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|  <p>SMC STENIEL MANUFACTURING CORPORATION</p> | DOCUMENT | DOCUMENT NO | SMC-HRM-POL-2023-01-009 |
| | POLICIES & PROCEDURE | DATE OF EFFECTIVITY | Nov. 13, 2023 |
| | SUBJECT BREASTFEEDING POLICY | REVISION DATE | N/A |
| | This is a controlled document. Should a revision be issued, please return the superseded document and replace it with the updated document. | | 2 Pages |

1. POLICY OBJECTIVE

In compliance with the Republic Act No. 10028, “An act expanding the promotion of Breastfeeding” and amending the Republic Act No. 7600, known as “An act providing incentives to all government and private health institutions with rooming-in and breastfeeding practices and for other purposes”. **Steniel Manufacturing Corporation “SMC”** hereby develops a clear set of Guidelines that protects, promotes and supports Breastfeeding in the Workplace and Public Places” under Section No. 9.

This Policy encourages the working mothers in the practice of breastfeeding, and enables them to continue expressing their milk while they are working. This also promotes the common good of the infant and the mother in terms of physical, emotional and psychological needs.

2. COVERAGE

All female employees

3. GUIDELINES/PROCEDURES

3.1 The company provides a Breastfeeding Room and Milk Storage to facilitate the needs of those nursing mothers’ employees.

3.2 The Company Health provider will conduct a Seminar regarding the “Importance and Benefits of Breastfeeding” to all employees.

3.3 Giving of information by providing posters and pamphlets to all employees.

3.4 The Company will celebrate the Breastfeeding Month every September of the year.

3.5 Implementation of rules and regulation inside the Breastfeeding Room.

3.6 Lactation period:

- The nursing mother should notify the Company health provider/HR Personnel before and after using the Breastfeeding Room.
- Nursing employees are entitled of 40 minutes each within a working day:
Morning- 15 minutes
Lunchtime- 10 minutes
Afternoon- 15 minutes
- However, in some cases, immediate superior can request to change the lactating period to meet the operational need of the office/plant.

3.7 Upon using the Breastfeeding Room the employee should fill up the provided Logbook (Date, Employee's Name, Department and Position, Name of Baby, Time Started, Time Ended, Milk being extracted and Signature).

3.8 The HR Department shall check and monitor if the employee is following the rules and regulation and for those who failed to comply shall be subject to disciplinary action after the required due process as follows:

- First Offense- Verbal Warning
- Second Offense- Written Warning
- Third Offense- 2 days suspension
- Fourth Offense- 6 days suspension
- Fifth Offense- Dismissal

4. IMPLEMENTATION AND MONITORING

The Management with coordination of the Health and Safety Committee shall monitor and evaluate the implementation of this Policy and see to it that the Program is adequately funded and made known to all employees.

5. EFFECTIVITY

This Policy shall take place effective immediately and shall be made known to every employee

For common information and guidance.