



# APEX MINING CO., INC.

Masara, Maco, Compostela Valley Province



<b>DIVISION/DEPARTMENT:</b> <b>Human Resource Division</b>	<b>EFFECTIVE DATE:</b> AUGUST 23, 2017	<b>REVISION:</b> 001	<b>DOCUMENT NO.:</b> HRD.01.02	<b>SHEET NO.:</b> 1 OF 2
<b>Title:</b> <b>BREASTFEEDING POLICY</b>				

## I. POLICY STATEMENT

In recognition of the well documented health advantages of breastfeeding for mothers and infants, Apex Mining Company Inc. (AMCI) provides a supportive environment to enable breastfeeding employees to conduct lactation activities during working hours. AMCI supports the program under Republic Act 10028 or the "Expanded Breastfeeding Promotion Act of 2009".

AMCI will provide training, education and information dissemination to all working mothers towards improving their own and their infants' health.

## II. SCOPE

This Policy shall apply to all female employees of Apex Mining Company, Inc. (AMCI) who choose to continue providing their milk to their infants, subject to the guidelines stated herein.

## III. COMPANY RESPONSIBILITIES

Provision of facilities and support services includes:

1. Lactation breaks. Lactation breaks are compensable breaks. AMCI will allow mothers to express breast milk in designated lactation station during breaks or as the need arises.
2. Flexibility for breast milk expression breaks. There is worktime-flexibility for mothers to take lactation breaks during their workday. These shall be negotiated between the mother, her supervisor and employee representative.
3. Lactation facilities shall be clean, private and provided with comfortable chairs, hand washing amenities, storage area for milk refrigerator.
4. Access to breastfeeding information. AMCI will disseminate information to ensure that employees are made aware of this Policy. All women who are going on maternity leave will be provided with information on how they can harmonize breastfeeding and work schedules upon resumption of work.

## IV. EMPLOYEE RESPONSIBILITIES

1. Communication with Managers/Supervisors - Employees who wish to express milk during the work period shall keep the immediate superior informed of their needs so



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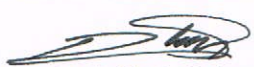

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that appropriate accommodations can be made to satisfy the needs of both the employee and the AMCI.

2. Maintenance of Milk Expression Areas - Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas as well as other areas where expressing milk will occur.
3. Milk Storage - Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another nursing mother's milk. Each breastfeeding employee is responsible for the proper storage of her milk using the company provided refrigerator.
4. Use of Break-time to Express Milk - When more than one breastfeeding employee need to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or would best meet their needs.
5. Employees who are considering breastfeeding should make arrangement for the use of breastfeeding and support facilities before going on maternity leave. She has to notify the HR Department and the Medical Department of her intention to use breastfeeding facilities and avail of support arrangements by filling up the form prescribed for such purpose.

## V. REFERENCES

- Republic Act 10028 of the "Expanded Breastfeeding Promotion Act of 2009".
- RA 7600 or the "Rooming-in and Breastfeeding Act of 1992".

<b>Prepared by:</b>	<b>Reviewed and Endorsed by:</b>	<b>Approved by:</b>
 <b>Reynaldo C. Romero</b> HR Manager /CG Date: <u>8/23/2017</u>	 <b>Atty. Rodolfo A. Palma</b> Legal Dept. & HR Div. Manager Date: <u>8-23-17</u>	 <b>Gil A. Marvilla</b> SVP & Resident Manager Date: <u>8/23/17</u>