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## GEORGIA HANDBOOK SUPPLEMENT

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

### Employment Eligibility and Work Authorization

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

The Company is committed to honoring all terms and conditions of E-Verify. Employees who do not contest a Tentative 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 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.

### Sick Leave to Care for Relatives

Employees who work at least 30 hours per week for the Company may use paid, earned sick leave benefits provided by the Company (not including paid short-term or long-term disability) to care for an immediate family member on the same terms that the employee is able to use personal sick leave benefits for the employee's own incapacity, illness, or injury. Immediate family members include an employee's child, spouse, grandchild, grandparent or parent, or any dependents as shown in the employee's most recent tax return.

The Company may, at its sole discretion, limit the use of an eligible employee's sick time to care for an immediate family member under this policy to five days of sick leave per calendar year.

Employees with questions or concerns regarding this policy or who would like to request a leave of absence under this policy should contact Human Resources.

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## Lactation Accommodation

The Company will provide reasonable breaks to accommodate an employee desiring to express breast milk at the work site, during work hours. Break time for lactation will be paid at the employee's regular rate of compensation.

The Company will provide employees with the use of a private location, other than a restroom, to express breast milk in privacy at the work site. Employees should discuss with their supervisor or Human Resources the location to express and store their breast milk and to make any other arrangements under this policy.

## Military Leave

In addition to the military leave rights set forth in the Handbook, Georgia regular full-time or part-time employees who leave their position with the Company to perform military service will be eligible for reinstatement upon completion of that service if they:

- Provide a certificate of military service completion;
- Are still qualified to perform the duties of the job; and
- Apply for reinstatement within 90 days after being relieved from military service.

Eligible employees will be restored to the same employment position or to a position of like seniority, status and pay. An exception may arise if the Company's circumstances change such that it is impossible or unreasonable to provide reinstatement following the leave of absence.

Non-temporary employees who must leave the Company for up to six months in a four year period to participate in assemblies or annual training or to attend service schools conducted by the United States armed forces, are also entitled to reinstatement to their previous position, provided they are still qualified for the position and they apply for reemployment within 10 days after completion of the temporary period of service.

Members of the Georgia National Guard or the National Guard of another state who are called into active state service by the Governor or other commander-in-chief and who, because of that service, are terminated or suspended from employment, will be eligible for reinstatement if they:

- Are still qualified to perform the duties of the position; and
- Apply for reinstatement within 10 days of the termination or suspension, or, if serving in active state service, within 10 days following the termination of that state service.

Eligible employees who are reinstated following military service will be reinstated without loss of seniority and entitled to participate in insurance or other benefits in accordance with the Company's established rules and practices relating to employees on furlough or a leave of absence. Eligible employees also will not be terminated without cause for one year following reinstatement.

Please contact Human Resources for more information.

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