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## FLORIDA 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 Non-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.

### Military Leave

Employees will not be discriminated against because the employee either (1) belongs to the National Guard and is required to report for active duty; or (2) has an obligation as a member of a reserve component of the United States armed forces. As described in the Handbook, WFS, Inc. complies with the requirements of the federal Uniformed Services Employment and Reemployment Rights Act, including the entitlement to leave for active military duty.

In addition, Florida employees who are members of the National Guard may take unpaid military leave when ordered to state active duty. Members of the National Guard who take leave under this policy must notify the Company of their intent to return to work promptly upon the completion of active duty. Members of the National Guard may, but are not required to, use any accrued vacation or similar paid leave during military leave.

Employees who are members of the Florida National Guard or the United States reserves who are called to active national or state duty are eligible to continue health insurance coverage, for themselves or their dependents, at the premium in effect prior to the military

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leave. If the employee elects not to continue coverage while on active duty, the Company will, at the employee's request, reinstate coverage upon return from active duty. Such coverage will be reinstated without the employee having to satisfy a waiting period and without a disqualification for any condition that existed at the time they were called to active duty.

**Civil Air Patrol Leave**

Employees who are Civil Air Patrol members of the Florida Wing of the Civil Air Patrol will be provided with up to fifteen (15) days of unpaid leave per calendar year for the purpose of participating in a Civil Air Patrol training or mission. In order to be eligible for leave under this policy, an employee must have worked for the Company for at least ninety days prior to the commencement of such leave. Employees should provide the Human Resources Department with as much notice as possible of their need to take leave pursuant to this policy. Employees may use their available vacation time to receive pay during this leave; otherwise, the leave is unpaid.

Upon the completion of a Civil Air Patrol leave, the employee must notify the Human Resources Department of his/her intent to return to work. Employees returning from Civil Air Patrol leave will be reinstated unless the Company's circumstances have changed such that reinstatement would be impossible or unreasonable or it would impose an undue hardship. Upon re-employment after such leave, employees will not be terminated from employment for a one-year period, except for cause. Employees will not be discriminated against or subject to retaliation because of their membership in the Civil Air Patrol or for exercising their rights under this policy.

**Domestic or Sexual Violence Victim Leave**

Employees who are victims of domestic or sexual violence or that have a family or household member who is a victim of domestic violence may take up to three working days of unpaid leave time within a 12-month period. Employees employed with the Company for three or more months are eligible for this leave.

"Family or household member" is defined as "spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married."

Eligible employees may use leave available under this policy to:

- Seek an injunction for protection against domestic violence or an injunction for the protection in cases of repeat violence, dating violence or sexual violence;
- Obtain medical care and/or medical health counseling for the employee, a family member or household member to address physical or psychological injuries resulting from domestic or sexual violence;

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- Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence;
- Make the employee's home secure from the perpetrator or seek new housing to escape the perpetrator; and/or
- Seek legal assistance in addressing issues arising from the act of domestic or sexual violence or to attend and prepare for a related court proceeding.

Except in cases of imminent danger to the health and safety of the employee or a family member, employees needing domestic or sexual violence leave must provide the Company with at least 48 hours advance notice. The Company may require employees to provide certification of the purpose of the leave in the form of a letter from a volunteer services organization, police report or court record or other corroborating evidence.

**Juvenile Court Proceedings Leave**

Employees who are summoned to appear for certain juvenile court proceedings will be provided with an unpaid leave of absence in accordance with Florida law. Employees may use their available vacation time to receive pay during this leave; otherwise, the leave is unpaid. Employees will not be discriminated against, terminated or otherwise subject to retaliation because of the nature of the summons or because the employee is complying with the summons and taking leave under this policy.

**Equal Employment Opportunity**

In addition to the information provided in the Handbook, the Company will not discriminate against Florida employees on the basis of source of income, actual or perceived status as a victim of domestic violence, dating violence, or stalking, HIV, AIDS, perceived HIV or AIDS, COVID-19 or other vaccination status, permit to carry a concealed weapon, sickle cell anemia, marital status, or any other category protected by federal, state, or local laws.

**Family Leave (Miami-Dade County Employees Only)**

Employees in Miami-Dade County may take family and medical leave in accordance with the FMLA policy in the Handbook.

In addition to the family members for which an employee may take leave, eligible employees in Miami-Dade may also take leave to care for a grandparent with a serious health condition. For purposes of this policy, “grandparent” means a grandparent of the employee for whom the employee has assumed primary financial responsibility.

Leave under this policy will run concurrently with FMLA when applicable and will be unpaid. However, employees may elect to use available sick or vacation time to receive pay during the leave.

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