



## Document Title: Wellness Room Practice – US

Topic Area	Document Content
<b>What is the purpose of this document?</b>	To accommodate employees’ needs for a private space at work to ensure 1) wellness, and 2) comply with federal and state laws, including laws related to the accommodation of breastfeeding and prayer in the workplace.
<b>Who does it cover?</b>	<p>This practice applies to all regular employees, contractors and temporary employees who meet the company guidelines for use. Employees who are eligible to use the Wellness Rooms include the following:</p> <ul style="list-style-type: none"> <li>• Lactating mothers</li> <li>• Employees undergoing chemotherapy or other medical regimens that may require down time during work hours</li> <li>• Employees who wish to engage in prayer during work hours</li> </ul>
<b>General Description:</b>	<p>Each building in the North America Lam campuses have a designated wellness room. The rooms provide all legally mandated conveniences and may include additional equipment as space and facilities requirements permit.</p> <p><u>ACCESS:</u></p> <p>Employees who need to use the Wellness Room for reasons identified above should contact HR Services and request access. For use due to a medical condition, the employee is required to provide medical certification to validate the need for the use of the wellness room.</p> <p><u>USE OF THE WELLNESS ROOM:</u></p> <p>Once access is provided, the employee is required to follow these guidelines:</p> <ol style="list-style-type: none"> <li>1. Depending on the location of the wellness room, you may reserve your timeslot on a signup sheet posted on the outside door of the wellness room or you may be required to reserve the room through the Outlook reservation process.</li> <li>2. Sign up for a maximum one hour per reservation. More than one hour can be provided if medical certification indicates a requirement for longer use of the room.</li> <li>3. After use, clean up and leave the room in good condition. Do not store personal items such as medication or lactation equipment in the room.</li> <li>4. The refrigerator in the room is made available to store breast milk but not medication. You must always keep your medication with you.</li> </ol>



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<b>General Description - continued...</b>	<ul style="list-style-type: none"> <li>5. The room may not be used for meetings, private phone calls, lunch breaks or sleeping.</li> <li>6. Respect the “Occupied” signage on the wellness room and do not intrude or open the door when an employee is using the room. If you suspect an emergency, contact EH&amp;S or 5555.</li> </ul>																					
<b>Update Summary</b>	<table border="1" data-bbox="397 730 1463 1018"> <thead> <tr> <th data-bbox="397 730 597 772">Date</th> <th data-bbox="597 730 776 772">Name</th> <th data-bbox="776 730 1463 772">Type of Change</th> </tr> </thead> <tbody> <tr> <td data-bbox="397 772 597 814">5/5/2020</td> <td data-bbox="597 772 776 814">Janet Yu</td> <td data-bbox="776 772 1463 814">Initial release</td> </tr> <tr> <td data-bbox="397 814 597 856"></td> <td data-bbox="597 814 776 856"></td> <td data-bbox="776 814 1463 856"></td> </tr> <tr> <td data-bbox="397 856 597 898"></td> <td data-bbox="597 856 776 898"></td> <td data-bbox="776 856 1463 898"></td> </tr> <tr> <td data-bbox="397 898 597 940"></td> <td data-bbox="597 898 776 940"></td> <td data-bbox="776 898 1463 940"></td> </tr> <tr> <td data-bbox="397 940 597 982"></td> <td data-bbox="597 940 776 982"></td> <td data-bbox="776 940 1463 982"></td> </tr> <tr> <td data-bbox="397 982 597 1024"></td> <td data-bbox="597 982 776 1024"></td> <td data-bbox="776 982 1463 1024"></td> </tr> </tbody> </table>	Date	Name	Type of Change	5/5/2020	Janet Yu	Initial release															
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