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## IOWA STATE 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.

### Iowa Policies

#### **Access to Personnel Files**

Upon request, employees may review their personnel files. The review will take place in the presence of a company representative, at a mutually agreed upon time.

Employees are permitted to obtain a copy of their personnel files but may be required to pay a reasonable copying fee for each page copied, not to exceed the amount charged per page for copies made by a commercial copying business.

Employees may review and obtain copies of performance evaluations, disciplinary records and other information concerning employer-employee relations. Employees will not be provided access to reference letters written for the employee.

#### **Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Handbook, and in accordance with Iowa law, WFS is committed to providing equal employment opportunities to all employees and applicants without regarding to age (18 or older or under 18 and considered to be an adult); creed; membership in the national guard, civil air patrol, or armed services reserves; or any other protected status in accordance with applicable federal, state, and local laws. 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, promotion, 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 Company Handbook, and in accordance with Iowa law, WFS strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of age (18 years or older, or under 18 and considered to be an adult); creed; membership in the national guard, civil air patrol, or armed services reserves or any other protected status in accordance with applicable federal, state, and local laws.

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## Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Handbook, please note that WFS may require employees to undergo drug or alcohol screening, including urinalysis, blood tests, or other appropriate tests, as authorized under applicable law. If such screening is for alcohol, a result of more than 0.2 grams of alcohol per 210 liters of breath, or its equivalent, will be considered a violation of this policy.

All tests will be subject to confirmation testing. Testing and confirmation testing will be conducted by laboratory personnel certified by the United States Department of Health and Human Services’ Substance Abuse and Mental Health Administration or approved under the rules adopted by the Iowa Department of Public Health, and consistent with the requirements of Iowa Admin Code R. 641-12.5(730), *et seq.* Disciplinary action taken against individuals will be based on the results of a confirmed drug or alcohol test.

Applicants and employees will be given an opportunity to provide any information relevant to the test to the laboratory medical review officer, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. To assist the applicant or employee in providing the information above, the Company will ensure that the applicant or employee receives a list of the drugs to be tested for separate from this policy.

If an applicant or employee receives a confirmed positive test, the Company will notify the employee of the test results, in writing, by certified mail, return receipt requested, including a copy of the results, the name and address of the medical review officer who made the report, their right to request their drug and alcohol testing records, and their right to request retesting of the sample at a state approved lab at their own expense. The applicant/employee must notify the Company if they wish to contest and/or have the specimen retested and pay for the retest, within seven (7) days from the date the Company mailed their notice.

Additionally, the Company offers rehabilitation options to qualified employees with a confirmed positive alcohol test, to the extent required under applicable law. An employee is qualified for rehabilitation if they have been employed for at least twelve (12) of the eighteen (18) months prior to the violation, the employee has not previously violated this policy, and the employee agrees to the terms of the rehabilitation. The Company will not take disciplinary action against the employee so long as they comply with the requirements of rehabilitation and successfully complete rehabilitation. However, nothing in this policy limits the Company’s ability to take disciplinary actin against an individual based on their failure to comply with any requirements of rehabilitation.

Where applicable, the Company will provide employees with information regarding any resource files or Employee Assistance Programs it is required to maintain by law. Please see Human Resources for more information regarding this policy.

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### **Pregnancy Disability Leave**

The Company will provide reasonable and necessary unpaid leave for disabilities caused or contributed by pregnancy, miscarriage, abortion, childbirth and recovery from these conditions, under the same terms as other temporary disabilities. If an employee is eligible for leave under the federal Family and Medical Leave Act (FMLA), or any other leave policies, including paid time off and/or any leave under Iowa law, the FMLA leave and/or Iowa pregnancy disability leave will run concurrently, where permitted by law.

The Company will consider childbearing to be a justification for a leave of absence for employees for a reasonable period of time and an employee taking leave in accordance with this policy will be reinstated to their original job or to a position of like status and pay without loss of service, credits, seniority or other benefits, unless the Company's circumstances have changed so as to make it impossible or unreasonable to do so.

If temporary disability leave is not available or is insufficient, the Company will grant a leave of absence to an employee disabled by pregnancy, childbirth or related medical conditions for the period of disability, or for eight weeks, whichever is less. The employee must provide timely notice of the leave requested and the Company may require medical certification stating that the employee is not able to reasonably perform their duties. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Department.

### **Drinking and Driving Class Leave**

The Company will not terminate employees solely because of the employee's absences to attend a legally required course for drinking drivers.

### **Elected Official and State Board Leave**

The Company will provide employees with a leave of absence to serve as an elected official or to serve on certain state boards and attend meetings of that state board upon the submission of a written application requesting the leave.

For purposes of this policy, a "state board" includes any board, commission, committee, council or task force of the state government created by the Constitution of the State of Iowa or by statute, resolution of the general assembly, motion of the legislative council, executive order of the governor or Supreme Court order. Leave is not available for service on any state board, commission, committee, council or task force for which an annual salary is provided to members.

The leave will be unpaid for nonexempt employees. Salaried, exempt employees will have their pay reduced by the ratio of the number of full days of leave taken to the total number of days in the pay period.

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## Veterans Day Leave

An Iowa employee who is an eligible employee may take unpaid leave for Veterans Day if such employee would otherwise be required to work that day. “Eligible employees” are those who have been released or discharged from active military duty and have been scheduled to work on Veteran’s Day. Employees requesting leave under this policy should provide written notice to Human Resources of the need for leave at least one (1) month in advance. Employees may also be required to provide a federal certificate of leave or discharge. Employees may use available vacation time for this leave; otherwise, the time will be unpaid.

## Volunteer Emergency Responder Leave

The Company provides employees who serve as Volunteer Emergency Service Providers (volunteer firefighter, reserve police officer, emergency medical care provider or other personnel having voluntary emergency service duties) with unpaid leave when late for or absent from work when necessary to respond to an emergency call received before the employee’s shift. If a call is received while an employee is at work, the Company will determine whether the employee can leave work to serve.

However, prior to any absence or tardiness to provide volunteer emergency response services, employees must provide advance written notice that they serve as a volunteer emergency services provider. Further, employees using this leave must make reasonable efforts to notify the Company of their service and must continue to keep the Company informed over the course of any absence.

Any employee who is late or absent from work in order to perform emergency services duties must notify the Company as soon as possible. The Company may request that an employee supply a statement from their supervisor in the volunteer emergency services unit, indicating that the employee's absence was due to a response to an emergency call.

Time off to perform volunteer emergency service duties will be unpaid, except that exempt employees may be paid for partial day absences, as required by law.

## Voting Leave

The Company provides up to two (2) consecutive hours of paid time off to eligible employees who do not otherwise have two (2) consecutive non-working hours between the opening and closing of the polls in which to vote.

To request leave under this policy, employees must notify Human Resources or their supervisor as soon as possible, and no later than one day before Election Day, of the need for leave. The Company, in its sole discretion, will determine the hours which employees may use for leave under this policy. Employees may be asked to provide proof of having voted (such as a voting sticker) upon return to work.

***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.***

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