

## **Lactation Accommodation Policy**

Bible Fellowship Church of Ventura, known hereafter as “the Church,” recognizes that breast milk is the optimal food for growth and development of infants. In compliance with SB 142, this policy establishes guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at the Church for as long as they desire to express breastmilk. The Church supports the legal right and necessity of employees who choose to express milk in the workplace.

### **Communication**

A copy of this policy will be provided to every newly hired employee and to any employee who inquires about or requests pregnancy or parental leave.

The Church will respond to an employee’s written request for lactation accommodation within (5) five business days.

### **Use of Meal and Rest Breaks**

The Church will provide a reasonable amount of break time to accommodate an employee’s need to express breast milk or accommodate any medical condition related to breast-feeding.

The break time should, if possible, be taken concurrently with other rest and meal break periods already provided. Nonexempt (hourly) employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods and such time will be unpaid.

### **Lactation Space**

The Church 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 will:**

- Be safe, clean, and free of toxic or hazardous materials (as defined in Labor Code Section 6382).
- 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 the 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**

The Church expressly prohibits retaliation against lactating employees for exercising their rights granted by the law. This includes:

- The denial of reasonable break time or adequate space to express milk.
- The discharge, or in any other manner discrimination or retaliation against, of an employee for exercising or attempting to exercise any right protected under the law.
- An employee may report a violation of this chapter to the Labor Commissioner's field enforcement unit.

### **Employer Records**

- The Church will maintain a record of the written requests for Lactation Accommodation that includes the name of the employee, the date of the request, and a description of how the employer resolved the request.
- If the Church denies a request for Lactation Accommodation the Church must save the written denial.
- All written request and denial records must be maintained for (3) three years from the date of written request.