

New York Lactation Accommodation Policy

The Company supports employees who choose to express milk in the workplace and provides reasonable lactation accommodations in accordance with applicable law. Employees have the right to request accommodation for lactation in the workplace. Starting June 2023, this policy will be made available to each New York-based employee upon hire, annually, and upon return from parental leave.

Reasonable Time to Express

Upon request, for up to three years following the birth of a child, the Company will provide a reasonable amount of break time to accommodate an employee who desires to express breast milk for the employee's child. Employees who need breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. The lactation break time, if possible, should run concurrently with scheduled rest breaks and meal periods already provided to the employee. If the lactation break time cannot run concurrently with rest and meal periods already provided and/or additional time is needed for the employee, the lactation break time will be unpaid. Where unpaid breaks or additional time are required, the employee should work with their supervisor or Human Resources regarding scheduling and reporting the extra break time as unpaid.

Because exempt employees receive their full salary during weeks in which they work and they are not normally required to identify break and meal times, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

Use of Lactation Room

The Company will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is in close proximity to their work area, well-lit, shielded from view, and free from intrusion from other persons in the workplace or the public. In addition, the room will contain a chair, a working surface, nearby access to clean running water, electricity, and a refrigerator to store breast milk.

Lactation Accommodation Request Process

Before an employee returns from parental leave, the Company will seek to discuss with the employee whether the employee needs an accommodation to express breast milk at work and will provide a copy of this policy upon the employee's return from parental leave. Employees may also independently request a lactation accommodation by contacting Human Resources. A request may be made orally or in writing to Human Resources and should indicate that the employee will need accommodations for expressing breast milk at work.

Any request for lactation accommodation will be responded to within five (5) business days. The Company will engage in an interactive process with any employee requesting a lactation accommodation to determine the appropriate break and lactation location. If for any reason, the Company believes that a lactation accommodation would be an undue hardship and/or cannot provide break time or a location that complies with this policy, the Company will engage in a cooperative dialogue with the employee and provide a written response explaining its decision.

If more than one employee needs to use a designated lactation room at the same time, the Company will meet with the employees and determine an arrangement that addresses each employee's needs such that each employee has access to lactation room amenities. Any accommodation will ensure each employee is afforded privacy and a reasonable amount of time to pump. Employees should contact their local Human Resources for any issues regarding scheduling or use of a lactation room.

Employees should keep Human Resources apprised of ongoing needs, and may request changes to an existing lactation accommodation. The Company maintains records of requests for lactation accommodation for three years from the date of the request.

No employee will be retaliated against for requesting or using a lactation accommodation. If any employee believes they are being retaliated against for requesting or using a lactation accommodation, please contact Human Resources immediately to report the issue.