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LOUISIANA 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 Company’s Employee Handbook, and in accordance with Louisiana law, WFS is committed to providing equal employment opportunities to all applicants and employees without regard to race (including natural, protective or cultural hairstyles such as afros, dreadlocks, twists, locks, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance); sickle cell trait; political affiliation or beliefs; an honorably discharged veteran’s taking time away from work to attend medical appointments necessary to meet the requirements to receive his veterans benefits; tobacco use or non-use during non-working hours; or any other legally protected status or characteristic recognized by applicable federal, state, or local law. Please see our legal postings for more 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.

Access to Records Regarding Potentially Toxic Materials

Upon request, employees may be allowed access to certain records regarding employee exposures to potentially toxic materials. Employees should contact the Human Resources Department for further information or to request access to records.

Vacation

Employees will be paid accrued, but unused, vacation upon termination of employment.

Political Opinions

The Company will not terminate any employee based upon their political opinions, affiliations or participation in political activities. Additionally, the Company will not forbid or prevent employees from engaging or participating in politics or from being a candidate for public office and will not control or direct employees’ political affiliations or activities.

Online Account Privacy Protection

The Company will neither request nor require employees or job applicants to disclose the username, password, or other account credentials required to access any online accounts

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that are used exclusively for personal communications unrelated to any business purpose or activity of the Company, except for reasons expressly allowable by law.

Pregnancy-Related and Lactation Accommodations and Leave

The Company provides reasonable accommodations to employees related to pregnancy, childbirth or related medical conditions (including unpaid lactation breaks for up to one (1) year after a child’s birth), if the Company knows of the limitation(s) and the reasonable accommodation does not impose an undue hardship on the Company's business.

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

- Making existing facilities used by employees readily accessible to an applicant or employee with covered limitations (though the Company is not required to construct a permanent, dedicated space for expressing breast milk);
- Providing scheduled and more frequent or longer compensated break periods;
- Providing more frequent bathroom breaks;
- Providing a private place, other than a bathroom stall, for the purpose of expressing breast milk;
- Modifying food or drink policy;
- Providing seating or allowing the employee to sit more frequently if the job requires the employee to stand;
- Providing assistance with manual labor and limits on lifting;
- Temporarily transferring the employee to a less-strenuous or less-hazardous vacant position, if qualified;
- Providing job restructuring or light duty, if available;
- Acquiring or modifying equipment or devices necessary for performing essential job functions; or
- Modifying work schedules.

Unless the Company does so or would do so for other employees or classes of employees who need a reasonable accommodation, accommodation under this policy does not include creating any additional employment opportunity or new position, including a light duty position for the employee; terminating an employee; transferring any employee with more seniority or promoting another employee who is not qualified to perform the job; or constructing a permanent, dedicated space for expression of breast milk.

The Company also provides employees with a reasonable amount of unpaid leave when necessary due to pregnancy, childbirth, or related medical conditions. Time off for pregnancy and childbirth that are without complications is limited to six (6) weeks. In the event of complications, time off may not exceed four (4) months. Employees may be required to use available vacation or sick leave before taking unpaid leave. Leave taken for reasons covered by this policy may not exceed four (4) months and is unpaid once all vacation and sick leave is exhausted.

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When leave is provided, such leave may run concurrently with the federal Family and Medical Leave Act (FMLA) and any other leave where permitted by state, local and federal laws.

Employees needing leave due to pregnancy, childbirth, and related medical conditions should provide Human Resources with written notice, including medical verification identifying the expected date leave will begin, and the employee’s anticipated date of return.

Upon return, employees will be placed in the same or a comparable position, consistent with staffing and business needs. The Company will not discriminate or retaliate against an employee who requests or uses a reasonable accommodation under this Policy. Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact the Human Resources Department.

Genetic Testing and Preventive Cancer Screening Leave

When medically necessary, employees will be allowed up to one day of unpaid leave to obtain genetic testing and/or preventive cancer screenings in accordance with Louisiana law. Employees must provide at least 15 days' advance notice and make a reasonable effort to schedule the leave so it does not unduly disrupt Company operations. Employees may be required to provide appropriate verification confirming the date and time for leave but will not require the employee to disclose the results or outcome of any test or screening.

Leave for genetic testing or cancer screening is generally unpaid, except that exempt employees will be paid when required under applicable law and all employees may choose to use any accrued vacation time or other appropriate paid leave.

When applicable, leave taken under this policy will run concurrently with any other leave for which the employee is eligible. The Company will not discriminate or retaliate against an employee who utilizes leave under this policy.

Military Leave - Uniformed Services

In addition to the military leave rights set forth in the Handbook, Louisiana employees who are members of the uniformed services, including the United States armed forces, reserves, National Guard, commissioned corps of the Public Health Service and any other category designated by the President in time of war or emergency, may take a military leave of absence for any of the following types of service:

- Active duty;
- Active and inactive duty for trainings;
- Initial active duty for training;
- Full-time National Guard duty;
- Engaging in examination to determine fitness to perform any of these duties;
- Service pursuant to Presidential proclamation; and

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- Active duty by members of the National Guard pursuant to a call of the Governor.

The leave will be unpaid except that employees may elect to use any accrued annual leave or vacation. During the leave period, employees have the right to maintain life, health or accident insurance, as long as they continue to make payments for their contribution to the coverage costs. Employees must notify the Company of their election to continue insurance or plan coverage at the time when they enter service.

The Company will reemploy employees returning from military leave 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 these exceptions applies, the Company will reinstate employees within 10 days of receiving written notice of their intention to return to work, provided that the:

- Employee (or an appropriate officer of the uniformed service in which the employee's service was performed) provided advance written or verbal notice of the military service;
- Combined length of the absence for service and of all previous military leaves of absences from employment with the Company does not exceed five years;
- Employee provides proper notice of the intent to return to employment with the Company; and
- Employee provides documentation showing that entitlement to leave was not terminated as a result of dishonorable discharge from uniformed services.

The Company will not deny reemployment to an employee who fails to provide advance notice of military service if providing the notice was precluded by military necessity or was otherwise impossible or unreasonable.

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

- Service beyond five years that 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-year period;
- Service performed to fulfill additional training requirements determined to be necessary for professional development or for completion of skill training or retraining;
- Service performed by an individual who has been ordered to or retained on active duty in time of war or national or state emergency, or under of any provision of law during a war or national emergency declared by the president, congress, the governor or state legislature or in support of a critical mission or requirement of the uniformed services.

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

- For individuals whose period of service was less than 31 days or was for the purpose of an examination to determine the person's fitness to perform service in the uniformed services, 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 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 uniformed service was for more than 181 days, not later than 90 days after the completion of the period of service;
- For individuals hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the period of military service, not later than the end of the period necessary to recover (generally not to exceed two years).

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.

When the service period is for more than 30 days, notice must be in writing.

The Company may require documentation demonstrating that the individual has met advance notice requirements, has not exceeded the five-year leave limitation and has not been dishonorably discharged. 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 after reemployment, establishing that the requirements outlined above were not met, the Company may terminate employment and any benefits provided.

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 they would have attained had they remained continuously employed.

The Company will not terminate an employee who is returning from military leave with the United States armed forces, without cause, within one year following the date of reemployment.

Military Leave - State National Guard and State Militia

Regular full-time and part-time employees who are called or ordered to active duty in the service of the National Guard of Louisiana or any state, the state militia or any other

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Louisiana military force will be reinstated to the same or comparable employment without loss of seniority if the employee:

- Was discharged from service under honorable conditions; and
- Reports to work within 72 hours after their release from duty or recovery from disease or injury resulting from military service.

Employees who are not qualified to perform the essential functions and duties of their previous position because of a disability sustained while performing military service, but who are otherwise qualified to perform another position that will provide similar seniority, status, benefits and compensation, will be employed in the other position, so long as the placement does not pose a direct threat or significant risk to the health and safety of the individual or others that cannot be eliminated by a reasonable accommodation.

Employees returning from leave under this policy will be considered as having been on a temporary leave and will be restored without loss of seniority. Employees will also be entitled to participate in any benefits offered by the Company to employees on a leave of absence that were in effect at the time the employee was called to duty.

The Company will not discharge an employee who is returning from military leave for active service with the National Guard, state militia or other state military force, without a cause, within one year following the date of reemployment.

Bone Marrow Donor Leave

The Company will provide paid time off to eligible employees who undergo a medical procedure to donate bone marrow, not to exceed a total of 40 hours. Employees eligible for leave under this policy are those who work for the Company an average of 20 or more hours per week.

Employees seeking leave under this policy must provide the Company with verification from a physician setting forth the purpose and length of leave required by the employee. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid time off granted to the employee prior to the medical determination will not be forfeited.

This leave may run concurrently with the federal Family and Medical Leave Act (FMLA). For more information regarding this leave, please contact Human Resources.

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

Emergency Responder Leave

Employees will be entitled to unpaid leave to perform activities as a volunteer in the Governor’s Office of Homeland Security and Emergency Preparedness or as a first responder, including but not limited to medical personnel, emergency and medical technicians, volunteer firemen, auxiliary law enforcement officers and members of the

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Civil Air Patrol. An employee may use vacation time off in lieu of unpaid leave.

Employees must provide notice to the Company of their call to service as soon as practical including day of departure, as well as probable length or duration of service. Employees must report to the Company within seventy-two (72) hours of being released from service in order to be reinstated or restored to the same or comparable position, provided that doing so is not impossible, unreasonable, or does not impose an undue hardship on the Company. A leave of absence under this policy will not be considered a break in employment for purposes of any benefits programs. The failure to report to the Company within seventy-two (72) hours of being released from service may be considered a voluntary resignation of employment from the Company.

An employee who becomes disabled while serving as a first responder may seek a reasonable accommodation in accordance with state law. Employees may use available vacation time to receive pay during this leave, which is otherwise unpaid.

School Visitation Leave

The Company will grant up to 16 hours of time off during any school year (academic 12-month period) for employees to attend, observe or participate in school or daycare conferences or classroom activities related to the employee's dependent children, or children for whom the employee is a legal guardian if the conferences or activities cannot reasonably be scheduled outside of working hours.

Employees wishing to take time off under this policy must provide their supervisor or the Human Resources Department with reasonable advance notice and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations.

Time off under this policy will be without pay, except that employees may substitute accrued vacation or other appropriate forms of paid leave for any unpaid leave taken under this policy. In order to use vacation time, an eligible employee must still comply with the Company's normal policies and procedures concerning vacation time (e.g., call-in procedures, advance notice).

Veterans Medical Appointment Leave

The Company will not discriminate, discharge, otherwise discipline, threaten to discharge, or threaten to discipline honorably discharged veterans of the US armed forces (including reserves, the Army National Guard, the Air National Guard, the commissioned corps of the Public Health Service, or any category of persons designated by the president during a time of war or emergency) who take time off from work to attend medical appointments necessary to obtain veterans' benefits.

The Company may require employees to provide notice of attendance at the medical appointment by presenting a bill, receipt, or excuse from the medical provider. Veterans should make reasonable efforts to schedule any such appointments so as to not unduly

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disrupt business operations and should request any such leave as far in advance as possible.

Employees should contact the Human Resources Department if they have questions regarding their right to take leave to obtain veterans' benefits.

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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