



TABLE OF CONTENTS

COLORADO HANDBOOK SUPPLEMENT.....2

 Equal Employment Opportunity Policy..... 1

 Lactation Accommodations 2

 Pregnancy Accommodations and Leave 2

 Policy Against Unlawful Harassment, Discrimination, and Retaliation 3

 Meal Periods 4

 Rest Periods..... 4

 Paid Sick and Safe Leave 5

 Colorado Supplemental Public Health Emergency Leave 7

 Colorado Paid Family and Medical Leave Insurance Benefit Program 9

 Civic Duties 12

 Civil Air Patrol Leave 12

 Leave for Victims of Crime 13

 Domestic Violence Leave..... 13

 Colorado Family Care Act..... 13

 Adoption Leave 14

 Volunteer Firefighter Leave..... 14

 Volunteer Civil Defense Worker Leave 14

 National Guard and United States Reserve Forces Leave 14

 Romantic Relationships with Other Employees 15

 Personnel Files 15

 Biometric Data and Personal Information 15

Employee Acknowledgment of Receipt of Colorado Overtime and Minimum Pay Standards Order,
Colorado Workplace Public Health Rights Poster, and FMLI Program Notice..... 16

Appendix A..... 17

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



COLORADO 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 Colorado law, the Company is committed to providing equal employment opportunities to all applicants and employees without regard to an individual’s ancestry, consumer credit information, creed, gender identity and expression (including transgendered individuals), an individual’s chosen name (a name that the individual requests to be known as in connection to the individual’s disability, race, creed, color, religion, sex, sexual orientation, gender identity, gender express, marital status, familial status, national origin or ancestry, except that the name cannot contain offensive language or be requested for frivolous purpose), how an individual chooses to be addressed with regard to an individual’s pronouns genetic profile used in connection with AI algorithms, lawful off-duty activities (e.g., use of tobacco), marital status, familial status, status as a victim of domestic abuse, use of an individual’s “chosen name” (as long as the name does not contain offensive language or the individual is not requesting use of such name for frivolous purposes), race (including hair texture, hair type, hair length, and protective hairstyles commonly or historically associated with race), status as an organ donor, or any other protected status in accordance with applicable federal, state, and local law. Please see our legal postings for additional information.

The Company will not discriminate against, retaliate against, discipline, discharge, or interfere with an employee who has inquired about, discussed, compared, or disclosed their wages or the wages of another employee; or who has brought charges, filed a complaint, or caused to be instituted an action based on disclosure of wage information made by an employee.

The Company does not discriminate on the basis of any protected category with respect to the payment of wages. It is the Company’s desire to pay all employees’ wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational and equitable. The Company sets wages that are appropriate for the degree of responsibility and skill for each position.

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.

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



Lactation Accommodations

The Company will not discriminate against employees who seeks to express breast milk for their nursing child. The Company will provide a reasonable amount of break time, for the employee to express breast milk for their nursing child for up to two (2) years after the child’s birth. Break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with applicable law. The Company will make reasonable efforts to provide a room or other location (other than a toilet stall) in close proximity to the working area where the employee can express breast milk in private.

Pregnancy Accommodations and Leave

The Company provides reasonable accommodations to employees with medical disabilities related to pregnancy, childbirth, or the physical recovery from childbirth to the extent the accommodation can be made without imposing an undue hardship on the business. When an employee requests leave or an accommodation under this policy, the Company will engage with the employee in a timely manner and through a good-faith interactive process to determine effective, reasonable accommodations for the employee, which may include, but are not limited to:

- allowing more frequent or longer break periods;
- allowing more frequent restroom, food, and water breaks;
- providing or modifying equipment or seating;
- placing limitations on lifting;
- temporary transfer to a less strenuous or less hazardous position;
- job restructuring;
- light duty work, if available;
- assistance with manual labor; or
- modified work schedules.

If the Company determines that all other reasonable accommodations create an undue hardship for the Company and/or pose a direct threat to the health or safety of others in the workplace, the Company may require employees to take a leave of absence, subject to the provision of medical documentation of the employee’s need. If the employee does not have available leave or does not qualify for any state or federal protected leaves, the Company will provide any leave of absence to the extent leave is otherwise provided to eligible employees.

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



If you believe that you have been treated in a manner not in accordance with these policies, please notify the Company immediately by speaking to Human Resources. You are encouraged to utilize this procedure without fear of retaliation.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Employee Handbook, and in accordance with applicable law, the Company strictly prohibits all forms of unlawful discrimination, harassment, or retaliation on the basis of ancestry, consumer credit information, creed, gender identity and expression (including transgendered individuals), genetic profile used in connection with AI algorithms, lawful off-duty activities (e.g., use of tobacco), marital status, familial status, status as a victim of domestic abuse, use of an individual’s “chosen name” (as long as the name does not contain offensive language or the individual is not requesting use of such name for frivolous purposes), race (including hair texture, hair type, hair length, and protective hairstyles commonly or historically associated with race), status as an organ donor, or any other protected status in accordance with applicable federal, state, and local law.

The Company’s policy against unlawful harassment applies to all employees of the Company, including supervisors and managers. The Company prohibits managers, supervisors and employees from harassing co-workers as well as the Company’s customers, vendors, suppliers, independent contractors and others doing business with the Company. In addition, the Company prohibits its customers, vendors, suppliers, independent contractors and others doing business with the Company from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Employee Handbook, include harassment based on gender, transgender or sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- Physical or verbal abuse concerning a person’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; or
- Engaging in the practice of deadnaming (where a transgendered employee is referred to by the individual’s former name) or misgendering (where a transgendered employee is referred to by the incorrect pronoun of which she or he identifies with).

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



Meal Periods

All employees who work five (5) or more consecutive hours in a day will be provided a thirty (30) minute duty-free meal period.

Because of the nature of our business, and certain employee’s jobs, there are situations and circumstances where an uninterrupted meal period is impractical. In situations or circumstances where an uninterrupted meal break is impracticable the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees who are unable to take all of the meal periods to which they are entitled in accordance with this policy or who are not allowed to consume an on-duty meal, or who have been interrupted, prevented or discouraged from taking a meal period to which they are entitled or otherwise eat on-duty, must immediately notify their supervisor or Human Resources. Failure to report may subject the employee to disciplinary action, up to and including termination of employment.

Rest Periods

The Company provides non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), in accordance with the below schedule, which should be taken as far as practicable in the middle of each work period. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by Human Resources. Rest periods may not be combined with meal periods.

Hours Worked	Number of Rest Periods
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

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.

Employees who are unable to take all of the rest periods to which they are entitled in

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, must immediately notify their supervisor or Human Resources.

Paid Sick and Safe Leave

The Company will provide certain eligible employees with paid sick leave, accrued at one (1) hour of paid sick leave for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per Benefit Year, which is defined as a calendar year. Other employees receive forty-eight (48) hours on the first day of the year, with leave prorated for new hires. Please see Human Resources for more information regarding accrual/frontloading leave.

Employees who accrue leave may carry over up to forty-eight (48) hours of unused leave between years; employees who have leave frontloaded may not carry over unused leave between years. In all cases, no employee shall be entitled to use more than forty-eight (48) hours of paid sick leave per Benefit Year.

Employees may use paid sick leave to be absent from work for the following purposes:

- The employee’s mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment related to such illness, injury, or condition; or to obtain preventive medical care;
- The employee needs to care for a family member due to a mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment related to such illness, injury, or condition; or need to obtain preventive medical care;
- The employee or family member has been the victim of domestic abuse, sexual assault, or criminal harassment and needs to be absent from work for purposes related to medical attention, mental health care or other counseling, victim services, legal services including to prepare for any legal proceeding related to domestic abuse, sexual assault, or criminal harassment, or relocation due to domestic abuse;
- The employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
- The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events;
- The employee needs to evacuate due to inclement weather, loss of power, loss of heat, loss of water, or other unexpected event that results in the need to evacuate the employee’s residence; or

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



- Due to a public health emergency, a public official has ordered the closure of the Company or the school or place of care of a child the employee cares for, necessitating the employee’s absence from work.

As used in this policy, family members include an employee’s immediate family member related by blood, marriage, civil union or adoption; a child to whom the employee stands *in loco parentis*; a person who stood *in loco parentis* to the employee when the employee was a minor; a person for whom the employee is responsible for providing or arranging health- or safety-related care; or any other individual identified by law.

Notice and Scheduling Leave

Where the need for leave is foreseeable, employees must provide reasonable advanced notice of the need for leave. Employees must make good-faith efforts to schedule leave in a manner that does not unduly disrupt business operations. Where the need for leave is not foreseeable, employees must provide notice of their need for leave as soon as practicable. Leave may be taken in minimum increments of one (1) hour.

Certification

For paid sick leave of four (4) or more consecutive workdays, the Company may require reasonable documentation that the sick leave was taken for a purpose allowed by law. The Company will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee’s or employee’s family member’s health information as a condition of receiving paid sick leave. The Company will maintain the confidentiality of any information provided in connection with taking paid sick leave, to the extent required by law.

Payment of Sick and Safe Leave

Leave will be paid at the employee’s same hourly rate or salary and with the same benefits as the employee normally earns during work hours. Please consult Human Resources, for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive; the actual dollar amount may vary according to your pay plan.

The End of Employment and Reinstatement of Leave

Unused sick leave under this policy will not be paid out at the time of separation from employment. However, employees who are re-employed with the Company within one hundred and eighty (180) days of separation will have any unused paid sick leave accrued under this policy reinstated.

Discrimination and Retaliation Prohibited

The Company will not take any adverse action against employees who utilize paid sick leave under this policy. However, employees who misuse or abuse this policy (e.g.,

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



misrepresent the reason for use of paid sick leave or use paid sick leave for vacation) may be subject to disciplinary action.

Employees taking leave under this policy are not required to search for or find a replacement worker to cover the hours during which they use sick leave.

Interaction with Other Leaves

Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the federal Family and Medical Leave Act.

Enforcement

This policy will be interpreted and enforced consistent with applicable law. To the extent this policy is or appears to be inconsistent with applicable law, applicable law will govern.

Questions

If you have any questions regarding the Company’s paid sick leave policy, please contact Human Resources.

Colorado Supplemental Public Health Emergency Leave

During a public health emergency, and depending upon any applicable federal, state, and/or local requirements, if an employee does not accrue at least eighty (80) hours of leave time in a year or otherwise have available at least eighty (80) hours of leave available, the Company will provide all employees with public health emergency leave (“PHE Leave”) during a declared public health emergency in an amount based on the number of hours the employee works. Accordingly, the Company will supplement employees’ accrued sick and safe leave and vacation by adding PHE Leave hours to employee’s then currently available combined accrued sick and safe leave vacation time to equal:

- For employees who normally work at least forty (40) hours in a workweek: eighty (80) hours of total leave.
- For employees who normally work fewer than forty (40) hours in a workweek: The greater of either (1) the amount of time the employee is scheduled to work in a fourteen (14) day period or (2) the amount of time the employee actually works on average in a fourteen (14) day period.

For purposes of this policy, a public health emergency includes an act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent where an emergency is declared by a federal, state, or local public health agency or a disaster emergency is declared by the governor, or a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor. On the date a public health emergency is declared, the Company will supplement each employee’s paid sick and safe leave and vacation bank as necessary

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



to ensure that each employee may take PHE Leave, if needed.

Employees retain their rights under the Colorado Healthy Families and Workplaces Act (“HFWA”) during a public health emergency. If an employee has unused paid sick and safe leave and vacation when their need for PHE Leave occurs, the Company may count their paid sick and safe leave balance vacation as a “credit” toward the amount of PHE Leave required to be provided.

The Company will only provide a one-time allotment of PHE Leave per public health emergency, regardless of whether the public health emergency is amended, extended, restated, or prolonged. PHE Leave may be used up to four (4) weeks after the official termination or suspension of the public health emergency.

Employees may use PHE Leave for any of the qualifying conditions listed below before using their paid sick and safe leave and vacation if their reason for leave would qualify for both types of leave. Employees may use PHE Leave for the following purposes:

1. The employee needs to self-isolate and care for oneself because the employee is diagnosed with, experiencing symptoms, or seeking a diagnosis, treatment or preventative care, for a communicable illness that is the cause of the public health emergency;
2. The employee needs to care for a family member because the family member is diagnosed with, experiencing symptoms, or seeking a diagnosis, treatment or preventative care, for a communicable illness that is the cause of the public health emergency;
3. A public official has ordered the closure of the school or place of care of the employee’s child or of the employee’s place of business due to a public health emergency, necessitating the employee’s absence from work;
4. The employee is unable to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency;
5. Caring for a child or other family member or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency; or
6. Any other reason allowed by law.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for PHE Leave is unforeseeable, employees must provide notice as soon as practicable and in accordance with the Company’s usual call-out procedure, as outlined in the Employee

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



Handbook. When possible, employees should provide the expected duration of their absence.

The Company will not require documentation of an employee’s need to take PHE Leave.

Any unused PHE Leave is not paid out at separation from employment.

For more information regarding PHE Leave, please contact Human Resources.

Colorado Paid Family and Medical Leave Insurance Benefit Program

The Colorado Family and Medical Leave Insurance (“FAMLI”) Program provides paid family and medical leave benefits to eligible employees. FAMLI provides partial wage replacement, up to a maximum amount specified by law, based on a percentage of the employee’s average weekly wage, when the employee is unable to work because of certain circumstances described below.

Eligible employees have access to twelve (12) weeks of FAMLI per 12-month Application Year; except, that eligible employees with serious health conditions related to pregnancy or childbirth complications may receive up to an additional four (4) weeks of leave per application year. The “Application Year” is the 12-month period beginning the first day of the calendar week in which the employee’s benefit start date occurs. The 12-month period is measured backward from the date an employee uses FAMLI. Under this “rolling” 12-month period, each time an employee takes FAMLI, the remaining leave entitlement is the balance which has not been used during the immediately preceding twelve (12) months.

Eligible employees have access to FAMLI leave for the following purposes:

- The employee is caring for a new child during the first year after the birth, adoption or foster care placement of that child;
- The employee needs to care for a family member with a serious health condition;
- The employee needs to care for their own serious health condition;
- The employee needs to make arrangements for a family member’s military deployment;
- The employee or family member has been the victim of domestic abuse, sexual assault, or criminal harassment to (a) seek a civil protection order to prevent domestic violence; (b) obtain medical care or mental health counseling for both themselves or their children to address physical or psychological injuries resulting from the act of domestic violence, stalking or sexual assault or abuse; (c) making their home secure from the perpetrator of the act of domestic violence, stalking or sexual assault or abuse, or seeking new housing to escape said perpetrator; or (d) seeking

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



legal assistance to address issues arising from the act of domestic violence, stalking or sexual assault or abuse, or attending and preparing for court-related proceedings arising from said act or crime; or

- Any other reason allowed by law.
- On or after January 1, 2026, for an employee who takes time off under this policy to attend to the needs of their child being placed in a neonatal intensive care unit (NICU) may be granted an additional twelve (12) weeks of such leave, for a total of up to twenty-four (24) weeks of paid FAMLI leave.

To be eligible for FAMLI, employees must: (i) have earned at least \$2,500 in wages, subject to premiums, during the employee’s base period or alternative base period provided by law; (ii) request leave for a qualifying reason listed above; and (iii) submit a completed application for benefits as required by law.

“Family Member” includes: (i) regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or a person to whom the employee stood *in loco parentis* when the person was a minor; (ii) a biological, adoptive or foster parent, stepparent or legal guardian of an employee or employee’s spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee’s spouse or domestic partner was a minor child; (iii) a person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee; (iv) a grandparent, grandchild, or sibling (whether biological, foster, adoptive or step relationship to the employee or the employee’s spouse or domestic partner; or (v) any other individual with whom the employee has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

If the need for leave is foreseeable, employees seeking FAMLI must provide the Company with at least thirty (30) days advance notice before the leave start date. The Company may request that notice include the anticipated start time, anticipated duration, and where applicable, anticipated frequency of leave. Where the need for FAMLI leave is unforeseeable, employees must provide notice as soon as practicable. FAMLI leave will run concurrently with the Family and Medical Leave Act, as applicable.

To request FAMLI benefits, the employee must apply to the State of Colorado’s Division of Family and Medical Leave Insurance (“Division”). Applications may be submitted up to thirty (30) days prior to the benefit start date. If the need for leave is unforeseeable, or if submitting an application in advance is otherwise impracticable, applications can be submitted up to thirty (30) days after the leave has begun. Employees will be required to provide documentation supporting their need for leave, as requested by the Division.

If an event occurs or is anticipated to change the amount or duration of approved leave, the employee must immediately notify both the Company and must immediately notify the Division, no later than ten (10) days after the occurrence of the event.

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



Records and documents provided in connection with leave will be maintained confidential, to the extent required by law.

An employee may take leave intermittently in increments of either one (1) hour or shorter periods (if doing so would be consistent with the increments the Company typically uses to measure employee leave), except benefits are not payable until the employee accumulates at least eight (8) hours of FAMLI benefits. An employee shall make a reasonable effort to schedule intermittent leave as not to unduly disrupt the operations of the Company.

The Company will maintain any healthcare benefits the individual had prior to taking FAMLI for the duration of the leave, as if the employee had remained in employment continuously from the date the individual commenced leave. The employee must make arrangements to pay their share of health plan premiums while on leave. An employee's failure to pay their share of the health coverage premium, may result in an elimination of coverage after thirty (30) days. Use of FAMLI will not result in the loss of any employment benefit that accrued prior to the start of FAMLI.

Employees applying for FAMLI will be required to disclose whether their serious health condition was caused by or otherwise related to a workplace injury or illness. An employee whose absence from work is caused by circumstances that would entitle them to workers' compensation benefits are not eligible to collect FAMLI benefits for the absence.

Similarly, an employee must notify the Division if they apply for or receive unemployment insurance benefits during a period of paid family and medical leave. If an employee is awarded continuous leave for a qualifying condition, the duration of leave is not impacted by subsequent employment. If leave is caused by circumstances that would entitle the employee to unemployment insurance benefits, the individual will not be entitled to FAMLI benefits. If an employee is awarded intermittent leave or reduced leave for a qualifying condition, and is subsequently terminated, the awarded leave is terminated at the time of unemployment, and the employee can apply for benefits upon re-employment.

Upon return from FAMLI leave, employees who have worked for the Company for over 180 days before taking FAMLI leave will be restored to the same or a comparable position as the position held prior to the leave. Employees using intermittent leave, however, have job protection beginning on the 180th day of employment, even if this is during the leave period. Employees who have worked less than 180 days for the Company at the start of their FAMLI leave remain eligible to take leave; however, the Company may be required to fill the position of such employees, and the Company does not guarantee continued employment for employees who take FAMLI leave within their first 180 days of employment with the Company. Depending on the circumstances, the Company may require employees to provide certification of their fitness for duty prior to returning to work, following their absence, where doing so would be consistent with applicable law.

The Company is not required to reinstate an employee when: (i) their leave extends beyond the maximum benefit duration provided under this policy and applicable law; (ii) the employee's written contract for employment has ended; (iii) an employee's position is

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



eliminated due to a legitimate downsizing or reorganization; (iv) an employee cannot perform the essential functions of their job any longer (with or without a reasonable accommodation), following their period of leave; or (v) any under any other circumstances allowed by law.

Employees willfully making false statements or misrepresentations to obtain FAMLI benefits may be disqualified from FAMLI benefits by the Division, for one (1) year after date of disqualification and may be subject to disciplinary action by the Company.

The Company will not retaliate against any employee who uses FAMLI leave or otherwise exercises the employee’s rights with regard to FAMLI leave. For further information regarding this leave, see Human Resources.

Civic Duties

Court Attendance and Witness Duty: The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify their immediate supervisor immediately so that the Company may plan the department’s work with as little disruption as possible.

Jury Duty: Employees who receive a call to jury duty, should notify their immediate supervisor immediately so that the Company may plan the department’s work with as little disruption as possible.

Non-exempt employees required to appear for jury duty on a regularly scheduled workday will be paid their regular compensation up to \$50.00 per day for the first three (3) days of jury duty service. Any additional leave will be unpaid.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. The Company may require employees to provide proof of jury duty service.

Voting: In circumstances where employees’ work schedule does not provide three (3) hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off, up to two (2) hours, during scheduled work time for employees to vote. Employees who need time off to vote should notify their immediate supervisor prior to an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote.

Civil Air Patrol Leave

Employees who serve as a member of the Colorado Civil Air Patrol and are called to duty for a Civil Air Patrol mission will be provided with up to fifteen (15) days of unpaid leave per year, to fulfill their obligations. Upon return, employees will be restored to the same or similar position held prior to the leave of absence. The Company may require documentation supporting the need for leave.

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



Leave for Victims of Crime

The Company provides necessary unpaid leave to employees who are victims of a crime to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees requesting leave under this policy should notify Human Resources immediately so that the Company may plan the department’s work with as little disruption as possible.

Domestic Violence Leave

The Company provides up to three (3) working days of unpaid leave in any twelve (12)-month period to eligible employees who are victims of domestic abuse, stalking, sexual assault or any other crime involving domestic violence. To qualify for leave under this policy an employee must have worked for the Company for at least twelve (12) months.

Leave may be used to:

- Seek a civil protection order to prevent domestic abuse;
- Obtain medical care or mental health counseling for the employee or the employee’s children;
- Make the employee’s home secure against the perpetrator or to find a new home;
- Seek legal advice concerning any of the above offenses; or
- Prepare or attend court proceedings arising from any of the above offenses.

Employees requesting leave under this policy should provide the Company with reasonable advance notice of the need for leave, except in the case of imminent danger to the health or safety of the employee. The Company may request documentation to support the need for leave. Information provided in connection with leave 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. Employees with questions regarding this leave of absence should contact Human Resources.

Employees must use any available paid time off before taking unpaid leave. To use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Colorado Family Care Act

In addition to the leave to which eligible employees are provided under FMLA, as detailed in the Employee Handbook, the Company provides leave to employees, as defined under the FMLA, to care for persons with serious health conditions when such persons are employees’:

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



- partner in a civil union; or
- domestic partner if the partnership is registered with the municipality in which the person resides or (if applicable) with Colorado, or if the partner is recognized as the employees' domestic partner by the employer.

Employees with questions regarding this leave policy should contact Human Resources.

Adoption Leave

The Company provides leave to an employee who is an adoptive parent on the same terms as any leave offered for the birth of a child. Employees with questions regarding leave under this policy should contact Human Resources.

Volunteer Firefighter Leave

Employees who serve as volunteer firefighters will be provided with unpaid leave when responding to an emergency summons, unless deemed essential to the Company's operations by law. The Company may require documentation certifying the employee's status as a volunteer firefighter and/or substantiating the need for leave.

Volunteer Civil Defense Worker Leave

Employees who serve as a volunteer member of a disaster organization will receive up to fifteen (15) days of unpaid leave a year to assist in emergency disasters pursuant to their volunteer membership. To be eligible, employees must be called to service through the volunteer organization under the authority of the state or local government. The Company may require documentation substantiating the need for leave.

Upon return, employees will be restored to the same or similar position held prior to the leave of absence.

Where an employee's absence would likely cause economic injury to the Company, the employee may be denied leave in accordance with state law.

National Guard and United States Reserve Forces Leave

Colorado National Guard or United States Reserve Force members may request up to three (3) weeks of unpaid leave per calendar year for training. If you are a member of the Colorado National Guard or the reserve forces of the United States, we encourage you to provide documentation of your status to Human Resources as soon as possible.

An employee may, but is not required to, use any paid leave available for the employee's period of absence.

The Company may require documentation of the satisfactory completion of the training. The Company will not retaliate against any employee who uses the employee's Colorado National Guard and United States Reserve Forces Leave or otherwise exercises the

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



employee’s rights with regard to annual military training.

Any employee who takes leave under this policy is entitled to reemployment, regardless of the length of the absence, upon their return. Eligible employees will be restored to the same or a comparable position as the position held prior to active service.

For more information, contact Human Resources.

Romantic Relationships with Other Employees

The Company will not take adverse action against an individual simply because they are married to or plan to marry a co-worker. Exceptions may apply where: (1) one spouse directly or indirectly would exercise supervisory, appointment, or dismissal authority or disciplinary action over the other spouse; (2) one spouse would audit, verify, receive, or be entrusted with monies received or handled by the other spouse; or (3) one spouse has access to the Company's confidential information, including payroll and personnel records.

Personnel Files

Upon request current employees may inspect their own personnel records once a year at a mutually agreeable time, on Company premises and in the presence of a Company official. Employees will be permitted to inspect and obtain a copy of their personnel records. Personal records, for purposes of this policy, include documents or records regarding the employee’s qualification for employment, promotion, additional compensation, termination, or other disciplinary actions. Personnel records, for purposes of this policy, do not include documents or records that: (1) are required to be placed or maintained in a separate file from the regular personnel file by federal or state law; (2) pertain to confidential reports from previous employers; (3) pertain to an active criminal investigation or disciplinary investigation by the Company; (4) pertain to an active investigation by a regulatory agency; or (5) identify any person who, in the sole discretion of the Company, made a confidential accusation against the employee.

Similarly, upon request, former employees may make one inspection of their personnel file following termination of employment unless otherwise required by law. For more information, contact Human Resources.

Biometric Data and Personal Information

The Company may use biometric identifiers to provide employees with access to facilities and/or collect information for business purposes. Biometric information may be collected through a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. You will be provided with additional information and any legally required notices separate from this handbook.

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



Employee Acknowledgment of Receipt of Colorado Overtime and Minimum Pay Standards Order, Colorado Workplace Public Health Rights Poster, and FAMLI Program Notice

By signing below, I acknowledge that I have received a copy of the current Colorado Overtime & Minimum Pay Standards Order (“COMPS Order”), the Colorado Workplace Public Health Rights Poster (“HFWA Notice”), and the FAMLI Program Notice (“FAMLI Notice”).

I acknowledge that nothing in the COMPS Order, HFWA Notice, or FAMLI Notice creates or is intended to create a promise or representation of continued employment or any other contractual rights or obligations, and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both the Company and I have the right to terminate my employment at any time, with or without cause, notice, or any specific procedures.

By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE BEEN PROVIDED, READ AND UNDERSTAND THE COMPS ORDER, HFWA NOTICE, AND FAMLI NOTICE.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND THE COMPS ORDER, HFWA NOTICE, AND FAMLI NOTICE.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025

Appendix A

COLORADO
Department of
Labor and Employment

COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES:

The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025
Use new version released by each December

Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; ColoradoLaborLaw.gov lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks – but not just off-duty time on premises
- Travel for employer benefit – but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site – but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ¼ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS
303-318-8441 / 888-390-7936 / cdle_labor_standards@state.co.us (English or Spanish)

*For all laws,
guidance, &
complaints:*
ColoradoLaborLaw.gov

*Spanish
guidance &
complaints:*
LeyesLaboralesDeColorado.gov

*This notice
in other
languages:*
cdle.colorado.gov/LaborStandardsPosters

Doc No:	EHSSG06	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



**Colorado Workplace Public Health Rights Poster:
PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT**

*Updated July 14, 2023
may be updated periodically*

THE HEALTHY FAMILIES & WORKPLACES ACT (“HFWA”): Paid Leave Rights

Coverage: All Colorado employers, of any size, must provide paid leave

- All employees earn 1 hour of paid leave per 30 hours worked (“accrued leave”), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.*

Employees can use accrued leave for the following safety or health needs:

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) caring for a family member experiencing a condition described in category (1) or (2);
- (4) grieving, funeral/memorial attendance, or financial/legal needs after a death of a family member;
- (5) due to inclement weather, power/heat/water loss, or other unexpected occurrence, the employees needs to either
 - (a) evacuate their residence, or (b) care for a family member whose school or place of care was closed; or
 - (6) in a PHE, a public official closed the workplace, or the school or place of care of the employee’s child.

Employer Policies (Notice, Documentation, Incremental Use, Privacy, and Paid Leave Records)

- **Written notice and posters.** Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- **Notice for “foreseeable” leave.** Employers may adopt “reasonable procedures” in writing as to how employees should provide notice if they require “foreseeable” leave, but cannot deny paid leave for noncompliance with such a policy.
- **An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days** (i.e. days when an employee would have worked, not calendar days).
- **Documentation is not required to take accrued leave**, but can be required as soon as an employee returns to work or separates from work (whichever is sooner). **No documentation can be required for PHE leave.**
- **To document leave for an employee’s (or an employee’s family member’s) health-related need**, an employee may provide: (1) a document from a health or social services provider *if* services were received and a document can be obtained in reasonable time and without added expense; *otherwise* (2) the employee’s own writing.
- **Documentation as to domestic abuse, sexual assault, or criminal harassment** can be a document or writing under (1) above (e.g. legal or shelter services provider) or (2) above, or legal document (restraining order, police report, etc.).
- **If an employer reasonably deems an employee’s documentation deficient**, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee’s return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.
- **Incremental Use.** Depending on employer policy, employees can use leave in either hourly or six-minute increments.

- **Employee Privacy.** Employers cannot require employees to disclose “details” about an employee’s (or their family’s) HFWA-related health or safety information; such information must be treated as a confidential medical record.
- **Records must be retained and provided upon request.** Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.

Retaliation or Interference with HFWA Rights

- **Paid leave cannot be counted as an “absence”** that may result in firing or another kind of adverse action.
- **An employee can’t be required to find a “replacement worker”** or job coverage when taking paid leave.
- **An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by**, an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
- **If an employee’s reasonable, good-faith HFWA complaint, request, or other activity is incorrect**, an employer need not agree or grant it, but cannot *act against* the employee for it. Employees *can* face consequences for misusing leave.

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING (“PHEW”):

Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEW covers not just “employers” and “employees,” but all “principals” (an employer or a business with at least 5 independent contractors) and “workers” (employees or independent contractors working for a “principal”).

Worker Rights to Oppose Workplace Health/Safety Violations:

- It is unlawful to retaliate against, or interfere with, the following acts:
 - (1) **raising reasonable concerns**, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
 - (2) **opposing or testifying, assisting, or participating** in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker’s PHEW-related concern, but it still cannot fire or take other *action against* the worker for raising such a concern, as long as the concern was reasonable and in good-faith.

Workers’ Rights to Use Their Own Personal Protective Equipment (“PPE”):

- A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE (1) provides more protection than equipment provided at the workplace, (2) is recommended by a government health agency (federal, state, or local), and (3) does not make the worker unable to do the job.

COMPLAINT RIGHTS (under both HFWA & PHEW)

- Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-lawsuit remedies.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-13.3-401 et seq., (paid leave), and C.R.S. § 8-14.4-101 et seq. (healthy and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

*In a PHE, employees gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact:

DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

Doc No:	EHSSG06	Requestor:	Amanda Gayles
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Deductions from Employee Wages start January 1, 2023

- The employee share of FAMLI premiums is set at 0.45% of employee wages through 2024. For 2025 and beyond, the director of the FAMLI Division sets the premium rate according to a formula based on the monetary value of the fund each year. Employers with a total of ten or more employees nationwide must also contribute an additional 0.45% of wages for a total of 0.9%, but employers with nine or fewer employees are only responsible for sending the 0.45% employee share to the FAMLI Division.
- Starting in 2023, employers may begin deducting up to 0.45% from employees' wages for FAMLI contributions.** This can be done through a simple payroll deduction, and employees will notice the deduction on their regular paychecks. Employers are responsible for collecting those deductions and sending them into the FAMLI Division on behalf of their employees once a quarter.

Benefits start January 1, 2024

- Starting in 2024, paid family and medical leave benefits are available to most Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado.
- The qualifying conditions for paid family and medical leave are:
 - Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
 - Caring for a family member with a serious health condition.
 - Caring for your own serious health condition.
 - Making arrangements for a family member's military deployment.
 - Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
- Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.
- Leave may be taken continuously, intermittently, or in the form of a reduced schedule.
- Leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator available at famli.colorado.gov.
- You don't have to work for your employer a minimum amount of time in order to qualify for paid family and medical leave benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off in order to provide full wage replacement.

Filing Claims

- Benefits will be available starting January 2024. Instructions on how to apply for benefits are available at famli.colorado.gov.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application and any required documentation through My FAMLI+, available at famli.colorado.gov.
- Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun.
- Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and weekly thereafter for the duration of the approved leave.
- Employees can appeal claim determinations to the FAMLI Division.
- Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

Job protection and continued benefits

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights, including taking FAMLI leave, talking to others about FAMLI, and filing complaints of FAMLI violations.
- An employee who has worked for the employer for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

Retaliation, Discrimination, and Interference Prohibited

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights.
- Employees who suffer retaliation, discrimination, or interference may file suit in court, or may file a complaint with the FAMLI Division.

Other Important Information

- An employer may offer a private plan that provides the same benefits as the state FAMLI plan, and imposes no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employees and employers are encouraged to report FAMLI violations to the FAMLI Division.



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