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## ARKANSAS HANDBOOK SUPPLEMENT

Policies included in this state supplement are intended to be viewed in conjunction with WFS, Inc.’s Handbook (“Employee Handbook”), and may govern only certain employees. This Addendum is applicable only to employees working in the state of Arkansas and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. In the case where a state policy is more generous than its counterpart contained in the Employee Handbook, the more generous policy will govern. Except as set forth herein, the Employee Handbook is not modified by this Addendum. WFS, Inc., at its option, may change, delete, or discontinue parts of this supplement.

If you have any questions as you review the Employee Handbook or the Arkansas Handbook Supplement, please do not hesitate to discuss your questions with Human Resources.

### Arkansas Policies

#### **Equal Employment Opportunity Policy**

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Arkansas law, the Company is committing to providing equal employment opportunities to all applicants and employees without regard to race (including natural, protective, or cultural hairstyles such as afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for its cultural significance), sensory disability, status as a cannabis or THC-containing products patient or designated caregiver, 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.

#### **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 harassment, discrimination, or retaliation, on the basis of race (including natural, protective, or cultural hairstyles such as afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for its cultural significance), sensory disability, status as a cannabis or THC-containing products patient or designated caregiver, 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.

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## Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. 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. Where these additional 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, for the employee to express milk. Employees should discuss with their supervisor or the Human Resources Department the location to express their breast milk and for storage of expressed milk, and to make any other arrangements under this policy.

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 take any adverse action against an employee who requests or uses the accommodations and break time described in this policy.

## Military Leave

In addition to the information provided in the Military Leave policy in the Handbook, Arkansas employees who are called to active state duty as a member of the armed forces, including any reserve component of the armed forces, the National Guard, or the militia, may take leave to complete their military service. Eligible employees will be afforded such employment and reemployment rights, privileges, benefits, and protections in employment as though that person had been called to active duty in the service of the United States. Employees will not be denied hiring, retention in employment, promotion, or other incidents or advantages of employment because of any obligation as a member of the armed forces. This leave is unpaid, except that employees may elect to use available sick or vacation time to receive pay and run concurrently with leave under this policy.

Employees requesting time off under this policy must notify their supervisor as soon as possible after learning the intended dates upon which leave will begin and end.

## Bone Marrow or Organ Donor Leave

In addition to any other medical, personal, or other paid leave provided in the Handbook, the Company will grant Arkansas employees an unpaid leave of absence to serve as an organ donor or a bone marrow donor if such employees request a leave of absence in writing to the Human Resources Department. The length of the leave of absence will be equal to the time requested by the employee or ninety (90) days, whichever is less.

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Employees may use available vacation or sick time to receive pay during this leave. Leave under this policy is not available to an employee who is eligible for leave under the federal Family and Medical Leave Act (FMLA). This leave will be used concurrently with FMLA when the employee is eligible.

**Crime Victim Leave**

Eligible employees who are the victim or the representative of a victim of a crime or sex offense will be provided with time off to:

- Participate, at the prosecuting attorney's request, in the preparation of a criminal justice proceeding relating to the crime; or
- Attend a criminal justice proceeding if attendance is reasonably necessary to protect the interests of the victim.

Time off under this policy will be unpaid, except that exempt employees may be paid as required by applicable federal or state law.

Employees are eligible for time off if the employee is:

- The victim of a sex offense or violent crime (felony resulting in physical injury to the victim or involving the use of a deadly weapon, terroristic threatening and stalking) at issue in the proceedings;
- A minor who is a victim of kidnapping, false imprisonment, permanent detention or restraint;
- The victim's spouse, child by birth or adoption, stepchild, parent, stepparent or sibling; or
- An individual designated by the victim or by a court in which the crime is being or could be prosecuted.

Employees who are accountable for the crime or a crime arising from the same conduct are not eligible for leave under this policy.

Before employees may take time off from work for this purpose, they must provide their supervisor with advance notice and, if possible, a copy of the notice of proceeding. Confidentiality of the situation, including the employee's request for the time off under this policy, will be maintained to the greatest extent possible.

The Company will not retaliate, nor tolerate retaliation, against any employee who seeks or obtains leave under this policy.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Employee Handbook, please note that, although the state has decriminalized the medicinal use of cannabis or THC-containing products, the Company does not permit the medicinal use of cannabis or THC-containing products in the workplace. Use of cannabis or THC-containing products

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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.

**Weapons in the Workplace**

The Company prohibits you and all other persons (other than law enforcement and authorized security personnel) from having firearms in working areas, in buildings, or on your person during working time or while performing work. Firearms are prohibited on all Company property and in Company vehicles. Failure to comply with this policy may subject you to disciplinary action, up to and including immediate termination. Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violation immediately to their supervisors or Human Resources.

***Exempt employees may be provided time off with pay for any of the above leaves when necessary to comply with state and federal wage and hour laws. Any employee who uses leave for unauthorized purposes will be subject to disciplinary action, up to and including termination.***

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