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NEVADA 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 Handbook, and in accordance with Nevada law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including hair texture and protective hairstyles); status as victims of domestic violence; disability (including HIV and the use of an aid, appliance, or service animal); protected political activity; or any other protected status in accordance with applicable federal, state, or 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 Handbook, and in accordance with Nevada law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on race (including hair texture and protective hairstyles); status as a victim of domestic violence; disability (including HIV and the use of an aid, appliance, or service animal); protected political activity; or any other protected status in accordance with applicable federal, state, or local law.

The Company’s Policy Against Unlawful Harassment, Discrimination, and Retaliation also applies to all persons involved in the operations of the Company, and prohibits harassment, disrespectful or unprofessional conduct by any employee, including supervisors and managers, as well as vendors, customers, independent contractors, and any other persons.

Additional Examples of Prohibited Sexual Harassment

Among other forms of unlawful harassment, the Company strictly prohibits sexual harassment. Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include physical or verbal abuse concerning an individual’s gender, gender identity or gender expression.

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Access to Personnel Files

Upon request, employees will be allowed a reasonable opportunity to inspect their personnel file during regular business hours. Employees should make their request to the Human Resources Department.

The Company will, upon request, provide a copy of the personnel file to current employees. Employees who have been employed by the Company for more than 60 days, and who leave the Company, will also be allowed a reasonable opportunity to inspect their personnel file or be provided with a copy of their file within 60 days after their separation. Employees may be required to pay the actual cost of providing copies.

The following records will not be made available for inspection by employees or former employees: confidential reports from previous employers or investigative agencies, other confidential investigative files concerning the employee or information concerning the investigation, arrest, or conviction of the current or former employee for a violation of any law.

Employees who disagree with any of the information contained in their personnel file should notify the Human Resources Department in writing. If the Company agrees with the correction, it will change the information in the employee's file. Employees may also submit a reasonable written explanation of reasonable length in response to any entry in their personnel file, and the Company will maintain this explanation as part of the employee's personnel file.

Discussion of Wages

No employee is prohibited from inquiring about, discussing, or voluntarily disclosing information about their own wages or the wages of another employee. The Company does not require nondisclosure of an employee's wages as a condition of employment and will not require an employee to sign any contract, waiver or document to the contrary. The Company will not take an adverse action or retaliate against an employee discussing their wages or for aiding or encouraging any employee in the exercise of their rights. Further, the Company will not take an adverse action or retaliate against an employee discussing their wages or for aiding or encouraging any employee in the exercise of their rights. The Company will not prohibit an employee from lodging a complaint or testifying, assisting or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy will be construed to permit an employee whose job responsibilities require or allow access to other employees' wage or salary information from disclosing that information, unless the person is under a legal obligation to furnish the information (i.e. ordered by the Labor Commissioner or a court of competent jurisdiction) and/or has obtained written consent from the employee whose information is requested or sought. Additionally, nothing in this policy requires the Company or an employee to disclose their wages in response to an inquiry by another employee. .

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Overtime

In addition to the overtime premium pay described in the Handbook, nonexempt employees who earn less than one and one-half times the current Nevada minimum wage will be paid time and one-half of their regular rate of pay for hours worked in excess of eight hours per workday. The workday in Nevada is defined as a period of 24 consecutive hours that begins when the employee begins work. This daily overtime provision does not apply when, by mutual agreement with the Company, the employee works a scheduled 10 hours per day for four calendar days during the workweek. Please see Human Resources for questions about the specific application of this policy.

Meal Periods

In addition to the information provided in the Meal and Rest Break policy in the Handbook, employees are entitled to a 30-minute, uninterrupted, unpaid meal break for each 8-hour work period. Employees will be informed of scheduled meal breaks by their supervisor.

Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written agreement for an on-duty meal period, employees must clock in and out for their meal periods or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period. If you are unable to take all of the breaks for which you are entitled in accordance with this policy, you should immediately notify your supervisor or Human Resources.

No Company manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to Human Resources.

Rest Periods

The Company provides all non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3.5) hours.

Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Unless an employee is exempt under Nevada law, employees working more than 3.5 hours are entitled to a 10-minute rest period as follows:

- one 10-minute rest period if the employee works at least 3.5 and less than 7 hours;
- two 10-minute rest periods if the employee works at least 7 and less than 11 hours;

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- three 10-minute rest periods if the employee works at least 11 and less than 15 hours; or
- four 10-minute rest periods if the employee works at least 15 and less than 19 hours.

An unpaid lunch break is not considered when determining the number of hours worked by an employee for the purposes of the above-listed break times. Rest breaks will be provided as close as practical to the middle of each four-hour work period.

Employees who are unable to take all of the breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify a supervisor and/or Human Resources.

Pregnancy Accommodation

The Company will provide reasonable accommodations to female employees related to pregnancy, childbirth or related medical condition (including, but not limited, to lactation), to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, we will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- Modifying equipment or providing different seating;
- Revising break schedules, which may include revising frequency or duration of breaks;
- Providing space in an area other than a bathroom that may be used for expressing breast milk;
- Assistance with manual labor that is incidental to the primary work duties of the employee;
- Light duty work;
- Temporary transfer to a less strenuous or hazardous position;
- Job restructuring; or
- Modified work schedule.

The Company may require that employees provide an explanatory statement from their physician regarding the specific accommodation recommended by the physician.

The Company will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodation under this policy should contact the Human Resources Department. When an employee makes a request for a reasonable accommodation, the

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Company and employee will engage in a timely, good-faith, and interactive process to determine an effective, reasonable accommodation.

Pregnancy Leave

The Company permits eligible employees who are pregnant to take a leave of absence before and after childbirth, miscarriage or other natural resolution of the pregnancy to the extent leave is otherwise provided to other eligible employees for sickness or disability because of a medical condition.

Notice to Employees of Nevada Pregnant Workers’ Fairness Act

All employees are advised of the following:

- (1) Pursuant to NRS 613.4353 to 613.4383, inclusive of the Nevada Pregnant Workers’ Fairness Act, employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth, or a related medical condition.
- (2) A female employee has the right to a reasonable accommodation for a condition relating to pregnancy, childbirth, or a related medical condition.

The Company is committed to complying with all laws protecting employees under the Nevada Pregnant Workers’ Fairness Act, and the Company will provide a reasonable accommodation for any known condition relating to pregnancy, childbirth, or a related medical condition of a female employee, provided the requested accommodation does not create an undue hardship for the Company.

If you require an accommodation under the Nevada Pregnant Workers’ Fairness Act, you must notify Human Resources. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations. A female employee may be required to submit a written explanatory statement from the employee’s physician concerning the need for an accommodation because of pregnancy, childbirth, or related medical conditions, and the specific accommodation recommended by the physician.

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.

Nevada Paid Leave Law

The Company provides paid Leave to eligible employees in compliance with the requirements of the Nevada Paid Leave Law (NPLL). Certain eligible employees in Nevada begin to accrue paid leave, while other eligible employees in Nevada may receive NPLL leave frontloaded at the beginning of each calendar year, with leave prorated for newly hired employees. Please see Human Resources for more information regarding whether your NPLL leave is subject to the accrual, or frontloading, method.

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Eligibility

All full-time and part-time employees who work in Nevada are eligible to accrue paid leave. Please direct any questions to Human Resources regarding how this applies based on whether you accrue paid leave, or whether your leave is frontloaded.

The following employees are not eligible for paid leave under this policy:

- Temporary employees who work less than 90 days on an occasional or temporary basis (whether paid by the Company or a temporary employment agency, training school or training center);
- Seasonal employees who typically work less than 90 days and/or who are hired for a specific season;
- On-call employees who are called out to work on an hourly or daily basis based upon the Company's need; or
- Per-diem employees.

Reasons for Leave

Paid leave can be used for *any reason*, including, but not limited to the following:

- Treatment of a mental or physical illness, injury or health condition;
- Receiving a medical diagnosis or medical care;
- Receiving or participating in preventative care;
- Participating in caregiving; or
- Addressing other personal needs related to the health of the employee.

Annual Accrual of Paid Leave

Eligible employees begin to accrue paid leave upon their first day of employment. Eligible employees accrue paid leave at the rate of .01923 hours of paid leave for each hour worked. This applies to employees who are subject to the accrual method of leave calculation. Employees who are subject to the frontloading method will receive their allowed amount of NPLL leave frontloaded at the start of the calendar year (with leave prorated for newly hired employees). Please direct any questions regarding the accrual and/or frontloading methods to Human Resources.

Eligible employees may begin using accrued paid leave on the 90th calendar day of their employment with the Company. An employee's *use* of paid leave is limited to 40 hours per calendar year thereafter. Paid leave can be used in minimum increments of one hour.

Employees will not be required to find a replacement as a condition of using accrued paid leave.

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Requesting Paid Leave

Employees must provide notice of the need to use paid leave as soon as practicable but need not identify the reason for leave use. When the need for leave is foreseeable, such as when an employee is going on vacation or taking a voluntary day off, employees should provide notice of the need for leave as far in advance as possible. To provide notice of the need to use paid leave, employees should contact their supervisor and specify that they are using paid leave.

Rate of Pay

Leave is paid based on the regular rate of pay the employee is paid at the time when leave is taken.

Leave Carryover

Accrued, unused paid leave may be carried over from year to year, up to a maximum carryover amount of 40 hours per calendar year. If your leave is frontloaded, please direct any questions to Human Resources regarding carryover of frontloaded leave. Whether your leave is based on the accrual or frontloading method, at the end of the calendar year, any unused paid leave above the maximum accrual amount will be forfeited.

The Company does not offer pay in lieu of actual paid leave.

Separation From Employment

Compensation for accrued and unused paid leave (whether based on the accrual or frontloading method) is not provided upon separation from employment for any reason. If an employee is rehired within 90 days after separation and the separation was not due to the employee voluntarily leaving employment, any previously unused paid leave hours will be reinstated.

Retaliation

The Company will not retaliate or tolerate retaliation against any employee because the employee uses paid leave in accordance with this policy.

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Nevada Employee Savings Trust Program

The state of Nevada has established the Nevada Employee Savings Trust Program (NEST) allowing eligible employees to enroll in a state-sponsored retirement savings plan. The program allows eligible employees to make automatic deductions to private Roth IRA accounts administered by the state. Participation is entirely voluntary, and the plan is funded entirely by employee contributions set at a default rate of 5%. If applicable, the Company will provide you additional information separately. If you have any questions, please contact Human Resources.

Sick Leave to Care for Immediate Family Members (“Kin Care Leave”)

Employees may use paid or unpaid sick leave provided by the Company to assist an immediate family member who has an illness, injury, medical appointment, or other authorized medical need, to the same extent and on the same terms that the employee is able to use sick leave for the employee's own illness or injury. For purposes of this policy, an "immediate family member" includes the employee's child, foster child, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent, or a person for whom the employee is a legal guardian.

The Company may, at its sole discretion, limit the amount of sick leave available for kin care purposes to the amount of sick leave an employee would accrue in six months.

This policy does not extend the amount of leave to which an employee may be entitled under the federal Family and Medical Leave Act (FMLA).

The Company will not discriminate or retaliate against employees for requesting or using sick leave in accordance with this policy or for attempting to exercise or prosecute a violation of their rights under the law. Employees with questions or concerns regarding this policy or who would like to request time off under this policy should contact the Human Resources Department.

Emergency Responder Leave

The Company will provide Nevada employees who volunteer and perform certain emergency worker services with unpaid time off to volunteer and perform services as volunteer ambulance drivers and attendants, firefighters, search and rescue team members, and reserve unit of the sheriff's department. The Company will not discharge employees who volunteer and perform emergency worker services unless either the employee failed to provide the employer with notice of the employee's intent to join an emergency services unit, or the Company informed the employee that the employee may not participate in emergency services work during normal business hours. Time off under this policy will be unpaid, except that exempt employees may receive pay, as required by applicable law. Employees may use available vacation time to receive pay during this leave.

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Civil Air Patrol Leave

Civil Air Patrol (CAP) volunteers are entitled to unpaid job-protected leave for training and emergency missions. This leave is specifically for members of the Nevada Wing of the Civil Air Patrol who are engaged in training for emergency missions or responding to emergency missions, including participating in search and rescue operations. The law allows for up to ten (10) workdays of leave for training and up to thirty (30) workdays for emergency missions within each federal fiscal year. The Company will grant this leave without loss of position, seniority, accrued leave, or benefits.

Human Resources may request (1) certification that the employee has been authorized to respond to or train for an emergency mission and (2) verification from CAP of the employee’s need for volunteer service.

Employees may elect to use any available accrued paid leave (e.g., vacation) for any unpaid leave taken under this policy.

National Guard Leave

In addition to the military leave rights set forth in the Handbook, Nevada employees who serve as members of the Nevada National Guard or the National Guard of another state will receive unpaid leave when absent for training, active duty, and other meetings required by Nevada law for National Guard members. Employees needing leave pursuant to this policy should notify their supervisor as soon as possible. The Company will not retaliate against any employee taking leave pursuant to this policy.

Domestic Violence and Sexual Assault Victim Leave

Employees who are victims of domestic violence or sexual assault, or employees whose family or household members have been a victim of domestic violence or sexual assault, may take up to 160 hours of unpaid leave within 12 months immediately following the date on which the domestic violence or sexual assault occurred. Leave may be taken consecutively or intermittently. Employees may use available sick or vacation time to receive pay during this leave.

Only employees employed with the Company for at least 90 days are eligible for this leave. An employee who is the alleged perpetrator of the domestic violence or sexual assault is not eligible for leave.

Employees may use leave for any of the following reasons:

- For the diagnosis, care or treatment of a health condition related to an act of domestic violence or sexual assault against the employee or the employee's family or household member;
- To obtain counseling or assistance related to an act of domestic violence or sexual assault against the employee or the employee's family or household member;

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- To participate in any court proceedings related to an act of domestic violence or sexual assault against the employee or the employee's family or household member; or
- To establish a safety plan, including any action to increase the safety of the employee or the employee's family or household member.

A "family or household member" means a:

- Spouse;
- Domestic partner;
- Minor child; or
- Parent or other adult person who is related within the first degree of consanguinity (i.e., blood relation) or affinity (i.e., not a blood relation) to the employee, or other adult person who is or was actually residing with the employee at the time of the act of domestic violence or sexual assault.

If the reason for using leave is also a qualifying reason under the federal Family and Medical Leave Act (FMLA) and the employee is in fact eligible for FMLA leave, then the Company will also deduct the leave from the employee's available FMLA leave.

After an employee's initial leave for an occurrence of domestic violence or sexual assault, the employee must provide at least 48 hours' advance notice to the Company of their need to use additional hours of leave under this policy. The Company will not require the employee to find a replacement worker as a condition of using leave. Employees who take leave under this policy are required to provide the Company with documentation that supports the employee's reason for leave, such as a police report, a copy of an application for an order for protection, an affidavit from a victim's organization or documentation from a physician. The Company will keep such documentation confidential and will retain it consistent with FMLA requirements.

In addition to leave, employees who are victims of domestic violence or sexual assault, or employees whose family or household members have been a victim of domestic violence or sexual assault, may request reasonable accommodations (which do not create an undue hardship) from the Company, including:

- A transfer or reassignment;
- A modified schedule;
- A new work telephone number; or
- Any other reasonable accommodations which will not create an undue hardship for the Company and are necessary to ensure the safety of the employee and workplace.

The Company requires documentation to support the employee's request for a reasonable accommodation under this policy.

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The Company will not terminate, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee who:

- Requests leave or an accommodation under this policy;
- Participates as a witness or an interested party in a domestic violence or sexual assault court proceeding related to an act of domestic violence or sexual assault that triggered the use of leave; or
- Is the victim of an act of domestic violence or sexual assault committed at work.

Parental Involvement Leave

The Company will provide Nevada employees who are the parent, guardian, or custodian of a child enrolled in a school with four (4) hours of unpaid time off (per child) per school year to attend parent-teacher conferences, school related activities during regular school hours, or school sponsored events at the school, or volunteer or otherwise be involved in the school attended by a child. The employee must take the leave in increments of at least one (1) hour at a time mutually agreed on by the employer and the employee. Employees may use available vacation time to receive pay during the leave. The Company may require that employees make a written request for parental involvement leave at least five (5) school days before taking leave. The Company may require employees to provide documentation stating that the employee attended or was otherwise involved in school or a school-related activity during the time of leave. The Company will not terminate, demote, suspend, or otherwise discriminate against an employee who takes leave pursuant to this policy.

Time off under this policy will be without pay, except that exempt employees may receive pay for partial day absences, as required by applicable law. Non-exempt employees may request to use any paid time off available (e.g., vacation) to run concurrent with leave provided under this policy.

School Conference or Emergencies Leave

The Company will allow employees who are parents (including legal guardians or custodians) time off from work to:

- Appear at a conference requested by their child's school administrator; or
- Respond to notice from their child's school of an emergency involving their child.

Employees should notify their supervisor or the Human Resources Department as soon as possible that they will require time off for a school conference or emergency. Time off under this policy will be unpaid, except that exempt employees may receive pay for partial-day absences, as required by applicable law. Non-exempt employees may request to use any paid time off available (e.g., vacation) to run concurrent with leave provided under this policy.

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Legislative Leave

Employees who serve in the Nevada State Legislature may take time off from work to attend sessions and committee meetings during the legislative interim, which may include meetings of:

- The Legislative Commission or subcommittee of the Legislative Commission of which the employee is a member;
- The Interim Finance Committee of which the employee is a member;
- Other legislative committee or subcommittee created by law to which the employee is a member;
- An interim committee or any other committee established by the Legislature, which conducts a study or investigation of which the employee is a member; or
- A committee in the employee's official capacity as a legislator.

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

Voting

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who are registered voters and do not have sufficient time before or after work to vote will be allowed sufficient time off, without loss of pay, to vote. For purposes of this policy, sufficient time outside of working hours to vote means:

- One hour for employees whose polling place is two (2) miles or less from the workplace;
- Two hours for employees whose polling place is more than two, but not more than ten (10) miles from the workplace; or
- Three hours for employees whose polling place is more than ten (10) miles from the workplace.

Employees must provide notice of the need for time off to vote prior to Election Day. The Company may specify the particular time during which employees may be absent to vote. The Company will not make deductions from employees' salary or wages or otherwise penalize employees for taking sufficient time to vote, as outlined in this policy.

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Leave for Juvenile Court Appearances

The Company will allow Nevada employees who are the parent, guardian or custodian of a child to attend a juvenile court hearing with their child if they provide prior notice to the Company. Employees seeking leave under this policy must notify their supervisor in advance of the appearance. In the case of an initial detention hearing, the employee may provide oral notice in advance of the hearing but must provide the Company with a certificate of attendance issued by the juvenile court immediately upon their return to work. In the case of any hearing after the initial detention hearing, employees must give their supervisor at least five (5) days (or as soon as practicable in advance of the hearing) the employer’s copy of the written notice of the hearing issued by the juvenile court to be eligible for this time.

Time off under this policy will be without pay except that exempt employees may receive pay, as required by applicable law. Non-exempt employees may use any paid time off available (e.g., vacation) to run concurrent with leave provided under this policy. This leave may run concurrent with the Family and Medical Leave Act and/or any other leave permitted by law.

The Company will not terminate or take any adverse action against employees who attend a juvenile court hearing relating to a juvenile if the employee provides the Company with a copy of the certificate of attendance or notice provided by the court.

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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