

PAQ INC.

LACTATION ACCOMMODATION POLICY

PAQ Inc. dba Food 4 Less and Rancho San Miguel Markets provides a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has need to express milk.

The company will make a reasonable effort to provide the employee with the use of a room or other location, other than a bathroom, in close proximity to the employee's work area for the employee to express milk in private. Such space will meet the requirements of the California Labor Code, and will:

- Be safe, clean and free of toxic or hazardous materials;
- Contain a surface to place a breast pump and other personal items;
- Contain seating;
- Have access to electricity;
- Have access to a sink with running water; and,
- Have access to a refrigerator for storing breast milk

Procedures

An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to her Store Director.

The Store Director will respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval or denial of the accommodation request. The completed request form must be returned to the employee and a copy sent to the human resources department.

Lactation accommodation break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees must clock out for any lactation accommodation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid. It is the employee's responsibility to notify their supervisor if they need to take a lactation accommodation break outside of their normally-scheduled rest breaks.

The company reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Locations

• F4L March Lane	-	Upstairs Managers' Office by the Break Room
• F4L Wilson Way	-	Produce/Meat Managers' Office
• F4L Lodi	-	Produce Manager's Office
• F4L Weston Ranch	-	Upstairs Managers' Office
• F4L Hammer Lane	-	Upstairs Managers' Office
• F4L Manteca	-	Upstairs Managers' Office
• F4L Los Banos	-	Upstairs Office by Conference Room
• F4L Salinas	-	HR Office by Conference Room
• F4L Ceres	-	Upstairs Office by Conference Room
• F4L Atascadero	-	Upstairs Managers' Office
• F4L San Luis Obispo	-	SLO Conference Room
• F4L Paso Robles	-	Upstairs Conference Room
• F4L Arroyo Grande	-	Upstairs Computer Room
• F4L Mack Road	-	Upstairs Conference Room
• RSM Stockton	-	Liquor Storage Room
• RSM Lodi	-	Upstairs Managers' Office
• RSM Merced	-	Combo Manager Office
• RSM Madera	-	Upstairs Office by Conference Room
• RSM Greenfield	-	Store Director's Office
• RSM Livingston	-	Spare Office next to Store Director's Office
• RSC Stockton	-	Downstairs Conference Room
• RSC Lathrop	-	Computer Room