

Lactation Accommodation Policy

The Company will not discriminate in any way against an employee who chooses to express breast milk in the workplace.

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child up to the age required by applicable law. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable unpaid break time when needed. The lactation break time, if possible, should run concurrently with scheduled rest breaks and meal periods already provided to the employee. If that is not possible or additional time is needed, the lactation break time may be unpaid. Where unpaid breaks or additional time are required, the employee should work with her supervisor or Human Resources regarding scheduling and reporting the extra break time as unpaid. (Exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid.")

The Company will provide employees who do not work at home with the use of a room or a private area in the workplace, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Company will make a reasonable effort to identify a location within close proximity to the work area. Employees who work from home may use any room they wish in their home for the purpose of expressing and storing breast milk. Employees who work on-site should discuss with Human Resources the location for storage of expressed milk.

Please be sure to contact Human Resources during your pregnancy or before you return to a Company worksite to identify your need for a lactation area and because some lactation accommodation requirements differ by state. Please also speak to Human Resources or your manager to make any other arrangements necessary under this policy.