

## Policy

The company recognizes that breast milk is the optimal food for growth and development of infants. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at the company for as long as they desire to express breastmilk. The company supports the legal right and necessity of employees who choose to express milk in the workplace.

## Policy Goals

- To establish guidelines promoting a work environment that supports breastfeeding at the company
- To establish that employees have a right to request lactation accommodation
- To comply with San Francisco's Lactation in the Workplace Ordinance

## Employer Responsibilities

### Communication:

- A copy of this policy will be disseminated to every newly hired employee and to any employee who inquires about or requests pregnancy or parental leave.
- The company must respond to an employee's request for lactation accommodation within 5 business days.

### Breaks:

- The break time shall, if possible, run concurrently with employee's lunch and break time.
- If the time for an employee's break time does not run concurrently or when additional time is necessary, the break time may be unpaid.

### Lactation Space:

The company will provide breastfeeding employees with space to express breastmilk in close proximity to the employee's work area that is shielded from view and free from intrusion from co-workers and the public. 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 must:

- Be safe, clean, and free of toxic or hazardous materials
- Contain a place to sit, 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 in close proximity to employee's work area
- Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses.

### Retaliation Related to Breastfeeding or Expressing Milk is Prohibited:

The San Francisco Lactation in the Workplace Ordinance expressly prohibits retaliation against lactating employees for exercising their rights granted by the ordinance. 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.

## Employer Records

The company will maintain a record of the written requests for Lactation Accommodation that includes the name of the Employee, the date of the request, and a description of how the Employer resolved the request. If an Employer denies a request for Lactation Accommodation, it must save the written denial. All of these records must be maintained for three (3) years from the date of request.

## San Francisco Request for Lactation Accommodation

Name of the Employee:		Company:
Address:		
Contact Number:	Email:	
Customer:		

Start Date for Requested Accommodation:	
Requested Number of Breaks Per Day:	
Approximate Lactation Break Schedule Dates and Times:	

Employee Signature:	Date:

Please return this form to the Benefits Department at least five (5) business days before the start of request for Lactation Accommodation.