



**TABLE OF CONTENTS**

UTAH HANDBOOK SUPPLEMENT ..... 1

    Equal Employment Opportunity Policy ..... 1

    Accommodations for Pregnancy, Childbirth, Breastfeeding, or Related Conditions ... 1

    Policy Against Unlawful Harassment, Discrimination, and Retaliation .....2

    Voluntary Emergency Services Leave ..... 2

    Voting .....2

    Voluntary Emergency Services Leave .....2

    Minor Child Court Appearance Leave ..... 3

    Military Leave..... 3

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## UTAH 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.

### Utah Policies

#### Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Handbook and in accordance with Utah law, the Company is committed to providing equal employment opportunities to all employees without regard to an individual’s emergency service volunteer status; vaccination status or whether the employee has an immunity passport; 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.

#### Accommodations for Pregnancy, Childbirth, Breastfeeding, or Related Conditions

The Company will provide a reasonable accommodation upon request of an employee for reasons related to pregnancy, childbirth, breastfeeding or any related medical condition, to the extent an accommodation can be provided without imposing an undue hardship on the Company’s business operations. Employees should promptly notify Human Resources of the need for an accommodation under this policy as soon as reasonably possible.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing a reasonable accommodation, which may include, without limitation:

- Allowing more frequent breaks or periodic rest;
- Seating accommodations;
- Limits on heaving lifting;
- Modifying job duties;
- Modifying work schedules or work hours;
- Temporary transfer to a less strenuous or less hazardous position;
- Providing appropriate facilities for expressing breast milk; or
- Providing a leave of absence.

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The Company may require an employee to provide a certification from their healthcare provider in connection with a request for reasonable accommodation that includes the following:

- The date the reasonable accommodation became medically advisable;
- The probable duration of the reasonable accommodation; and
- An explanatory statement as to the medical advisability of the reasonable accommodation.

This certification is generally not necessary for accommodations dealing with more frequent restroom, food, or water breaks.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave where permitted by federal, state, or local laws.

For more information, or if you require an accommodation, please contact Human Resources.

### **Policy Against Unlawful Harassment, Discrimination, and Retaliation**

In addition to the protected statuses listed in the Handbook, and in accordance with state and federal law, the Company strictly prohibits all forms of unlawful harassment, discrimination, and retaliation with regard to an individual’s emergency service volunteer status; vaccination status or whether the employee has an immunity passport; or any other protected status in accordance with applicable federal, state and local law.

### **Voting**

In circumstances where an employee’s work schedule does not provide three (3) hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to two (2) hours, for employees to vote. Employees who need time off to vote should notify their supervisor prior to an election day. The Company requires such employees to submit proof of voting, such as a voting sticker. The Company reserves the right in its sole discretion to specify a time period during which the polls are open for employees to leave work to vote.

### **Voluntary Emergency Services Leave**

The Company does not discriminate against employees who serve as Emergency Service Volunteers. The Company provides Emergency Service Volunteers with unpaid leave when necessary for those employees to respond to an emergency in connection with their service.

As used in this policy, “Emergency Service Volunteer” includes volunteer firefighters, licensed emergency service personnel, and individuals mobilized as part of a *posse comitatus* (individuals summoned by authorities to aid or assist in an emergency).

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Employees must make a reasonable effort to notify the Company of their need for leave as far in advance as possible.

Employees will be required to provide the Company with a written statement from their supervisor or acting supervisor when they are in the course of performing duties as an emergency services volunteer that: (1) states that the employee responded to an emergency; and (2) states the time and date of the employee’s service as an emergency services volunteer. Employees may use available vacation time to receive pay during this leave; otherwise, the leave is unpaid.

Employees will not be subject to retaliation, including any threat of adverse employment action, for taking leave pursuant to this policy.

**Minor Child Court Appearance Leave**

Employees who are the parent, guardian, or legal custodian of a minor child or ward who must appear in court will be allowed leave for the purpose of appearing in court with the child.

Employees seeking leave under this policy must request leave at least seven days in advance of the need for leave. However, if an employee does not receive notice of the hearing seven or more days in advance, then the employee must request leave within 24 hours of receiving notice of the hearing.

Leave under this policy will be unpaid, except that exempt employees may be paid as required by applicable law.

**Military Leave**

In addition to the military leave rights outlined in the Handbook, any member of a reserve component of the armed forces of the United States who, pursuant to military orders, enters active duty, active or inactive duty for training purposes, or state active duty will, upon request, be granted a military leave of absence, up to five (5) years.

Utah employees who are members of the Utah National Guard or State Defense Force, when ordered to into state military service by the governor, will have the same rights and protections as provided by federal law for activation into federal military service for the duration of their state service, not to exceed five (5) years.

Although this leave is unpaid, the Company permits employees to use any accrued, unused vacation time during their absence.

Upon satisfactory release from state or federal orders, or from hospitalization incidental to the orders, returning employees will be permitted to return to their prior employment and have the same rights and protections as provided by federal law for activation into federal military service as it pertains to seniority, status, pay, and vacation time the member would have had as an employee if the member had not been absent for military purposes.

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***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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