

LACTATION ACCOMMODATION POLICY

Baltimore, MD

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 Baltimore Lactation Accommodation 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 Baltimore's Lactation Accommodations in the Workplace Act

Kelly office/locations and customers in Baltimore 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 enquires about or requests pregnancy or parental leave.
- Employer will respond to an employee's request for lactation accommodation within 5 business days.

Breaks:

- Employer and employee engage in an interactive process to determine lactation break periods and a lactation location appropriate for the employee.
- 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
- Have limited access to it by a door that can be locked from the inside
- Contain a place to sit, a surface to place a breast pump and personal items
- Have access to at least 1 electrical outlet
- Have access to a sink with running hot and cold 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

Lactation Policy

Employees requiring access to a lactation room should contact their supervisor directly. In the event that more than one employee requests access to the lactation room at the same time, Employer will assist nursing employees to coordinate scheduling that accommodates all nursing employees.

Denial of Whole or Partial Requests

In the event a Kelly office/location or customer in Baltimore: (1) does not provide a lactation accommodation break or location; (2) provides a lactation location that is not fully compliant with Baltimore's Lactation Accommodations in the Workplace Act; or (3) asserts a waiver or variance in accordance with Baltimore's Lactation Accommodations in the Workplace Act, Kelly or customer will provide a written response to the employee's request providing the specific bases on which the employer has done so.

Retaliation Related to Breastfeeding or Expressing Milk is Prohibited

Kelly expressly prohibits retaliation against lactating employees for exercising their rights granted by the Baltimore Lactation Accommodations in the Workplace Act. 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

Employers will maintain a record of the written requests for Lactation Accommodation that includes the name of the Employee, the initial date of the request and any updates to that request, a copy of all written or digital correspondence by or on behalf of the employee or employer, 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.

Upon learning of potential violations of this Policy or the Baltimore Lactation Accommodations Act (Baltimore City Council Bill 18-0276) and/or any corresponding regulations that may now or hereafter be in effect, Kelly will investigate and, where appropriate, take measures to ensure that employees are provided accommodations in accordance with applicable law. Employees are thus encouraged to notify the HR Knowledge Center as provided above if they believe a Kelly Customer is not providing appropriate break times or accommodations.

Regardless of whether an employee has raised the issue internally, an employee aggrieved by an alleged violation of the Act may file a complaint with the Baltimore Community Relations Commission at <https://civilrights.baltimorecity.gov/community-relations-commission/file/> or by calling (410) 396-3141.