San Francisco Lactation Accommodation Policy – Process Document

Sunrun is in compliance with the San Francisco Lactation in the Workplace Ordinance.

1. Lactating employees in the workplace have a private space, the Mother’s Room, located on the 29th floor.
2. Employees are entitled to lactation breaks throughout the day. Employees can reserve the Mother’s Room for these breaks.
3. The Mother’s Room can be reserved on the Google Calendar (Fig 1) in the same way that a conference room is reserved. This is to ensure that every employee has privacy when using the room.
	1. The Mother’s Room is a space that is safe, clean, and free of hazardous materials
	2. The Mother’s Room contains a place to sit, a surface to place a breast pump and personal items, and has access to electricity.
4. Access to the Mother’s Room can be added to the badge access for the employee. Badge access can be requested through a Remedy Force ticket opened by the employee.
5. Sunrun will keep record of who has used the room through the calendar view located within Google Calendars.

Lactation Accommodation Policy

Fig. 1