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ALABAMA 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.

Employment Eligibility and Work Authorization

WFS, Inc. participates in the Electronic Verification System (E-Verify) to electronically verify the work authorization of newly hired employees. E-Verify is an internet-based program that compares information from an employee's Form I-9 to data contained in the federal records of the Social Security Administration and the Department of Homeland Security to confirm employment eligibility. The Company does not use E-Verify to pre-screen job applicants.

The Company is committed to honoring all terms and conditions of E-Verify. Employees who do not contest a Tentative No confirmation, or who receive a Final Non confirmation or No Show, are subject to immediate termination of employment.

The Company will not tolerate any form of discrimination or harassment prohibited by federal, state, or local law, including discriminatory treatment based on an individual's national origin or citizenship status. Employees who believe they have been subject to discrimination or harassment, including during the Form I-9 and E-Verify process, should immediately report the matter as further discussed in the policies regarding discrimination and harassment set forth in the Company's Handbook. The Company prohibits retaliation against employees for making such complaints.

Voting

Employees working in Alabama whose hours of work commence at least two hours after the opening of the polls or end at least one hour prior to the closing of the polls are deemed to have sufficient time to vote outside of working hours. However, employees who do not have sufficient time to vote will be eligible for leave pursuant to this policy. Alabama employees who do not have sufficient time to vote outside of work hours will be provided with up to one hour of unpaid leave to vote in any municipal, county, state, or federal political party primary, or election, for which the employee is qualified and registered to vote on the day on which the primary or election is held. Eligible employees are required to provide reasonable notice to the Company of their need to take leave to vote pursuant to this policy. Employees taking leave under this policy must take the leave at the beginning or end of their shift. Employees may use available vacation time to receive pay during this leave, which is otherwise unpaid.

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Adoption Leave

The Company, in accordance with Alabama's Adoption Promotion Act (APA) and the federal Family and Medical Leave Act (Fed-FMLA), provides time off for eligible employees who adopt a child.

To be eligible for adoption leave under this policy, employees must: (1) have worked for the Company for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months, as of the start of the leave; and (3) have worked at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested.

Eligible employees are allowed up to 12 weeks of unpaid leave to care for an adopted child within one year of the child being placed with the employee for adoption. See the Company's Family and Medical Leave policy in the Handbook for additional information. Employees are expected to comply with the requirements set forth in that policy, including with regard to providing notice of the need for leave.

This unpaid adoption leave cannot be taken on an intermittent basis unless the employee and Company mutually agree otherwise.

If an employee requests unpaid leave to care for an adopted child who is ill or has a disability, the Company will consider the request as it would consider a comparable request due to complications that arise from the birth of an employee's child.

The Company will not penalize any employee for exercising their rights under the APA.

For further information or to request leave under this policy, contact Human Resources.

Crime Victim Leave

Eligible employees may take time off from work under this policy to respond to a subpoena to testify or to participate in the reasonable preparation of a criminal proceeding if:

- The employee is a victim of the crime at issue in the proceedings, or
- The victim is killed or incapacitated, and the employee is the victim's spouse, parent, child, sibling, or guardian.

Employees who are accused of a crime or are in custody for an offense are not eligible for time off under this policy.

Before employees may take time off under this policy, they must provide their supervisor with a copy of the notice scheduling the proceeding. If advance notice is not feasible, employees must provide appropriate documentation within a reasonable time after the absence.

Time off under this policy will be unpaid, except that exempt employees may receive pay as required by applicable law.

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Election Duty Leave

Employees will be provided time off from work to serve as election officials. Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

Employees taking leave under this policy must provide documentation of the appointment and dates of required service at least seven days prior to the leave. Employees may use available vacation time to receive pay during this leave.

Military Leave

In addition to the military leave rights set forth in the Handbook, employees working in Alabama who are active members of the National Guard of Alabama or any other state, Alabama Naval Militia, the Alabama State Guard, the National Disaster Medical System, the Civil Air Patrol or any other reserve component of the United States armed forces are entitled to a military leave on all days that they are engaged in field or coast defense, training or other services ordered under the National Defense Act or the federal laws governing the United States military reserves.

Employees who are active members of the National Guard of Alabama or any other state enjoy the rights, privileges and responsibilities set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), whenever they are called to state active duty or more or for federally funded duty (other than training) in a time of war, armed conflict or emergency proclaimed by the Governor of Alabama or the President of the United States.

Emergency Responder Leave

Employees who serve as volunteer emergency workers may take time off from work or be excused for being late to work when responding to an emergency that occurred prior to the employee's regular hours of employment.

For purposes of this policy, a "volunteer emergency worker" means an individual who is not paid for their service as a volunteer firefighter, emergency medical technician, rescue squad member, volunteer deputy or a ham radio operator conducting storm spotter operations for an emergency management association.

An "emergency" includes going to, attending to, or coming from any of the following: a fire call; a hazardous or toxic materials spill and cleanup; any other situation to which a volunteer fire department has been dispatched; or an actual medical emergency to prevent the imminent loss of life.

Time off under this policy will be unpaid, except that exempt employees may receive pay as required by applicable law. Employees may use available vacation time to receive pay during this leave. Employees must make a reasonable effort to notify their supervisor that they may be absent from, or late to, work in order to respond to an emergency. The Company may require an employee to submit a written statement from the supervisor or

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acting supervisor of the fire department or emergency medical services stating that the employee responded to an emergency and documenting the time and date of the emergency.

The Company will not terminate volunteer emergency workers who are late, or fail to report, to work while responding to an emergency call.

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