



Return to Work (“RTW”) Policy

Department: Human Resources

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Prepared By: VP, Human Resources

Purpose

At WhiteWater Express Car Wash (“Company”), we recognize that returning team members to work safely and promptly following an injury or illness supports both employee well-being and operational continuity.

The purpose of this policy is to establish a consistent process for evaluating work restrictions, providing modified duty when appropriate, and facilitating a safe return to work following a workplace injury or illness. This policy works in conjunction with the Workers’ Compensation & Post-Incident Drug Testing Policy and the Workplace Incident Reporting & Response Policy.

Scope

This policy applies to all team members who experience a workplace injury or illness that results in medical treatment, work restrictions, or time away from work.

Policy Statement

The Company will make reasonable efforts to return team members to productive work as soon as medically appropriate while maintaining workplace safety and complying with applicable workers’ compensation and employment laws. The Company supports early and safe return to work following injury or illness whenever medically appropriate.

When a team member is released to return to work with restrictions, the Company may offer temporary modified duty consistent with the medical limitations provided by the treating healthcare provider. Modified duty assignments are temporary in nature and intended to support recovery while allowing the team member to remain engaged in productive work.

Roles & Responsibilities

Team Members

- Follow all medical treatment plans and restrictions provided by their healthcare provider.
- Provide Human Resources with all medical documentation related to work status or restrictions.
- Notify management if work duties appear inconsistent with medical restrictions.
- Cooperate with return-to-work planning and modified duty assignments.

Managers / Supervisors

- Ensure team members returning to work follow approved work restrictions.
- Work with Human Resources to identify modified duty tasks when restrictions are issued.
- Monitor returning team members to ensure work assignments remain within approved restrictions.
- Notify Human Resources if restrictions change or if the team member is unable to perform assigned duties safely.

Human Resources

- Review medical documentation and work status reports.
- Coordinate return-to-work planning and modified duty assignments when appropriate.
- Communicate with the workers’ compensation carrier and medical providers as needed.
- Ensure compliance with applicable workers’ compensation and employment laws.



- Maintain confidential medical documentation.

Return-to-Work Process: Medical Release Requirements

Team members who receive medical treatment for a workplace injury must provide a written medical release or work status note before returning to work. Documentation must specify one of the following:

- Full duty release;
- Modified duty restrictions; or
- No work permitted until further evaluation

Human Resources will review all medical documentation before confirming a return-to-work date.

Modified Duty Assignments

When a healthcare provider releases a team member to return to work with restrictions, the Company may offer temporary modified duty work that accommodates those restrictions.

Modified duty assignments may include:

- Adjusted job tasks
- Limited physical activity
- Temporary reassignment to alternative duties

Modified duty assignments are:

- Temporary
- Based on operational needs
- Subject to change as restrictions change

The Company is not required to create permanent positions to accommodate modified duty restrictions.

Bona Fide Offer of Employment

When modified duty is available, the Company may provide a Bona Fide Offer of Employment outlining the temporary job duties, work schedule, and physical requirements. Team members are expected to accept modified duty assignments when they are consistent with medical restrictions.

Failure to accept suitable modified duty work may impact eligibility for workers' compensation benefits where permitted by law.

Monitoring and Follow-Up

Human Resources and management will periodically review the team member's work restrictions and medical status. If restrictions change or additional medical evaluations occur, the team member must provide updated medical documentation to Human Resources.

Return to Full Duty

A team member may resume regular job duties only after providing a full duty medical release from the treating healthcare provider. Human Resources will confirm when the team member is cleared to return to unrestricted work.

Safety Considerations

The Company will not permit a team member to perform work duties that:

- Exceed medical restrictions
- Create a safety risk to the team member or others
- Conflict with workplace safety policies



If safety concerns arise, Human Resources may delay or modify the return-to-work plan until appropriate accommodations can be made.

Confidentiality

Medical information related to workplace injuries and return-to-work status will be treated as confidential and maintained separately from personnel records. Information will be shared only with individuals who have a legitimate business need, such as Human Resources, the workers' compensation carrier, or medical providers.

Policy Acknowledgment

All team members are expected to comply with this policy. Failure to follow return-to-work requirements or medical restrictions may result in disciplinary action.

Disclaimer

This policy is intended to provide general guidance and does not create a contract, express or implied. The Company reserves the right to modify, suspend, or discontinue this policy at any time in accordance with applicable law.