

## LACTATION ACCOMMODATION POLICY

Pursuant to New York City, New York State and federal law, employees have a right to express breast milk in the workplace and the right to request access to a lactation room for purposes of expressing breast milk.

Employees who are nursing are provided with paid break time for thirty minutes and permitted to use existing paid break time or mealtime for time in excess of thirty minutes to express breast milk for the employee's nursing child each time such employee has a reasonable need to express break milk for up to three (3) years after the birth of a child.

The Company will provide a lactation room to such employees. For purposes of this policy, the term lactation room means a sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion and that includes at minimum an electrical outlet, a chair, a surface on which to place a breast pump and other personal items, and nearby access to running water. Unless doing so poses an undue hardship and such undue hardship exception is permitted by applicable law, the Company will provide (i) a lactation room in reasonable proximity to the employee's work area and (ii) a refrigerator suitable for breast milk storage in reasonable proximity to such employee's work area. If the room designated by the Company to serve as a lactation room is also used for another purpose, the sole function of the room will be as a lactation room while an employee is using the room to express breast milk. While an employee is using the room to express milk, the Company will provide notice to other employees that the room is given preference for use as a lactation room.

An employee may submit a request for a lactation room by contacting the Administrator. The Company will respond to such requests within five (5) business days. If two or more employees need to use the lactation room at the same time, the employees should contact the Administrator so that arrangements can be made to ensure all employees are provided with access to the lactation room amenities. Options may include finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use.

Where compliance with the lactation room requirements set forth above is impracticable because it would impose an undue hardship on the Company by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the Company's business and such undue hardship exception is permitted by applicable law, the Company will make reasonable efforts to provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in privacy and otherwise engage in a cooperative dialogue with the employee to discuss reasonable alternatives with the employee in an attempt to accommodate the employee's needs. For details regarding the cooperative dialogue process, please refer to the Reasonable Accommodation & Cooperative Dialogue policy.

If the workplace has access to refrigeration, the Company will extend such access to refrigeration for the purposes of storing the expressed milk.

The Company will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to the Administrator or the Compliance Officer via the Compliance Hotline at (800) 610-2544.

Please refer to the New York State Department of Labor's Policy on the Rights of Employees to Express Breast Milk in the Workplace which was separately issued for additional details.

Employees can contact the Administrator or the Compliance Officer via the Compliance Hotline at (800) 610-2544 with questions regarding this policy.