



**Rose International Lactation Accommodation Policy under the San Francisco
Lactation Work Ordinance (LWO)**

Policy:

Rose International 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 Rose International for as long as they desire to express breast milk. Rose International supports the legal right and necessity of employees who choose to express milk in the workplace.

Policy Goals:

- To establish guidelines promoting a work environment that supports breastfeeding at Rose International.
- To establish that employees have a right to request a lactation accommodation pursuant to applicable law.
- To comply with San Francisco's Lactation in the Workplace Ordinance ("LWO").

Employer Responsibilities

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.
- This policy is also included in Rose International's employee handbook.
- Employees may request a lactation accommodation via written request by sending a completed Lactation Accommodation Form to Rose International's HR Department at HR@roseint.com.
- Our HR Department will respond to an employee's request for a lactation accommodation within five (5) business days.
- Our HR Department will engage in an interactive process to determine the appropriate accommodations which do not impose an undue hardship to the company.
- Employees may visit Rose International's Employee Resources page via <http://www.roseit.com/Posters/Federal/Lactation%20Accommodation%20Request.pdf> or contact our HR Department by e-mailing HR@roseint.com for a copy of an Accommodation Request Form.

Breaks:

- Employees needing breaks for lactation purposes may use ordinary break times or may take other reasonable break time when needed.
- The break time shall, if possible, run concurrently with the employee's scheduled meal and break times already provided to the employee.



- If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the lactation break time may be unpaid for non-exempt employees.

Lactation Space:

Under San Francisco's LWO, Rose International 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 breast milk. 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

San Francisco's LWO expressly prohibits 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.

Employer Records

Rose International will maintain a record of the written requests for Lactation Accommodations that includes the name of the Employee, the date of the request, and a description of how the request was resolved. If a request for Lactation Accommodation is denied, Rose International will provide the employee with a written response identifying the basis of the denial. All of these records must be saved and maintained for three (3) years from the date of request.