of seniority, vacation credits, sick leave credits, or any other employee benefit or right that had been earned at the time of the commencement of the leave. Employees may use available vacation leave to receive pay under this policy; otherwise, the leave is not paid. Employees will not be subject to discrimination or retaliation for exercising their rights under this policy.

Disaster and Emergency Services Leave

Upon written request to Human Resources, employees who have been accepted to participate in search and rescue activities by the sheriff may be granted unpaid leave to perform such search and rescue service until release from such service allows the employee to resume their employment with the Company. Upon the conclusion of a leave under this policy, employees may be asked to provide appropriate documentation confirming the call to emergency service and the dates and times of the required service. Upon completion of such search and rescue service, an employee will be restored to his or her position or an equivalent position without loss of seniority, vacation credits, sick leave credits, or any other employee benefit or right that had been earned at the time of the commencement of the leave. Employees will not be subject to discrimination or retaliation for exercising their rights under this policy. Employees may elect to use vacation leave to receive pay under this policy; otherwise, the leave will be unpaid.

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 although the state has legalized the use of cannabis for medical and recreational use and decriminalized the use of psilocybin for medical purposes, the Company does not permit the use of these substances in the workplace, nor will it tolerate employees being under the influence of these substances in the workplace. Use, possession, or being under the influence of these substances on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination.

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