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| HUMAN RESOURCES POLICY/PROCEDURE | No: HR-045 |
| OFFICE OF PRIMARY RESPONSIBILITY: Human Resources | EFFECTIVE DATE: May 24, 2018 Revision # N/A Revision Date: N/A Replaces: N/A |
| SUBJECT: Lactation Support Policy | |
| Approved By  Edward L. Johnson Chief Executive Officer, LYNX | |

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter “Authority”) was created by Part III, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the areas of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Chief Executive Officer is authorized to establish and administer such policies. Therefore, as part of our family-friendly policies and benefits, LYNX supports breastfeeding mothers by accommodating mothers who wish to express breast milk during their workdays when separated from their newborn children, in accordance with applicable law.

SCOPE:

This policy applies to all employees of the Authority who are nursing mothers.

AUTHORITY:

Authority for this policy and procedure are as follows:

- Florida Statutes, Title XXVI, Chapter 343, Part III
- Administrative Rule 2, Board Governance (By Laws), Rule 2.6 Policies and Procedures
- Administrative Rule 3, Human Resources
- Pregnancy Discrimination Act

Accommodation for Lactating Mothers

For up to one (1) year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. LYNX will have designated room at each location for this purpose. A refrigerator reserved for the specific storage of breast milk is also available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be



disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Additional rules for use of the room reserved for expression of breast milk and refrigerator storage are posted in the room.

Additional rules include:

- Users may access the lactation room only for the purposes of expressing, storing and collecting breast milk.
- The door to the lactation rooms will remain unlocked to allow access. Please lock the door while using the room. Please leave door unlocked when leaving.
- Users of the lactation rooms are responsible for bringing their own breast pump.
- A refrigerator is provided to store the breast milk only. No other food items are allowed.
- It is the responsibility of everyone using the lactation rooms to maintain a clean room.
- Expressed milk stored in the refrigerator must be labeled with user's name and date the milk was expressed.

Nursing mothers wishing to use this room can use the room at their convenience during their break(s).

It is expected that all LYNX employees will assist in providing a positive atmosphere for breastfeeding mothers at LYNX.