



TABLE OF CONTENTS

OKLAHOMA HANDBOOK SUPPLEMENT 1

 Equal Employment Opportunity Policy1

 Policy Against Unlawful Harassment, Discrimination, and Retaliation1

 Voting1

 Alcohol and Drug Policy2

 Military Leave..... 2

Doc No:	EHSSG24	Requestor:	Amanda Gayles
Rev:	00	Author:	Lockton
		Rev Date:	09/30/2025



OKLAHOMA 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 Oklahoma law, the Company is committed to providing equal employment opportunities to all applicants and employees without regard to marital status, creed, off-duty use of tobacco, status as a licensed medical cannabis user, 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 Handbook, and in accordance with applicable law, the Company strictly prohibits all forms of unlawful harassment, discrimination, or retaliation on the basis of an individual’s marital status, creed, off-duty use of which includes harassment based on tobacco, status as a medical cannabis, 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.

Voting

Our Company believes that every employee should have the opportunity to vote in any state or federal election, general primary, or special primary. Any employee whose work schedule does not provide them two (2) consecutive hours either between the opening of the polls and the beginning of their shift or between the end of their shift and the close of the polls will be granted sufficient paid time off to vote. If the employee is such a distance from their voting location that more than two (2) hours are needed to vote, the Company will ensure the employee is given sufficient time off. The Company may select the hours you are excused to vote.

Employees are expected to notify their supervisor of their need for leave as far in advance as possible, at least three (3) days prior to Election Day. The Company may require you to present proof of having voted upon your return from leave, such as a voting sticker.

Doc No:	EHSSG24	Requestor:	Amanda Gayles
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		Rev Date:	09/30/2025



Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the 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 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. Our drug and alcohol testing policy will be interpreted and enforced consistent with applicable law.

Military Leave

In addition to the military leave rights outlined in the Handbook, Oklahoma employees who are absent from employment while serving on state active duty or Title 32 active duty in the state military forces will be entitled to the reemployment rights and other employment benefits outlined in the Oklahoma Uniformed Services Employment and Reemployment Rights Act (OK USERRA). For purposes of this policy, the "state military forces" means the Oklahoma National Guard, the Oklahoma State Guard, and any other military force organized under the Constitution and laws of Oklahoma when not in a status that places them under exclusive federal jurisdiction.

The Company will reemploy employees returning from service in the state military forces unless reemployment is impossible or unreasonable because of changed circumstances, reemployment presents an undue hardship for the Company, or the position the individual held before leaving to serve was for a brief, nonrecurrent period.

Unless one of the above exceptions applies, the Company will reinstate eligible employees, provided that:

- The employee or an appropriate officer of the state military forces gave the Company advance written or verbal notice of the service, unless such notice is precluded by military necessity or otherwise impossible or unreasonable;
- The cumulative length of the individual's absence and of all previous absences from a position of employment with the Company for service in the Uniformed Services of the United States does not exceed five years;
- The employee provides proper notice of the intent to return to employment with the Company; and
- The employee provides documentation showing that entitlement to leave was not terminated as a result of dishonorable discharge from uniformed services.

When determining whether an employee has exceeded the five-year maximum of military leave, the following will not be counted:

- Service beyond five years is required to complete an initial period of obligated service;
- Service when the individual, through no personal fault, is unable to obtain orders releasing them from a period of service before the expiration of the five years;

Doc No:	EHSSG24	Requestor:	Amanda Gayles
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		Rev Date:	09/30/2025



- Service performed to fulfill additional training requirements determined to be necessary for professional development or for completion of skill training or retraining;
- Service performed as active duty; or
- Service performed by an individual who has been ordered to state active duty in support of a mission or requirement of the state military forces; ordered to or retained on Title 32 active duty under 32 U.S.C., Section 502(f); or ordered to or retained on state active duty or Title 32 active duty (other than for training) under any provision of law to execute the laws of the state, suppress insurrections or repel invasions or for any state emergency declared by the governor or state legislature.

Employees who are absent because of service in the state military forces will be deemed to be on furlough or a leave of absence and will be entitled to participate in benefits that are not determined by seniority and are generally offered to employees with similar seniority, status, and pay who are on furlough or a leave of absence. There is an exception for employees who are absent because of service in the state military forces and knowingly provide written notice of intent not to return to a position of employment when their service concludes.

Accrued, unused vacation will be paid during leave for service in the state military forces at the employee's request. After 30 days of continuous absence for service in the state military forces, employees may elect to continue their health plan coverage at their own expense, for up to 24 months or during the remaining period of service, whichever is shorter.

Employees must notify the Company of their intent to return to employment following service in the state military forces in accordance with the following timing requirements:

- For individuals whose period of service in the state military forces was less than 31 days or was for an examination to determine the person's fitness to perform service in the state military forces, not later than the beginning of the first full regularly scheduled work period on the first calendar day following the completion of the period of service, safe transport to the individual's residence and an additional eight-hour period;
- For individuals whose period of service in the state military forces was more than 30 but less than 181 days, not later than 14 days after completion of the period of service;
- For individuals whose period of service in the state military forces was for more than 180 days, not later than 90 days after the completion of the period of service; and
- For individuals hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the period of service in the state military forces, not later than the end of the period necessary to recover (generally not to exceed two years).

Doc No:	EHSSG24	Requestor:	Amanda Gayles
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Exceptions to the above timing requirements will apply when providing notice is either impossible or unreasonable through no fault of the person. In those cases, notice must be provided as soon as possible. Individuals who otherwise fail to report or apply for employment or reemployment within the specified period will not automatically forfeit their reinstatement. Rather, they will be subject to the Company's rules, policies, and procedures related to absences from scheduled work.

Individuals are not entitled to the rights and benefits established by the OK USERRA if:

- They separated from the state military forces with a dishonorable or bad conduct discharge;
- They separated from state military forces under other than honorable conditions; or
- They were dismissed or dropped from the rolls pursuant to the Oklahoma Uniform Code of Military, its regulations, or applicable regulations of the National Guard Bureau, United States Army, or United States Air Force.

The Company may require documentation demonstrating that the individual was not discharged dishonorably or under conditions other than honorable or dismissed or dropped from the rolls in the manner described above. However, the Company will not deny reemployment to an employee who fails to meet a documentation requirement, if the failure occurs because such documentation does not exist or is not readily available at the time of the request (except, if the leave was more than 90 days, the Company may require documentation before treating the employee as having no break in employment for pension purposes). However, if documentation becomes available, subsequent to reemployment, establishing that the requirements outlined above were not met, the Company may terminate employment and any benefits provided.

Upon return from service in the state military forces, employees whose period of service was for less than 91 days will be reinstated to the position they would have held if their continuous employment had not been interrupted by the service, so long as they are qualified to perform the duties of the position. If the person is not qualified to perform the duties of that position, they will be reinstated to the position they held at the beginning of the service in the state military forces. For a person whose period of service in the state military forces was for more than 90 days, they will be reinstated to the position they would have held if their continuous employment had not been interrupted by the service or to a position of like seniority, status, and pay, so long as they are qualified to perform the duties of the position. If the person is not qualified to perform the duties of that position, they will be reinstated to the position they held at the beginning of the service in the state military forces, or a position of like seniority, status, and pay that the employee is qualified to perform. If necessary, the Company will provide training to support the employee's transition back to the workforce.

If the employee has a disability that was incurred in or aggravated during the service and, after reasonable efforts by the Company to accommodate the disability, is, because of the disability, not qualified to perform the duties of the position they would have held if their continuous employment had not been interrupted by the service, but is qualified to

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perform another position (or would become qualified with reasonable efforts by the Company), the Company will place the employee in another position that the employee is qualified to perform and that provides similar seniority, status and pay, or as close as possible given the circumstances.

Upon reinstatement, employees will be entitled to the seniority and other rights and benefits they had on the date of the commencement of military leave, as well as the additional seniority and rights and benefits determined by seniority they would have attained had they remained continuously employed.

For employees whose period of service before reemployment lasted more than 180 days, the Company will not terminate the employee within one year after the date of reemployment, except for cause. For employees whose period of service before reemployment was between 30 and 180 days, the Company will not terminate the employee within 180 days after the date of reemployment, except for cause.

The Company also will not discriminate against or take any adverse employment action against any employee because that person has: taken an action to enforce a protection afforded pursuant to the OK USERRA; testified or otherwise made a statement in or in connection with any proceeding under the OK USERRA; assisted or otherwise participated in an investigation under the OK USERRA; or otherwise exercised a right provided for in the OK USERRA.

Leave for Funeral Honors Duty

Employees who are members of the state military forces will be allowed a leave of absence to perform funeral honors duty, as authorized by federal law.

Leave for the United States Armed Forces

Members of the United States reserves or any other component of the armed forces of the United States will be entitled to a leave of absence without loss of status or seniority when ordered to active or inactive duty or service.

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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