



LACTATION IN THE WORKPLACE POLICY

San Francisco

Overview

Kelly Services shall permit reasonable break time(s) for nursing mothers to express breast milk when such employee has need to express the milk during a nursing child's life. This San Francisco Lactation in the Workplace policy has the following goals:

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

Kelly and customers in San Francisco shall comply with the requirements below.

Requirements

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.
- An employee may request an accommodation for lactation breaks by contacting the HR Knowledge Center at 1-877-301-8460 or HRKnowledgecenter@kellyservices.com.
- Employer must respond to an employee's request for lactation accommodation within five (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

Employer will provide breastfeeding employees with space in close proximity to the employee's work area that is shielded from view and free from intrusion from co-workers and the public, to express breastmilk. 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 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 and California state law expressly prohibit 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. Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under California Labor Code regarding lactation accommodations which includes unlawful retaliation.

Employer Records

Employers 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 3 years from the date of the request.

Questions/Concerns

If a Kelly customer is not providing appropriate break times or for additional information or assistance, contact the HR Knowledge Center at 1-877-301-8460 or HRKnowledgecenter@kellyservices.com.