**Lactation Accommodation**

In accordance with state and federal law, THE COMPANY provides a reasonable amount of break time to accommodate your need to express breast milk for your infant child. The Company will also provide you with the use of a room or other location near your work area for you to express milk in private. Please contact your manager or Human Resources to schedule break time and ensure you have appropriate space available. We will respond to your request as soon as possible.

The requested break time should, if possible, be taken concurrently with other scheduled rest break. THE COMPANY will provide lactation time beyond the scheduled rest breaks, but such break time will be unpaid for non-exempt employees. Non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest breaks.

If you believe your lactation rights have been violated, you may file a complaint with the California Labor Commissioner’s Bureau of Field Enforcement at <https://www.dir.ca.gov/dlse/DistrictOffices.htm>