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MARYLAND 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.

Harassment and Discrimination Prevention

In addition to the information provided in the Anti-Discrimination/Anti-Harassment Harassment and Discrimination Prevention policy in the Handbook, an aggrieved employee may file a complaint with the Maryland Commission on Civil Rights (the Commission) within six months of the date on which the alleged discriminatory act occurred. This requirement is also satisfied if the aggrieved employee files a complaint with a federal or local human relations commission within six months of the date on which the alleged discriminatory act occurred. A complaint alleging harassment may be filed with the Commission within two years of the date of the alleged harassment. No attorney is required to file a complaint, and there is no cost to file such a complaint.

Jury Duty

In addition to the Jury Duty policy in the Handbook, the Company will not require an employee who is responding to a summons and performing jury service for four or more hours, including traveling time, to work a shift that begins on or after 5 p.m. on the day of the employee's appearance for jury service or before 3 a.m. on the day following the employee's appearance for jury service.

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, demote, suspend or otherwise discriminate or retaliate against any employee on the basis of such a disclosure or because the employee files a complaint or charge or otherwise institutes an investigation, proceeding or hearing based on the disclosure of wage information.

This policy does not apply to disclosure of other employees' wage 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, or in furtherance of an investigation, proceeding, hearing or action under state law.

Pregnancy Accommodation

Pregnant employees who have a temporary disability (as defined under Maryland law) that is caused or contributed to by pregnancy, may request the following

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accommodations: (1) changing of job duties; (2) relocating a work area; (3) providing mechanical or electrical aids; (4) transferring to a less-strenuous or less-hazardous position; (5) temporary change in work hours; or (6) providing leave.

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

Employees requesting an accommodation under this policy may be required to provide a health care provider's certification that includes the date the accommodation became medically advisable, the probable duration of the accommodation and an explanatory statement as to the medical advisability of the accommodation.

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

Lactation Accommodation (Baltimore)

In accordance with the Baltimore Lactation Accommodations in the Workplace Ordinance (BLAWO), the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child.

If an employee otherwise receives any paid rest or break time, the lactation break time should, to the extent possible, run concurrently with that paid break time. If the break time cannot run concurrently with any paid rest or break time already provided to the employee, the break time will be unpaid for nonexempt employees.

Lactation Room

Upon request, the Company will provide a lactation location (other than a bathroom or closet) that is in close proximity to the employee's work area. The lactation location may be the place where the employee normally works, if it otherwise meets the requirements of the BLAWO.

The lactation location will shield occupants from view and intrusion by co-workers and others and will be safe, clean and free of toxic or hazardous materials. The lactation location will contain: a surface on which to place a breast pump and other personal items, a place to sit and at least one electrical outlet. A sink with running hot and cold water and a refrigerator in which the employee can store breast milk will either be present in the lactation location itself or at another location that is within close proximity to the employee's work area. Access to the lactation location will be limited by a door that can be locked from the inside.

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A designated lactation location may also be used for other purposes. However, throughout the period when an employee needs to express milk, the primary function of the space will be its use as a lactation location. Employees who might otherwise wish to use the designated space should be aware that its primary function is to serve as a lactation location (when applicable), which takes precedence over all other uses. Employees who have questions or concerns related to lactation location scheduling should contact Human Resources.

Requesting a Lactation Accommodation

Employees have a legal right to request a lactation accommodation.

To request a lactation accommodation, employees should complete a Lactation Accommodation Request Form and submit the form to Human Resources. The Company will respond to the employee's request within five business days and will engage in an interactive process to determine lactation break periods and an appropriate lactation location.

If the Company does not provide lactation breaks or a lactation location, or provides a lactation location that does not fully comply with the BLAWO or asserts a waiver or variance for undue hardship, the Company will describe, in a written response to a lactation accommodation request, the specific bases for which the Company has done so.

Employees should contact Human Resources with any follow-up inquiries.

Retaliation Prohibited

The Company will not demote, terminate, or otherwise retaliate against an employee who requests or makes use of the accommodations and break time described in this policy or otherwise exercises rights conferred by the BLAWO. Any employee who believes they have experienced a violation of the BLAWO or this policy should report their concerns to Human Resources. Employees can also file a complaint regarding alleged violations of the BLAWO with the Baltimore Community Relations Commission.

Use of Paid Leave to Care for Family Members or for Bereavement

Employees may use available earned paid leave to take time off to care for an ill immediate family member who is sick under the same conditions and policy rules that would apply if the employee took leave for their own illness. Employees can also use available paid leave for bereavement leave upon the death of an immediate family member.

For purposes of this policy, "immediate family member" means a child (an adopted, biological, foster or stepchild or a legal ward), spouse or parent. In the case of leave to care for a sick family member, "child" means a child who is under the age of 18 years or

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who is at least 18 years old and incapable of self-care due to a mental or physical disability. For bereavement leave, a "child" means a child of any age.

To the extent that an employee has more than one form of paid leave available, the employee has the right to elect the type and amount of paid leave to be used. However, for purposes of this policy, paid leave does not include short-term disability leave, other disability benefits, workers' compensation or similar benefits.

The Company will not terminate, demote, suspend, discipline or discriminate against employees because they request or take leave in accordance with this policy, oppose a practice prohibited by the Maryland Flexible Leave Act or bring a charge or participate in an investigation or proceeding related to a violation of the Act.

Paid Sick, Safe and Parental Leave

The Company provides eligible employees with paid sick, safe and parental leave in accordance with the requirements of the Maryland Healthy Working Families Act (MHWFA).

Eligibility

Employees who regularly work 12 or more hours per week are generally eligible to accrue paid sick, safe and parental leave for hours worked in Maryland.

Accrual and Use of Sick, Safe and Parental Leave

Eligible employees begin to accrue paid sick, safe and parental leave on the employee's date of hire. Paid sick, safe and parental leave generally accrues at a rate of one hour for every 30 hours worked, up to a maximum annual accrual of 40 hours in a single calendar year. Other employees receive 40 hours of sick leave at the beginning of each calendar year, with leave prorated for newly hired employees. Please see Human Resources for more information regarding leave accrual/frontloading.

Eligible employees may not use sick, safe and parental leave until after the employee's 106th calendar day of employment.

Paid sick, safe and parental leave may be used in increments of one (1) hour. Eligible employees may use up to 64 hours of paid sick, safe and parental leave in any calendar year.

Employees are not required to search for or find an employee to cover their work when they take sick, safe and parental leave and are not required to offer or accept an offer of additional hours or a trade in shifts to make up for the use of such time. Sick, safe and parental leave taken in accordance with this policy will not be counted as an absence or occurrence that may result in discipline, termination or other adverse employment action.

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Reasons Paid Sick, Safe and Parental Leave May Be Used

Employees may use sick, safe and parental leave for the following reasons:

- To care for or treat the employee's or a family member's mental or physical illness, injury or condition;
- To obtain preventive medical care for the employee or a family member; or
- For maternity or paternity leave.

Employees may also use paid sick, safe and parental leave if the employee or a family member is a victim of domestic violence, sexual assault or stalking and needs time off to:

- Obtain medical or mental health attention related to the domestic violence, sexual assault or stalking;
- Obtain services from a victim services organization;
- Temporarily relocate due to domestic violence, sexual assault or stalking; or
- Obtain legal services, including legal proceedings related to, or resulting from, the domestic violence, sexual assault or stalking.

For purposes of this policy, "family members" include a:

- Child (including a biological, adopted, foster or stepchild, a legal ward of the employee or employee's spouse, or a child for whom the employee has legal or physical custody or guardianship or for whom the employee stands *in loco parentis*, regardless of the child's age);
- Parent (including a biological, adoptive, foster or stepparent of the employee or the employee's spouse; a legal guardian; or a person who acted as a parent or stood *in loco parentis* to the employee or employee's spouse when they were minors);
- Spouse;
- Sibling (including a biological, adopted or foster sibling or a stepsibling);
- Grandparent (including a biological, adoptive, foster grandparent or step-grandparent); or
- Grandchild (including a biological, adoptive, foster or step-grandchild).

Requesting Sick, Safe and Parental Leave/Documentation

If the need for sick, safe and parental leave is foreseeable, employees must provide notice seven days before the leave would begin, unless they learn of the need to use leave within a shorter period. If the need for sick, safe and parental leave is unforeseeable, employees should provide notice as soon as practicable after the need for leave arises. To provide notice of the need to use sick, safe and parental leave, employees should notify their supervisor or Human Resources.

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If sick, safe and parental leave is used for more than two consecutive scheduled shifts, the Company may require that employees provide reasonable documentation to verify that the leave time is used appropriately. Employees are not required to disclose specific details of their own mental or physical illness, injury or condition or that of a family member.

Failure to comply with these notice and documentation requirements may result in the denial of a leave request.

Rate of Pay

Sick, safe and parental leave is paid at the same rate, and with the same benefits, the employee normally earns.

Leave Carryover

Employees who have accrued sick, safe, and parental leave remaining at the end of the calendar year may carry over up to 40 hours of the accrued and unused time to the next year. However, employees may not use more than 64 hours of sick, safe and parental leave in a year. In addition, once an employee has a bank of 64 hours of sick, safe and parental leave, no further sick, safe and parental leave will accrue or be frontloaded until previously accrued leave is used.

The Company does not offer pay in lieu of actual sick, safe and parental leave.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees related to medical concerns or the birth or placement of a child under certain federal, state and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees may be required to provide additional notice and documentation of leave time if other forms of leave are used in addition to sick time under this policy. Employees should contact Human Resources for information about other federal, state and municipal medical or family leave rights.

Separation From Employment

Compensation for accrued and unused sick, safe and parental leave is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 37 weeks after separation from employment, previously accrued but unused sick, safe and parental leave will be immediately reinstated.

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Retaliation

The Company will not retaliate or tolerate retaliation against any employee who, in good faith, reports an alleged violation of the MHWFA or otherwise exercises their MHWFA rights. Employees are prohibited from making complaints, bringing an action or testifying in an action related to the MHWFA in bad faith.

Parental Leave

The Company will permit eligible employees to take up to six workweeks of unpaid leave in 12 months for the birth of the employee's child or for the placement of a child with the employee for adoption or foster care.

The Company may deny any leave request if the denial is necessary to prevent substantial and grievous economic injury to the Company's business operations and the Company notifies the employee of the denial before the employee starts their leave.

To the extent leave under this policy also qualifies as leave under the Family and Medical Leave Act, the two leaves will run concurrently.

Leave Eligibility

To be eligible for parental leave, as of the date leave begins, employees must be employed with the Company for at least 12 months and for 1,250 hours during the previous 12 months. Additionally, employees must work at a worksite where the Company employs at least 15 employees within a 75-mile radius.

Notice Requirements

Before using parental leave time, employees must provide the Company with at least 30 days' written notice of their intent to take parental leave, except that no prior notice is required following a premature birth or the unexpected placement of an adopted or foster child.

Compensation and Benefits

While parental leave is unpaid, employees may substitute any accrued paid time off, if applicable, for any part or all of the parental leave period.

Employees who earn commission as part of their compensation will continue to receive their earned commissions that comes due during their leave.

The Company will maintain employees' group health insurance coverage during the leave period under the same terms and conditions that would have applied had the leave not been taken. If employees fail to return to work after leave, the Company may seek to recover any premiums paid for maintaining coverage by deducting the amount from the

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employee's final wages, unless the employee's failure to return to work was due to circumstances beyond their control.

Reinstatement

Employees who return to work after taking parental leave will be restored to the job they held at the time the leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The Company may deny reinstatement if the denial is necessary to prevent substantial and grievous economic injury to the Company's business operations. If the Company determines that it must deny reinstatement for this reason, it will notify the employee.

Additionally, the Company will, during the parental leave period, terminate an eligible employee's employment only for cause.

No Retaliation

The Company will not terminate or otherwise discriminate against employees for requesting or taking parental leave, making a complaint to the Company, Secretary of Labor or another person or for bringing or participating in an action relating to a violation of this policy or the Maryland Parental Leave Act.

Organ/Bone Marrow Donation Leave

Eligible employees will be allowed up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 business days in any 12-month period to serve as a bone marrow donor.

Employees are eligible for leave if they have requested bone marrow or organ donor leave and, as of the date the leave is scheduled to begin, will have worked for the Company for at least a 12-month period and 1,250 hours during the previous 12 months.

Employees who seek leave under this policy must provide written physician verification confirming that they are a bone marrow or organ donor and that there is a medical necessity for the donation.

During an employee's leave of absence under this policy, the Company will maintain and pay for coverage under a group health plan in the same manner as if the employee were actively at work during the leave period.

The leave of absence will be unpaid. Leave provided under this policy will be in addition to, and not run concurrently with, leave taken in accordance with the federal Family and Medical Leave Act (Fed-FMLA), where applicable. A leave of absence under this policy will not constitute a break in an employee's continuous service for the purpose of the right to salary adjustments, sick leave, vacation, paid time off, annual leave or seniority.

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Upon return from leave, an employee will be restored to the same position or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. However, the Company may decline to restore an employee for reasons unrelated to the exercise of rights under this policy.

The Company will not discriminate or retaliate against any employee for requesting or taking a leave under this policy, making a complaint (to the Company, the Maryland Commissioner of Labor or another person) or testifying in an action pertaining to Maryland's law on bone marrow and organ donation.

Crime Victim Leave

Employees who are victims of a crime may take time off from work to attend any proceeding relating to the crime, provided the employee has the right to appear. Employees will be eligible for leave under this policy if they are:

- The victim of the crime or juvenile delinquent act at issue in the proceeding;
- The victim's next of kin or guardian when the victim is deceased or disabled; or
- The victim's representative appointed by the court.

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 under this policy.

Military Leave

WFS, Inc, will extend the protections of the federal Service Members Civil Relief Act of 2003 (SCRA) and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) to members of the National Guard as follows:

- SCRA applies when members of the Maryland National Guard are ordered to military duty under state or federal authority for a period of 14 consecutive days or longer.
- USERRA applies when members of the Maryland National Guard are ordered to military duty under state or federal authority for any period of time, even if the member is not a resident of or employed in Maryland. USERRA also applies to residents of Maryland who are members of the National Guard of another state or the District of Columbia and are ordered to military duty for any period of time by the chief executive officer of that jurisdiction or under federal authority.

For more information, please contact Human Resources.

Military Family Deployment Leave

Maryland employees who have worked for the Company for at least twelve (12) months and worked at least 1,250 hours during the last twelve (12) months will be provided with unpaid leave on the day that an immediate family member of the employee is leaving for,

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or returning from, active duty outside of the United States as a member of the United States armed forces. For purposes of this policy, an immediate family member is defined as a spouse, parent, stepparent, child, stepchild, or sibling. The Company may require an employee to provide documentation verifying the need to take leave under this policy.

Emergency Responder Leave

Employees who are members of a Civil Air Patrol, civil defense organization, volunteer fire department or volunteer rescue squad will be provided with time off to respond to events declared by the Governor to be an emergency. Employees must make every effort to notify the Company on each occasion that they will be late to or absent from work to respond to an emergency. This leave is unpaid, except that employees may use available sick or vacation time to receive pay during the leave.

The Company will not terminate, demote or take other adverse action against employees for taking time off under this policy, provided the employees submit written proof that their participation was required.

Public Health Emergency Leave

Employees who are essential workers are eligible for public health emergency leave. An essential work is an employee who performs a duty or work responsibility during an emergency that cannot be performed remotely or is required to be completed at the worksite or provides services that the Company determines to be essential or critical to its operations.

An essential worker may take leave under this policy in relation to an emergency:

- To isolate without an order to do so because the essential worker has been diagnosed with the communicable disease that is the subject of the emergency or is experiencing symptoms associated with the communicable disease that is the subject of the emergency and is awaiting the results of a test to confirm the diagnosis
- To seek or obtain a medical diagnosis, preventive care, or treatment because the essential worker is diagnosed with the communicable disease that is the subject of the emergency
- To care for a family member who is isolating, without an order to do so, because of a diagnosis of the communicable disease that is the subject of the emergency
- Due to a determination by a public health official or healthcare professional that the essential worker's presence at the place of employment or in the community would jeopardize the health of other individuals because of the essential worker's exposure to, or exhibited symptoms associated with, the communicable disease that is the subject of the emergency, regardless of whether the essential worker has been diagnosed with the communicable disease
- To care for a family member due to a determination by a public health official or healthcare professional that the family member's presence at the place of employment or in the community would jeopardize the health of others because

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of the family member's exposure to, or exhibited symptoms associated with, the communicable disease that is the subject of the emergency or due to symptoms exhibited regardless of whether the family member has been diagnosed with the communicable disease –or–

- To care for a child or other family member when the care provider of the family member is unavailable due to the emergency or if the child's or family member's school or place of care has been closed by a federal, state, or local public official or at the discretion of the school or place of care due to the emergency, including if the school or place of care is physically closed but providing instruction remotely

If not otherwise specified in a federal program, order, or regulation, full-time essential workers who work 40 or more hours per week are entitled to 112 hours of public health emergency leave, and part-time essential workers who regularly work less than 40 hours per week are entitled to an amount of leave time equivalent to the average hours worked during a typical four-week working period.

This leave is in addition to any other sick and safe leave an employee is entitled to under the Maryland Healthy Working Families Act.

Civil Air Patrol Leave

Employees who are members of the Maryland Wing of the Civil Air Patrol will be eligible for up to 15 days of unpaid leave per calendar year to respond to emergency missions

Employees seeking leave under this policy must give the Company as much notice as possible of the intended dates of the beginning and end of the leave. After arriving at an emergency location, the employee must also provide the Company with an estimate of the amount of time needed to complete the emergency mission and then report any necessary changes to that estimate as they arise. Employees may use available sick or vacation time to receive pay during the leave.

Employees seeking leave under this policy will be required to verify their eligibility. Failure to do so may result in the denial of the request for leave.

Employees will be reinstated to their prior position or to a position with equivalent seniority, pay, benefits, and employment conditions upon return, unless the Company cannot restore the employee because of unrelated circumstances.

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