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Rev:	00	Author:	Lockton
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SOUTH DAKOTA 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.

South Dakota Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the WFS Handbook, and in accordance with South Dakota law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry; creed; tobacco use off work premises and during non-working hours; or any other protected status in accordance with applicable federal, state, or 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.

Voting

The 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 to vote while polls are open, will be granted up to two (2) hours of paid leave to vote. The Company may select the hours you are excused to vote.

Please notify your supervisor of the need for voting leave as soon as possible. When you return from voting leave, the Company may require you to provide proof of having voted, such as a voting sticker.

Military Leave

In addition to the military leave rights outlined in the WFS Handbook, employees who are South Dakota residents and members of the Reserve Components, including the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, or any other component of the Armed Forces of the United States, when ordered by proper authority to active or inactive duty or service, will receive a leave of absence without loss of status or seniority.

The Company will reinstate former employees, upon the expiration of their period of active duty in the military service to the position in which they were engaged at the time of being

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ordered into active military service, without loss of status or seniority, pursuant to the provisions of Uniformed Services Employment and Reemployment Rights Act. South Dakota extends military reinstatement rights to employees who are military members of other states.

Legislative Leave

The Company will provide a temporary leave of absence to employees who are members of the state legislature and need time off to perform any official duty. The leave will be without loss of job status or seniority, but will not be paid.

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.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the WFS Handbook, please note that although the state of South Dakota 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.

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