



## La Posada Providencia's LACTATION BREAKS POLICY

### Objective

As part of our family-friendly work environment, La Posada Providencia (the “Company”) provides a supportive environment to enable lactating employees to express breast milk during working hours.

### Lactation Accommodations

For up to one year after the child's birth, any employee who is breastfeeding their child will be provided reasonable break time to express breast milk for their baby as follows:

1. Nursing mothers must request and arrange with their manager/supervisor appropriate and reasonable break time for lactation purposes. Managers/ Supervisors must attempt to provide as much schedule flexibility and break times as reasonably possible to accommodate the employee’s needs.
2. An employee may be granted a flexible work arrangement to allow for time off to express milk.
3. The required time needed for lactation breaks is impacted by individual needs and the proximity of a reasonable space for lactation. In general, approximately thirty (30) minutes, three (3) times per day, is needed. Lactation breaks should, if possible, run concurrently with any break time already provided to the employee. If the employee feels they need additional lactation breaks, or it is determined that it is not possible for the employee’s lactation breaks to run concurrently with their existing break times, the Company will make available separate break times, but this time may be unpaid for non-exempt employees.

### Lactation Space

The Company will provide breastfeeding employees with space to express breast milk that is in close proximity to their current work area that is also shielded from view and free from intrusion. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space.

The lactation space will:

- Not be a restroom
- 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 the employee’s work area.
- Potentially be a multi-purpose room if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses



Created 5/26/2023

Version: 1

Other appropriate locations may include the employee's own office, another private office not in use, or any available area with a locking door where the employee can have privacy from others for lactation purposes.

### **Employee Responsibilities**

Employees who wish to express milk during the work period shall keep their manager/supervisor informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the Company. When an employee needs an additional, or a change to a current lactation break(s), the employee must work with their manager/supervisor to discuss an adjustment or change in schedule.

Breastfeeding employees are responsible for keeping milk expression areas clean, using antimicrobial wipes to clean the pump and the area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas and other areas where milk may be expressed.

Employees must label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Employees should remove expressed milk stored in refrigerator by close of business every day.

### **Zero Tolerance**

Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee's work performance and creates an intimidating, hostile or offensive working environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Company's policies and procedures for discrimination and harassment.