

## Lactation/Breastfeeding Policy

### **Objective**

As part of our family-friendly policies and benefits, the Company supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

### **Accommodation for Lactating Employees**

The Company provides nursing employees with 30 minutes of paid break time and permits the use of existing paid break or mealtime in excess of 30 minutes, each time an employee has reasonable need to express breast milk for the employee's nursing child for up to three years following the birth of the child.

Upon request, the Company will provide or make a reasonable effort to provide the employee with the use of a private room or alternative location in close proximity to the employee's work area for such break time. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

To make a request, employees should provide the Company with reasonable advance notice of their need for a room or location to express breast milk, preferably before returning to the workplace if the employee is on leave. Employees can submit a request to their direct supervisor or Human Resources. The Company will respond to a request in writing within 5 business days.

Discrimination, harassment, and retaliation against an employee who chooses to express breast milk in the workplace is strictly prohibited. More information can be found in your copy of the New York Department of Labor's Policy on the Right of Employees to Express Breast Milk in the Workplace.

A refrigerator is available for employees to store breast milk. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.