



Lactation Accommodation Policy



Purpose

This policy provides guidelines for supporting lactating employees in compliance with California labor laws. The company is committed to providing a supportive work environment that enables employees to express breast milk during work hours.

Lactation Breaks

1. Reasonable Breaks for Lactation:

- The company will provide reasonable break time for employees to express breast milk for their child. Breaks may be taken as frequently as needed by the employee to express milk.

2. Paid and Unpaid Breaks:

- Lactation breaks generally run concurrently with the employee's regular paid rest breaks.
- If additional time is needed beyond the provided rest breaks, the additional time will be unpaid. However, if the employee uses paid breaks to express milk, no reduction in pay will occur.

Lactation Room/Location

1. Private Location:

- The company will provide a private location, other than a bathroom, that is shielded from view and free from intrusion for employees to express breast milk. The lactation space will:
 - Be near the employee's work area.
 - Have access to an electrical outlet for using a breast pump.
 - Be clean, safe, and have seating available.

2. Temporary Spaces:

- If a dedicated lactation room is not available, a temporary private space that meets the above requirements will be provided on a case-by-case basis.

Access to Refrigeration and Running Water

1. Refrigeration:

- The company will provide access to a refrigerator or another cooling device to store expressed breast milk.

2. Running Water:

- Employees will have access to a sink with running water close to the lactation space for washing hands and cleaning breast pump equipment.

Lactation Accommodation Request

1. How to Request:

- Employees who need lactation accommodations should inform their supervisor or the HR department. The company will make every effort to accommodate the request promptly.

2. Interactive Process:

- The company and the employee will engage in an interactive process to identify a suitable lactation location and schedule for breaks.

No Retaliation

The company strictly prohibits retaliation against employees who request lactation accommodations or take lactation breaks in accordance with this policy. Employees should report any concerns about retaliation immediately to HR.

Compliance with California Law

This policy complies with California's labor laws, including the California Labor Code Sections 1030-1034, which require employers to provide reasonable break time and appropriate facilities for lactation.

Penalties for Non-Compliance

Failure to provide proper lactation accommodations can result in penalties under California law. The company will take all necessary steps to ensure compliance and support for lactating employees.

Exceptions and Modifications

The company reserves the right to modify or amend this policy as necessary to comply with changes in California law or to reflect operational needs.