

Lactation

The purpose of this policy is to ensure that employees who have a need to express milk after the birth of a child may do so, as needed, in a safe, private environment.

Policy:

Employees needing to express milk after the birth of a child should notify their local Human Resources representative of this need as soon as practical. The requesting employee shall be afforded reasonable break times to lactate during the workday, as needed.

The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Upon notice from an employee of the need to express milk, the Company will designate a room, other than a toilet stall, within the local facility and in close proximity to the employee's regular working area where the employee can perform this activity in private and free from intrusion. The designated room will contain reasonably comfortable seating, electrical outlets, a safe place to store necessary equipment, a lockable door, and a small refrigerator in which to maintain milk as needed.

Discrimination or harassment of individuals who are lactating is strictly forbidden. Violation of this policy may result in discipline, up to and including termination.