

Procedure Title:

Lactation Accommodation

Procedure Owner:

Chief Human Resources Officer

Policy Owner:

Senior Vice President, HR NA Operations

Executive Summary

This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at the Hertz Corporation for as long as they desire to express breastmilk. The Hertz Corporation supports the legal right and necessity of employees who choose to express milk in the workplace.

Procedure



<i>No.</i>	<i>Subject</i>	<i>Date</i>
2-61	Lactation Accommodation	May 10, 2018

Scope: This policy applies to all U.S. Divisions and Subsidiaries of the Hertz Corporation.

Purpose: To establish guidelines for promoting a work environment that supports breastfeeding; to establish that employees have a right to request lactation accommodation; to prohibit discrimination, harassment, and/or retaliation on the basis of a decision to express breastmilk at work; and to comply with all applicable federal, state, and local laws.

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Procedure:

A. General

1. Employees of the Hertz Corporation have the right to request to express breastmilk in the workplace and, if necessary, for a reasonable Lactation Accommodation to do so.
2. Employees may submit a request for a Lactation Accommodation to their immediate supervisor and/or to the Human Resources Business Partner.
3. The Hertz Corporation will engage in an interactive discussion with all employees who ask to be able to express breastmilk in the workplace, to identify appropriate lactation break periods and lactation locations.
4. The Hertz Corporation will provide a reasonable amount of break time to accommodate an employee's desire to express breastmilk for their child.
5. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee.
6. If the lactation break time cannot run concurrently with meal and rest breaks already provided, or if additional time is needed for the employee, the lactation break time will be unpaid for non-exempt employees.
7. Employees will be relieved of all work-related duties during lactation breaks. Where unpaid breaks or additional time are required, employees should work with their supervisor regarding scheduling and reporting the extra break time.
8. Supervisors must respond to an employee's request for lactation accommodation within five (5) business days. It is the Company's expectation that no reasonable request for a lactation accommodation will be denied. In the unlikely event a specific request has to be denied because it will cause an undue hardship for the Company, that decision and the reasons for it will be given to the requesting employee in writing.
9. Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."
10. Where state or local law imposes more specific requirements regarding the break time or lactation accommodation, the Company will comply with those requirements. When the requirements of local, state, or federal law differ, the law with the greatest protection applies.

B. Lactation Space

1. The Hertz Corporation will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from

intrusion from co-workers and the public. The Company will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk. An employee with a private office may use that office for lactation, if she chooses.

2. The lactation space will:

- Be safe, clean, and free of toxic or hazardous materials
- Contain a place to sit, and a surface on which 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's 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

C. Prohibition Against Retaliation or Discrimination

The Hertz Corporation expressly prohibits discrimination, retaliation and harassment against employees for exercising their breastfeeding rights in accordance with this Policy and with applicable federal, state, and local laws. This includes those who request time to express breastmilk at work and/or who lodge a complaint related to the right to lactation accommodations.

D. Employer Records

The Hertz Corporation will maintain a record of all written requests for lactation accommodation that includes the name of the employee, the date of the request, and a description of how the request was resolved. All of these records must be maintained for three (3) years from the date of request.

Approval Departments and Contact Names	
Owner	Mark Guthrie
Human Resources	HR Leadership Team & HR Policy Governance Committee
Legal	Randy White