



Lactation Accommodation Policy (California)

_____ recognizes the importance of breast milk in the growth and development of infants, and supports the legal rights of employees who choose to express milk in the workplace. In compliance with the law, this policy establishes guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees for as long as they desire to express breastmilk. A copy of this policy will be provided to every newly hired employee and to any employee who inquires about or requests pregnancy or parental leave.

Use of Meal and Rest Breaks

_____ will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for their infant child each time the employee has a need to express milk, in accordance with applicable local, state and federal law. If possible, the break time must run concurrently with rest and meal periods already provided. If break time cannot run concurrently with rest and meal periods, it will be unpaid, to the extent permitted by applicable law.

Lactation Space

_____ will provide breastfeeding employees with space in close proximity to the employee's work area that is shielded from view and free from intrusion from co-workers and the public, to express breastmilk. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Restrooms are prohibited from being utilized for lactation purposes.

The lactation space will:

- Be safe, clean, and free of toxic or hazardous materials
- Contain a place to sit, and a surface to place a breast pump and personal items
- Have access to electricity
- Have access to a sink with running water and a refrigerator suitable for storing milk that is located in close proximity to the employee work area
- Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; if so, use of the room for lactation takes priority over other uses during the time it is being used for lactation purposes.

Communication Requirements

Employees who need a lactation accommodation should submit a request for possible accommodation to _____. Upon receiving an accommodation request,

the company will respond to the employee within five (5) business days. The company and the employee shall engage in an interactive process to determine the appropriate accommodations.

Discrimination and Retaliation is Prohibited

California law expressly prohibits discrimination or retaliation against lactating employees for exercising their rights granted by the law. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations.

Employees have the right to file a complaint with the Labor Commissioner for any violation of the rights underlying this policy.

Please consult _____ with questions regarding this policy.