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ARIZONA 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 Employee Handbook, and in accordance with Arizona law, WFS is committed to providing equal employment opportunities to all applicants and employees without regard to an individual’s status as a medical marijuana holder 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. Violations of this policy will result in disciplinary action, up to and including immediate termination.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Arizona law, the Company strictly prohibits all forms of unlawful discrimination, harassment, or retaliation on the basis of an individual’s status as a medical marijuana card holder, or for 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.

Employment Eligibility and Work Authorization

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

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

The Company will not tolerate any form of discrimination or harassment prohibited by federal, state, or local law, including discriminatory treatment based on an individual's national origin or citizenship status. Employees who believe they have been subject to discrimination or harassment, including during the Form I-9 and E-Verify process, should

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immediately report the matter as further discussed in the policies regarding discrimination and harassment set forth in the Company's Handbook. The Company prohibits retaliation against employees for making such complaints.

Open Door Policy

Employees are encouraged, but are not required, to communicate to the Company whenever they believe working conditions may become intolerable to the employee and may cause the employee to resign. However, Arizona law requires employees to notify the Company in writing when a working condition exists that the employee believes is intolerable, that will compel the employee to resign, or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

In order to preserve this claim, the employee must wait 15 calendar days after providing written notice before resigning from employment. Depending upon the circumstances, an employee may be entitled to a paid or unpaid leave of absence of up to 15 days while waiting for the Company to respond to the employee's written communication about a working condition.

Such concerns should be reported to the Human Resources Department.

Paid Sick Leave

The Company provides eligible employees with paid sick time pursuant to the Arizona Fair Wages and Healthy Families Act (FWHFA).

The guidelines in this policy do not supersede applicable federal, state or local laws regarding leaves of absence, including but not limited to leave taken under the Family and Medical Leave Act (FMLA), leave taken as a reasonable accommodation under the Americans with Disabilities Act (ADA), or any other applicable federal, state or local law, including those prohibiting discrimination and harassment.

Eligible Employees for Purposes of Paid Sick Leave

All employees are eligible to accrue and use paid sick time. Contact the Human Resources Manager for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive. During the Benefit Year, all employees shall accrue one (1) hour of sick leave for every thirty (30) days worked, up to a maximum accrual amounts described below.

Accrual and Use of Sick Time

Certain employees begin to accrue paid sick, safe and parental leave on the employee's date of hire. Paid sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum annual accrual of 40 hours in a single calendar year. Other employees receive 40 hours of sick leave frontloaded at the beginning of each calendar year, with

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leave prorated for newly hired employees. Please see Human Resources for more information regarding whether your leave is subject to the accrual or front loading method.

For those employees subject to an accrual method, overtime-exempt employees are presumed to work a 40-hour workweek. If an employee normally works fewer than 40 hours, than accrual will be based on their actual workweek.

Eligible employees may not use accrued leave until their 90th calendar day of employment.

Employees must use their sick time in one hour increments.

Eligible employees can use up to 40 hours of accrued sick time per each calendar year.

Reasons Sick Time May Be Used

Paid sick time may be used for the following reasons:

- The employee's or 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;
- Closure of the employee's workplace or a child's school or place of care by order of a public health official due to a public health emergency;
- The employee's or a family member's presence in the community may jeopardize the health of others due to exposure or suspected exposure to a communicable disease, even if the employee or family member has not actually contracted the disease; and
- Absences due to domestic violence, sexual violence, abuse or stalking of an employee or a family member in order to:
 - Obtain medical attention needed to recover from physical or psychological injury or disability caused by the domestic violence, sexual violence, abuse or stalking;
 - Obtain services from a domestic or sexual violence program or victim services organization;
 - Obtain psychological or other counseling;
 - Relocate or take other steps secure an existing home; or
 - Obtain legal services (e.g., preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic violence, sexual violence, abuse or stalking).

Paid Sick Leave under this policy may not be used for any other purpose such as vacation. Paid Sick Leave may not be gifted to another employee.

A family member includes:

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- A child, regardless of age (including a biological, adopted, foster or stepchild; a legal ward; a child of a domestic partner; a child to whom the employee stands in *loco parentis*; or an individual for whom the employee stood in *loco parentis* when the individual was a minor);
- A parent of the employee or the employee's spouse or domestic partner (including a biological, adoptive, foster or stepparent; a legal guardian; or a person who stood in *loco parentis* when the employee or the employee's spouse or domestic partner was a minor);
- A spouse or registered domestic partner;
- A grandparent, grandchild or sibling of the employee or the employee's spouse or domestic partner (whether a biological, adoptive, foster or step relationship); and
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Requesting Sick Time / Documentation

When the need for sick time is foreseeable, employees must make a good-faith effort to provide advance notice to the Human Resources Department orally, in writing or electronically and schedule their absences in a way that does not unduly disrupt the Company's operations. In the event the leave is foreseeable, WFS requests that to the extent possible, employees schedule the need for leave at least seven (7) calendar days in advance of the need to take Paid Leave or as soon as possible after the employee becomes aware of the need for Paid Leave. For unforeseeable absences, employees must contact the Human Resources Department orally, in writing, or electronically as soon as possible, preferably no later than one (1) hour before their scheduled start time, and in accordance with WFS's usual attendance procedure.

Certification

If possible, a request must include the absence's expected duration. For absences of three or more consecutive workdays, WFS reserves the right to request reasonable documentation certifying the need for Paid Sick Leave. demonstrating sick time was used for a qualifying reason. WFS will not require the details of domestic violence, sexual violence, abuse or stalking, or the details of the employee's or their family member's health information as a condition of providing sick leave. WFS will maintain the confidentiality of information provided in connection with leave, to the extent required by law.

Rate of Pay for Sick Time

Eligible employees will be paid their normal hourly rate when accrued sick time is used for a lawful purpose.

Carryover

Accrued but unused paid sick time can be carried over from year to year. However, the total amount of accrued and unused time may not exceed 40 hours at any time.

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Separation From Employment and Transfer

Compensation for accrued and unused sick time will not be provided upon separation from employment for any reason. If an employee is rehired by the Company within nine months of separation from employment, previously accrued but unused sick time will be immediately reinstated, and the employee may use that time immediately.

Employees who transfer internally within the Company, but remain employed by WFS in the State of Arizona, shall keep all accrued and unused sick time.

Confidentiality

The Company will, in accordance with applicable federal, state or local law, treat as confidential health information or information pertaining to domestic violence, sexual violence, abuse or stalking pertaining to the employee or employee's family member. Such information will not be released without the employee's express permission, unless otherwise required by law.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact the Human Resources Department for information about other federal, state and local medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company prohibits discrimination and/or retaliation against employees for requesting or using sick time for authorized circumstances or 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 paid sick leave law, or informing any person of their potential rights under the law. It is against Company policy for any supervisor or other WFS employee to interfere with, restrain, or deny the exercise of, or the attempt to exercise, the use of Paid Sick Leave.

Absences from work resulting from the use of leave under this policy will not result in discipline, discharge, demotion, suspension, or any other adverse employment action. However, providing false or misleading information or omitting material information in connection with such leave will result in disciplinary action, up to and including immediate termination.

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We encourage and require employees to communicate their concerns about Arizona Paid Sick Leave issues to Human Resources so that WFS can properly address such matters as quickly as possible.

Crime Victim Leave

Eligible employees may take time off from work to be present at criminal proceedings. An employee is eligible for time off under this policy if the employee is:

- A victim of the crime at issue in the proceedings; or
- The spouse, parent, child, sibling, grandparent, other relative to the second degree of affinity, or other lawful representative of a victim that was killed or incapacitated.

In addition, an eligible employee may take time off from work to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child.

Employees are ineligible for leave if they are accused of the crime or are in custody for the crime.

Before an employee may be absent from work for this purpose, the employee must provide their supervisor with a copy of the notice of each scheduled proceeding that is provided by the agency responsible for providing notice; a court order to which the employee is subject; or any other proper documentation, unless advance notice is not feasible. If advance notice is not feasible, the employee must provide appropriate documentation within a reasonable time after the absence.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible if an employee requests time off for these reasons.

WFS provides reasonable unpaid leave to employees for crime victims leave specified in this policy. WFS may also require employees to use any available accrued paid leave, such as existing vacation time, sick time or other accrued paid time off, in order to receive compensation during the time taken off from work.

The Company will not refuse to hire, terminate, or otherwise discriminate against an employee or prospective employee for exercising any right to leave work in these circumstances under Arizona law.

Military Leave

In addition to the information provided in the Military Leave policy in the Handbook, Employees who are called to active duty, or to attend camps, maneuvers, formations or armory drills, as a member of the National Guard of Arizona or of any other state, or the United States Armed Forces Reserves, are entitled to the same rights, privileges, benefits and protections as employees who are called to action to serve in the United States military, and shall be treated in accordance with applicable requirements of state and

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federal laws. Accordingly, employees called to active duty or training by competent orders of any state or the United States are entitled to a leave of absence in accordance with the Military Leave Policy set forth in the Company's Handbook.

You are expected to notify the company of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible.

Unless otherwise required by state or federal law, time spent on military leave will be unpaid. Exempt employees will continue to receive their regular pay when they work partial weeks while on military leave, pursuant to state and federal law.

Employees will not be required to use any accrued vacation or sick pay for time spent on a military leave of absence, except WFS will not consider the period of military leave of absence as a period of work in determining the eligibility for and the amount of vacation or sick leave to which the employee is entitled.

Within the timeframes provided by law, employees taking military leave must provide their supervisor notice of their intent to return to work after serving in the uniformed services in order to be eligible for reinstatement. Employees returning from military leave are entitled to all the rights and benefits they would have had if they had remained continuously employed. In addition, employees returning from military leave will have the same reemployment rights as if called to active duty in the United States military.

If you are a past or present member of the uniformed services, have applied for membership in the uniformed services, or are obligated to serve in the uniformed services, you have the right to be free from discrimination based on such status. Employees who believe they have been discriminated against based on this status should follow the complaint procedure set forth in the Company's Handbook.

When employees do not have three (3) hours before or after work to vote, WFS provides up to three (3) hours paid leave to vote. Employees requesting leave under this policy are required to notify their supervisor as soon as possible, and no later than the last day before the day of the election. WFS, in its sole discretion, may specify the time period, during which the polls are open, for the employee to leave work in order to vote. As soon as possible upon return from voting leave, employees are required to present a voter's receipt to their supervisor.

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 law. Any employee who uses leave for unauthorized purposes will be subject to disciplinary action, up to and including termination.

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