

8.17 Pregnant Workers Fairness Act

1. **Purpose** - The Heritage Group Family of Companies (The Company) is committed to providing a supportive and accommodating work environment for all employees, including those who are pregnant, have recently given birth, or have medical conditions related to pregnancy or childbirth. This policy outlines the rights and responsibilities under the Pregnant Workers Fairness Act (PWFA).
2. **Scope** - This policy applies to all employees and job applicants of the Company.
3. **Policy Statement** - In accordance with the PWFA, the Company will provide reasonable accommodations to employees and job applicants with known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would cause undue hardship on the operation of our business.
4. **Reasonable Accommodations** may include, but are not limited to:
 - More frequent or longer breaks
 - Time off to attend to a pregnancy complication or recover from childbirth
 - Acquisition or modification of equipment or seating
 - Temporary transfer to a less strenuous or hazardous position
 - Job restructuring
 - Private non-bathroom space for lactation purposes
 - Assistance with manual labor
 - Modified work schedules
5. **Interactive Process** – The Company will engage in an interactive process with the employee to determine a suitable accommodation. This process involves the employee notifying their supervisor or HR of the need for an accommodation, a discussion between the employee and HR to identify potential accommodations, and implementation of the agreed-upon accommodation, unless it causes undue hardship.
6. **Non-Retaliation** – The Company prohibits any form of retaliation against employees who request or receive accommodations under this policy.
7. **Compliance with State Laws** - In addition to the PWFA, the Company complies with all applicable state and local laws regarding pregnancy-related accommodations.
8. **Questions and Concerns** - Employees with questions or concerns about this policy or who need to request an accommodation should contact Employee Hub at 800-303-0408 or EmployeeHub@thgrp.com.