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NORTH CAROLINA 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

In addition to the Equal Employment Opportunity policy in the Handbook, WFS, Inc. provides equal employment opportunities (“EEO”) to all employees and applicants for employment without regard race, color, religion, national origin, sex (including pregnancy), disability, age, sickle cell or hemoglobin C trait, genetic information or testing and military service. WFS, Inc. also prohibits discrimination against employees because they engage in the lawful use of lawful products (e.g., tobacco products) outside of work, as long as those activities do not adversely affect job performance or the safety of other employees, and any other characteristic protected by local, state, or federal law. Additionally, the Company prohibits discrimination against employees with regard to continued employment on the basis of HIV or AIDS status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, discipline, termination, layoff, recall, transfer, compensation, access to benefits, and training. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Unlawful Discrimination, Harassment, & Retaliation

In addition to the Unlawful Discrimination, Harassment & Retaliation policy in the Handbook, WFS, Inc. expressly prohibits all forms of discrimination and harassment against employees based on race, color, religion, national origin, sex (including pregnancy), disability, age, sickle cell or hemoglobin C trait, genetic information or testing and military service. The Company also prohibits discrimination against employees because they engage in the lawful use of lawful products (e.g., tobacco products) outside of work, as long as those activities do not adversely affect job performance or the safety of other employees, and any other characteristic protected by local, state, or federal law. Additionally, the Company prohibits discrimination against employees with regard to continued employment on the basis of HIV or AIDS status. The Company will not tolerate behavior prohibited under this policy by anyone in the workplace, including applicants, employees, customers, vendors, or visitors. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Employment Eligibility & Authorization to Work

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

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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 prohibited 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.

Smoking/Smokeless Tobacco

WFS, Inc. strictly prohibits smoking, vaping, and the use of smokeless tobacco products throughout the workplace, including all work sites and company owned or leased vehicles. It is the intention of WFS, Inc. to provide all employees, regardless of preference, a smoke-free work environment. WFS, Inc. will also follow all town and county smoking laws and regulations.

Smoking is only permitted in designated areas. Smoking is prohibited at any other location, including the pathways to and from the designated areas. Should employees choose to smoke in their personal vehicles while in the employee parking lot the smoke and tobacco products must be completely contained within the vehicle.

If you have any questions regarding this policy, please contact the Payroll/Benefits Administrator.

Jury Duty Leave

WFS, Inc. encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, demoted or otherwise penalized because they request or take leave in accordance with this policy. You may request jury duty leave for the absence. If you get a jury duty summons, show your supervisor as soon as possible. This will help WFS, Inc. plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or WFS, Inc. may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from jury duty if we think that your absence would cause serious operational problems for WFS, Inc. In addition, no employee will be harassed, discriminated against, disciplined, or terminated for jury duty.

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Time spent engaged in attending court for prospective jury service or for serving as a juror will not be paid, except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty. Employees may also use any available PTO to receive pay during jury duty service.

WFS, Inc. reserves the right to confirm your attendance for jury duty with the court. If you have questions concerning jury duty, please contact the Payroll/Benefits Administrator.

Military Leave

In addition to the military leave rights set forth in the Handbook, employees who are members of the North Carolina National Guard are entitled to take an unpaid leave of absence when called into state active duty by the Governor. Employees will not be required to use accrued vacation or other paid leave during the period of active service.

In addition, upon honorable release from state active duty, employees who are members of the North Carolina National Guard or the National Guards of any other state will be entitled to reinstatement to their previous position or a position of like seniority, status and salary, as long as:

- The employee provides proper notice of the intent to return to employment with the Company;
- The employee is still qualified for employment; and
- The Company's circumstances have not changed such that reinstatement is unreasonable.

Employees must make written application for reemployment in accordance with the following timing requirements:

- If the active duty lasted thirty (30) days or less, the employee is required to make a written request for reinstatement no later than the first regularly scheduled work period which begins eight (8) hours after the employee has safely traveled from the place of state service to his or her residence. Upon release from state duty, the employee is entitled to reemployment with the Company within five (5) days of his or her release from duty.
- If the active duty lasted thirty (30) days or more, the employee is required to make a written request for reinstatement within fourteen (14) days of his or her release from duty.

If the employee is still qualified for the position that he or she previously held with the Company prior to state duty, the employee will be restored to that position, or to a position of like seniority, status, and salary, unless the Company's circumstances would make this unreasonable. If the employee is no longer qualified for his or her previous position, the Company will reemploy the employee to another position for which he or she is qualified and which will give the employee appropriate seniority, status, and salary, unless the Company's circumstances would make this unreasonable.

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Employees who have been hospitalized for or are recovering from an illness or injury that was incurred or aggravated in the course of performing active duty, the employee is required to request reinstatement within this period of recovery. The period of recovery is the time necessary for the employee to recover from such illness or injury, however, shall not exceed two (2) years unless extended by the Commissioner of Labor.

Prohibition of Discrimination

Employees who serve in the North Carolina National Guard or the National Guard of any other state will not be subject to discrimination, retaliation, or any adverse employment action on the basis of their membership, application for membership, performance of service, application for service, or obligation to perform service to the state National Guard at the direction of the President, Governor, or any other competent authority. Employees who are no longer qualified for their previous employment will be placed in another position for which they are qualified and that will provide appropriate seniority, status and salary, unless the Company’s circumstances make such a placement unreasonable.

Employees who serve in the North Carolina National Guard or the National Guard of any other state will not be subject to discrimination, retaliation, or any adverse employment action on the basis of their membership, application for membership, performance of service, application for service, or obligation to perform service to the state National Guard at the direction of the President, Governor, or any other competent authority.

Emergency Responder Leave

The Company will provide a leave of absence for employees who are called to respond to a declared state of emergency in their capacity as a volunteer firefighter, member of a rescue squad or member of an emergency medical services agency.

The Company reserves the right to have an employee certified as essential to the employer’s own ongoing emergency or disaster relief activities. Employees who are so certified will not be eligible for leave under this policy.

Leave under this policy will be unpaid except that exempt employees may be paid, as required by law. Additionally, employees may elect to use accrued vacation or other accrued leave during time off under this policy, but are not required to do so.

School Visitation Leave

Employees who are the parent, guardian or person standing in loco parentis of a school-aged child will be allowed up to four hours of time off per year to attend or otherwise be involved at their child’s school (including a public school, private and religious school, preschool or childcare facility).

Time off must be scheduled at a time mutually agreed upon between the employee and his or her supervisor. School Visitation Leave may require that employees submit a written request for the leave at least 48 hours before the requested absence. WFS, Inc.

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may also require that employees provide written verification from the child’s school, indicating that they attended or were otherwise involved at the school during the time of the leave.

Leave under this policy will be unpaid except that exempt employees may be paid, as required by law. Non-exempt employees may use PTO to receive pay for this time. WFS, Inc. will not terminate, demote or otherwise discriminate against employees who request or take leave in accordance with this policy.

Domestic Violence Victim Leave

Employees who are victims of domestic violence make take reasonable time off from work to seek relief under the domestic violence or civil no-contact laws, including, but not limited to, filing a civil action, obtaining a protective order or obtaining emergency assistance.

Employees seeking time off under this policy must provide the Company with reasonable advance notice of the leave, unless an emergency prevents them from doing so. The Company may require documentation verifying that an emergency prevented an employee from providing proper notice, as well as other information verifying the reason for the absence.

Time off under this policy will be unpaid, except that exempt employees may receive compensation, as required by applicable law.

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

Precinct Official Leave

Employees who are appointed as precinct officials will be allowed time off on Election Day to serve in that capacity. Employees wishing to take leave under this policy should notify their supervisor, in writing, at least 30 days in advance of the need for leave. Employees will not be terminated or otherwise penalized or discriminated against for requesting or taking leave under this policy. Time off under this policy will be unpaid, except that exempt employees will be paid when required under applicable law.

An employee whose child is under the jurisdiction of the juvenile courts will be granted leave to comply with a court order requiring the parent to attend a court appearance, a parental responsibility class, or the child’s medical, surgical, psychiatric, or psychological evaluation or treatment. Leave taken under this policy will be unpaid. However, employees may substitute accrued, but unused paid time off in lieu of unpaid leave for the period of leave under this policy.

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