

## Nursing Mothers, Lactating Employees, and Pregnancy Accommodation Policy

---

### **Purpose**

The purpose of this policy is to affirm our commitment to supporting the health and wellbeing of pregnant employees, nursing mothers and lactating employees within our organization. We recognize the importance of creating an inclusive and accommodating workplace that respects the rights and needs of individuals during pregnancy and while nursing or lactating. This policy outlines our dedication to providing reasonable accommodations, promoting a discrimination free environment, and ensuring compliance with MN Statutes § 181.939.

### **Scope**

This policy applies to all employees and contractors within Lifeworks Services, Inc. The policy is designed to provide guidance for pregnant, nursing, and lactating mothers in our organization, ensuring their rights and well-being are protected and respected in accordance with applicable federal and state laws.

### **Policy**

In congruence with Minnesota Statutes § 181.939, Lifeworks' Nursing Mothers, Lactating Employees, and Pregnancy Accommodations policy provide pregnant employees or related health conditions the right to request and receive reasonable accommodations, as long as it does not create an undue hardship, which may include, but is not limited to the following examples:

- More frequent or longer breaks
- Seating
- Limits to heavy lifting

- Temporary transfer to another position
- Temporary leave; and / or;
- Modification in work schedule or tasks

## **Rights & Responsibilities**

Lifeworks does not require employees to take leave or to accept an accommodation. Accommodations requests will be reviewed and may require further supporting documentation from a medical provider.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break.

Lifeworks will provide a clean, private, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

Employees are encouraged to contact the Human Resources Department regarding any questions and to learn more about their rights to take leave or to request an accommodation.

### **Non-Retaliation**

We prohibit retaliation against any individual who has made a good faith report under this policy, assisted with such a report, or who has cooperated in an investigation, proceeding or hearing conducted by the Company or by an enforcement agency, or requested an accommodation. Involvement in an investigation will not, however, insulate an employee from appropriate disciplinary or other employment actions. In addition, any employee who knowingly files a false complaint or who files a complaint for an inappropriate purpose will be subject to appropriate discipline, up to and including termination.

## Filing a Complaint

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

## Resources

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit [dli.mn.gov/newparents](http://dli.mn.gov/newparents).

<b>Pregnant, Nursing and Lactating Employee Policy, version 1.0</b>		
<b>Status:</b>	<input type="checkbox"/> Working Draft	<input checked="" type="checkbox"/> Approved
<b>Document Owner:</b>	Michelle Hanrahan	
<b>Last Review Date:</b>	09/05/2023	

## Version History

Version	Modified Date	Approved Date	Author	Reason/Comments