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## VIRGINIA HANDBOOK SUPPLEMENT

Policies included in this state supplement are intended to be viewed in conjunction with WFS, Inc.'s Handbook, and may govern only certain employees. In the case where a state policy is more generous than its counterpart contained in WFS, Inc.'s Handbook, the more generous policy will govern. WFS, Inc. at its option, may change, delete, or discontinue parts of this supplement.

### Personnel Files and Records

In addition to the information provided in the Personnel Files and Records policy in the Handbook, upon receipt of a written request by a current or former Virginia employee, the Company will provide the individual with a copy of all records or papers retained by the Company regarding the following: (i) the employee's dates of employment with the Company; (ii) the employee's wages or salary during employment; (iii) the employee's job description and job title; and (iv) any injuries sustained by the employee during the course of employment with the Company.

The Company will provide these documents within 30 days of receipt of a written request. If the Company is unable to provide these documents within 30 days, the Company will notify the individual, in writing, about the reason for the delay and will provide the documents within 30 days after the date of the written notice. The Company may charge a reasonable fee for copying or for the electronic records.

Records will not be provided when the employee or former employee's treating physician or clinical psychologist has made a written statement that in his/her opinion, the furnishing to or review by the employee would be reasonably likely to endanger the life or physical safety of the employee or another person, or that such records make reference to a person, other than a health care provider. However, if requested, such records must be provided within 30 days to the employee's attorney or authorized insurer.

### Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing their own wages or those of another employee. The Company will not terminate or otherwise discriminate or retaliate against any employee on the basis of such a disclosure or because the employee files a complaint alleging a violation of the Virginia law on wage transparency.

This policy does not apply to the disclosure of other employees' compensation information by employees who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information. Company representatives may disclose employees' wages in response to a complaint or charge; in furtherance of an investigation, proceeding, hearing or action under state law; or when legally obligated to do so.

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## Reasonable Accommodations for Individuals With Disabilities

Employees and job applicants have the right to be free from discrimination based on disability and have the right to request reasonable accommodation for disabilities under the Virginia Human Rights Act (VHRA).

WFS, Inc. will make reasonable accommodation for the known physical or mental impairments of an otherwise qualified employee or applicant with a disability, unless undue hardship would result. Any employee who requires accommodation to perform the essential functions of their job should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in a timely, good-faith interactive process with the employee. The Company has the right to choose among equally effective accommodations.

WFS, Inc. will not:

- Fail or refuse to hire, terminate, or otherwise discriminate against any individual on the basis of disability;
- Refuse to make reasonable accommodation to the known physical and mental impairments of an otherwise qualified person with a disability, if necessary to assist that person in performing a particular job, unless the accommodation would impose an undue hardship on the Company's business, consistent with the VHRA;
- Take adverse action against an employee because they request or use a reasonable accommodation in accordance with the VHRA;
- Deny employment or promotion opportunities to an otherwise qualified applicant or employee because the Company must make reasonable accommodation(s) for a disability; or
- Require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the disability.

Employees with questions or concerns regarding this policy should contact Human Resources. Employees should also consult the Disability Accommodations policy provided in the Company's Handbook.

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

The Company will provide employees and applicants with a reasonable accommodation for known limitations related to pregnancy, childbirth, or a related medical condition, including lactation, unless doing so would impose an undue hardship on the Company's business, consistent with Virginia law.

Reasonable accommodations include, but are not limited to: more frequent or longer bathroom breaks; breaks to express breast milk; access to a private location other than a bathroom for the expression of breast milk; acquisition or modification of equipment; or access to or modification of employee seating; a temporary transfer to a less-strenuous or less-hazardous position; assistance with manual labor; job restructuring; a modified work schedule; light-duty assignments; and leave to recover from childbirth.

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After an employee has requested accommodation under this policy, the employee and the Company will engage in an interactive process to determine what accommodation, if any, may be appropriate.

The Company prohibits unlawful discrimination on the basis of pregnancy, childbirth, or related medical conditions. Employees have the right to reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions, and the Company will not take adverse action against an applicant or employee because they request or use reasonable accommodations in accordance with this policy.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Human Resources.

### **Organ and Bone Marrow Donation Leave**

Eligible employees, who have worked for WFS, Inc. for at least 12 months and 1,250 hours during the preceding 12 months, are eligible for organ and bone marrow donation leave. Eligible employees may receive up to 60 business days per 12-month period of unpaid organ donation leave and up to 30 business days per 12-month period of bone marrow donation leave. This leave is unpaid, although employees may use available vacation and sick time to receive pay during the leave.

Employees will be restored to their same position following leave, and will not be discriminated against or retaliated against for taking leave.

### **Election Leave**

WFS, Inc. provides unpaid leave for employees serving as an election officer, who is a person appointed by an electoral board to serve at a polling place for any election. If you take leave under this policy for four or more hours, including travel time, in one day, you will not be required to start any work shift that begins:

- On or after 5:00 p.m. on the day of the election service.
- Before 3:00 a.m. on the day after the election service.
- Retaliation against employees who take leave under this policy is prohibited.

Employees may use available vacation leave to receive pay for leave under this policy. The Company will not terminate or take any adverse employment action against an employee as a result of requesting or taking leave under this policy. Employees who seek additional information about this policy should contact Human Resources.

### **Military Leave**

In addition to the information provided in the Military Leave policy provided in the Handbook, Virginia employees who are members of the Virginia National Guard, Virginia Defense Force, a member of the National Guard of another state, and who are otherwise employed in the Commonwealth of Virginia, who are called to state active duty or military duty as defined by Title 32 of the United States Code, will be provided with unpaid leave

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necessary to fulfill such obligations and may, at their sole discretion, use any accrued vacation for the period of active service.

Upon honorable release from state active duty or military duty, Virginia employees who are members of the Virginia National Guard, Virginia Defense Force, or a member of the National Guard of another state who was previously employed in the Commonwealth of Virginia, are required to make a written application to the Company for reemployment within fourteen (14) days of their release from duty or from hospitalization following release, if the length of the member's absence does not exceed 180 days, or within ninety (90) days of their release from duty or from hospitalization following release if the length of the member's absence exceeds 180 days. The Company will restore such employees to the position they held when they were ordered to duty, unless the position previously held no longer exists, in which case the employee shall be reinstated to a position of like seniority, status, and pay, or to a comparable vacant position for which they are qualified, unless to do so would be unreasonable. If the employee's cumulative length of absence and of all previous absences with the Company by reason of service in the uniformed services exceeds five years, he/she will not have reemployment rights and entitlements under the law and this policy.

Employees will not be discriminated against or subject to retaliation due to their membership application for membership, service, application for service, or obligation in the Virginia National Guard, Virginia Defense Force, or National Guard of another state, or for taking leave under this policy.

#### Additional Rights for Virginia National Guard Members

Members of the Virginia National Guard who are called to state active-duty service for 30 consecutive days or more are also entitled to the rights, benefits and protections provided under the federal Servicemembers Civil Relief Act for a call to federal active duty.

In addition, when a member of the Virginia National Guard is called to active duty by the Governor, they will have the option of continuing life, health or long-term care insurance at their own expense.

#### **Civil Air Patrol Leave**

Virginia employees who are volunteer members of the Civil Air Patrol will be provided with up to ten (10) workdays days of unpaid leave to engage in training for emergency missions as a Civil Air Patrol volunteer, or up to thirty (30) workday days of unpaid leave to respond to an emergency mission as a Civil Air Patrol volunteer, in a federal fiscal year. Employees who take Civil Air Patrol leave will not suffer loss of seniority, accrued leave, benefits, or efficiency rating on all days during such leave.

Employees must request leave under this policy as soon as practicable and provide the Company with certification that the employee has been authorized by the United States Air Force, the Governor, or a department, division, agency, or political subdivision of the state to respond to or train for an emergency mission, as well as verification from the Civil Air Patrol of the emergency need of the employee's volunteer service. Employees may,

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at their discretion, choose to use available vacation leave during the period of leave taken under this policy.

### Crime Victim Leave

Eligible employees who are victims of a crime, or whose family member is a victim, may take time off from work to attend any criminal proceedings relating to the crime, provided the employee has the right to appear. Employees are eligible for leave under this policy if they:

- Suffered physical, psychological or economic harm as a direct result of the commission of a felony, assault and battery, maiming or driving while intoxicated;
- Are the spouse or child of a crime victim;
- Are the parent or legal guardian of a victim who is a minor; or
- Are the spouse, parent, sibling, or legal guardian of a victim who is physically or mentally incapacitated or of a homicide victim.

Employees who are accountable for the crime or who are the relative or guardian of an individual who committed the crime are not eligible for leave under this policy.

The Company may limit leave provided under this policy if the leave creates an undue hardship for the Company's business.

Time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week's absence to appear as a witness.

Before employees may take time off from work for this purpose, they must provide their supervisor with a copy of the form provided to the employee by the applicable law enforcement agency and, if applicable, provide a copy of the notice of each scheduled criminal proceeding that is provided to the employee as a victim.

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

### Court Appearance Leave

Employees will be allowed time off from work to respond to a summons or subpoena to appear in court, except as a criminal defendant. Employees seeking leave under this policy must provide reasonable advance notice.

Time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week's absence for leave to appear as a witness. Employees will not be required to use sick leave or vacation for time spent responding to a summons or subpoena in accordance with this policy.

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