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1.0	Purpose This procedure describes the facility provided by the Company to support breastfeeding employees to express their breast milk periodically during work hours as part of the Group efforts to help employees experience work-life balance.
2.0	Scope This procedure covers: <ul style="list-style-type: none"> • All registered female employees who need to express breast milk during the workday. • Registered female visitor. Refer to the following policies on Company's visitor registration: <ul style="list-style-type: none"> a. MTD Security Policy Structure, Security of MTD Building Clause 6.0 Control of Visitors at MTD Building b. Perintah Tetap Keselamatan No. 6 – Tatacara Pelawat c. Policies & Procedures Manual: Administration Department Section 12: General Services
3.0	Venue Of Breastfeeding Room And Its Equipment 3.1 A designated breastfeeding room is located at Level 12, Menara MTD. The private room are equipped with the following: <ul style="list-style-type: none"> • a sink with running water for washing hands and rinsing out breast pump parts • electrical outlets. • a refrigerator 3.2 Employees may access the breastfeeding room for the purpose of expressing, storing and collecting breast milk. However, visitors may access the breastfeeding room only for the purpose of expressing breast milk.
4.0	Use Of Break Times To Express Milk 4.1 Female employees are provided with a reasonable break time to express milk. The break to express milk should not last longer than 45 minutes and not more than two breaks during the workday. 4.2 Female employee taking a break to express milk must notify her supervisor that she is leaving for that purpose.
5.0	Procedures 5.1 <u>For Employee</u> 5.1.1 For the purpose of registration, female employees are required to complete a Breastfeeding Room Request Form in Appendix 1 and to obtain their Head of Company/Division/Department's concurrence before submitting it to the Employee Relations Unit, Group Human Capital Division.

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	5.1.2	The request will be reviewed and approved by the Head, Group Human Capital Division or in his absence, the Deputy Head, Group Human Capital Division.
	5.1.3	The employees and their Supervisors shall be notified on the status of approval within five (5) business days from the date the request is made.
	5.1.4	The Group Human Capital Division shall thereafter inform the Group Security Department to provide an access to the employees to the breastfeeding room.
	5.1.5	Upon received of the application from the Group Human Capital Division, the Group Security Department shall process the access request to the breastfeeding room and shall inform the registered female staff accordingly.
	5.1.6	The access to use the breastfeeding room is only valid for the duration of six (6) months from the date that the approval was given. It shall be automatically terminated upon expiry of the 6 months' period.
	5.1.7	The employees are required to re-submit the request at least 1 month before the expiry period in case they still need to use the breastfeeding room. If approved, the extension will be given for a further period of six (6) months. The accumulated usage period should not exceed the period of 24 months.
	5.1.8	The employees are required to inform the Employee Relations Unit, Group Human Capital Division in writing for early termination of the access in case they elect to discontinue the use of the breastfeeding room without waiting for the period of six (6) months to expire.
	5.1.9	Employee Relations Unit shall notify the Group Security Department to terminate the employees' access to the breastfeeding room.
	5.1.10	Sharing access to unregistered employees or visitors is prohibited.
	5.2	<u>For Registered Visitor</u>
	5.2.1	Registered visitor who wish to use the breastfeeding room is required to record her details in the Breastfeeding Room Request Log Book which can be obtained from the receptionist at Level 6.
	5.2.2	The receptionist shall inform any personnel in the Employee Relations Unit, Group Human Capital Division on the visitor's request.
	5.2.3	The personnel in the Employee Relations Unit, Group Human Capital Division shall accompany the visitor to the breastfeeding room and shall accompany the visitor back from the breastfeeding room when she is done.
	5.2.4	The registered female visitor is required to sign the Breastfeeding Room Request Logbook at level 6 before leaving Menara MTD.

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6.0	Maintenance Of Milk Expression Areas Breastfeeding employees and visitors are responsible for keeping milk expression areas and the general breastfeeding room clean for the next user.
7.0	Refrigerator 7.1 A refrigerator reserved for storage of breast milk is provided for employees only. Any breast milk stored in the refrigerator must be clearly labeled with the name of the employee and the date of expressing the breast milk. 7.2 It is the responsibility of employees to remove "stored breastmilk" at the end of the business day. 7.3 In the event of a power failure during normal work hours, employees are required to retrieve their "stored breast milk". 7.4 Employees assume all responsibilities for the safety of the "stored breastmilk" and the risk of harm for any reason, including improper storage, refrigeration and tampering. 7.5 Any item stored in the refrigerator other than "stored breastmilk" shall be disposed of by the cleaner assigned by the Group Administration Department. 7.6 It is the responsibility of the registered breastfeeding employees to ensure that the refrigerator is kept clean at all times.
8.0	Anti-Discrimination It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to her other efforts to do what she considers best for her child.
9.0	Violation Of Policy 9.1 Male employees (with an exception to the authorized Group Administration Department), unregistered female employees and unregistered female visitors are prohibited from entering the breastfeeding room. 9.2 Any employees who use the breastfeeding room for other than its intended purpose or in violation of this policy may be subjected to disciplinary action and/or may lose the privilege of using the breastfeeding room. 9.3 All visitors are expected to adhere to this policy and the Company's existing rules and guidelines on visiting the premises. Visitor who is found to be in violation of this policy shall be subjected to appropriate action as decided by the Company.

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10.0	Others		
	10.1	Employees are responsible to bring their own breast pumps and sanitizer.	
	10.2	Additional rules for the use of breastfeeding room and refrigerator storage are posted in the room for reference.	
11.0	Appendix		