

	Document Type:	Procedure
	Dept./Program:	Human Resources
	Issued Date	01/01/2020
	Effective Date:	05/01/2021
	Version No.:	1.1
Lactation Accommodation Procedure		

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1.0 **Purpose**

The purpose of the Lactation Accommodation Procedure is to detail the requirements and specific procedures and duties of personnel in relation to the Lactation Accommodation Policy (“Policy”).

2.0 **Scope**

This Procedure applies to all U.S.-based personnel working for Constellis, LLC.

3.0 **Roles & Responsibilities**

- Employees – All nursing mothers or employees nursing in surrogacy who wish to express milk during work shift must arrange for such with their Supervisor or through a representative from Human Resources to ensure that proper coverage is made for the employee when she is taking a break.
- Supervisors/Management – Supervisors and Management shall work with Employees wishing to utilize the Policy to ensure proper relief is provided. Supervisors shall respond to all requests in a timely fashion in accordance with the Policy. Supervisors will work with management and the client, when necessary, to locate adequate lactation facilities.
- Human Resources Representatives – Representatives from Human Resources will assist in the interactive process when requested by either the Employee or Supervisor to ensure that the Employee is permitted to take necessary breaks and that the necessary facilities are provided.

4.0 **Procedure**

4.1 **Lactation Facilities**

- The requesting employee shall be provided the use of a room or other location for the employee to express milk in private.

- A lactation room or location shall not be a bathroom and shall be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk.
- The lactation room or location shall contain a place to sit, be safe, clean, and free of hazardous materials, and contain a surface to place a breast pump and personal items.
- A lactation room or location shall have access to electricity or alternative devices, such as extension cords needed to operate an electric or battery-powered breast pump.
- The lactation room or location shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, another cooling device suitable for storing milk, such as an employer-provided cooler.
- Where a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes. Where such a room is also used to provide accommodations related to disability or religious observances, every effort will be made to accommodate the needs of all employees.
- When more than one employee needs to use a room for lactation to express breast milk, Constellis supervisor and/or Human Resources will discuss alternative options with all employees who use the shared space to determine what arrangement addresses their needs. Options may include: finding an alternative space; sharing the space among multiple users with screens, curtains, or other privacy measures; or creating a schedule for use.
- The company reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.
- Nursing mothers wishing to use this room must request/reserve the room by contacting their supervisor.

4.2 Storage Rules

The following rules apply regarding storage of breast milk, to consider in the lactation room.

- 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.
- 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.

RELATED DOCUMENTS

- **Accommodation For Lactating Mothers Policy**

VERSION HISTORY

	Version	Version Date	Author	Description
1	1.0	01/01/2020	Human Resources	Initial Version

	Version	Version Date	Author	Description
2	1.1	5/1/2021	Human Resources	Minor update to section 4.1; formatting updates