

Alliance HealthCare Services, Inc., Lactation Accommodation Policy & Procedure

Alliance Healthcare Services, Inc., (“Alliance”) recognizes that breast milk is the optimal food for growth and development of infants. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at Alliance (“Team Member(s)”) for as long as they desire to express breast milk (the “Policy”). Alliance supports the legal right and necessity of Team Members who choose to express milk in the workplace.

I. Policy Goals

- To establish guidelines promoting a work environment that supports breastfeeding at Alliance
- To establish that employees have a right to request lactation accommodation which include lactation breaks and a lactation location
- To comply with Section 7(r) of the Fair Labor Standards Act and applicable state and city ordinance laws.
- To implement a lactation policy and administrative process to facilitate lactation accommodation requests

II. Lactation Accommodation Process

If a Team Member requires a lactation accommodation, the [Request for Lactation Accommodation form](#) (“RLA”) attached to this Policy and located on the Team Member Website should be completed and sent to their immediate manager and the Human Resources Express team, at hrexpress@alliancehealthcareservices-us.com, five (5) business days prior to the first date of requested lactation accommodation. On the RLA form, the Team Member should specify the number of breaks per day needed and provide an approximate break schedule that includes dates and times. Alliance will engage in an interactive process with the Team Member to determine how the Team Member can be accommodated. The Alliance HR Express team will issue a written response to the RLA within five (5) business days of receiving the RLA. If Alliance is unable to accommodate a RLA, Alliance will provide the Team Member with a written response identifying the basis for the denial.

III. Breaks

The break time shall, if possible, run concurrently with Team Member’s meal and rest breaks. If the time for a Team Member’s break time does not run concurrently or when additional time is necessary, the break time may be unpaid.

IV. Lactation Space

Alliance will provide breastfeeding Team Members with space in close proximity to the Team Member’s work area that is shielded from view and free from intrusion from co-workers and the public and is not a restroom, to express breast milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use. Team Members will also have access to a sink and refrigerator to store their breast milk. Team Members are responsible for labeling their milk with their name and the date on which the milk was expressed. If state law

provides greater accommodations than listed here, Alliance will ensure such accommodations are available to applicable Team Members.

V. Retaliation Related to Breastfeeding or Expressing Milk is Prohibited

Alliance expressly prohibits retaliation against lactating employees for exercising their rights. 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.

VI. Employer Records

Alliance will maintain a record of the RLA that includes the name of the Team Member, the date of the request, and a description of how Alliance resolved the request. All of these records must be maintained for 3 years from the date of request.

VII. Questions

Questions regarding this Policy should be referred to The HR Express team at hrexpress@alliancehealthcareservices-us.com

VIII. Effective Date

This Policy shall be effective January 1, 2019