

JHMC

JOHN HAY MANAGEMENT CORPORATION
a member of The BCDA Group

INTERNAL MEMORANDUM OVPCOO-2014-012

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8-25-14
OVPCOO-2014-012

FROM : *M. Regala-Niebres*
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Vice President and COO

Cc : *Jamie E. Agbayani*
JAMIE ELOISE M. AGBAYANI, M.D.
President and CEO

Danny B. Latawan
DANNY B. LATAWAN
Human Resource Officer

ALL OTHER JHMC EMPLOYEES

SUBJECT : ESTABLISHMENT OF LACTATION ROOM

DATE : 07 August 2014

As discussed yesterday, all lactation rooms shall be made available in the workplaces of JHMC. As such, please note the following:

1. Assigned lactation rooms shall be at the:
 - a. Bell House—the Guest Room #1;
 - b. JHMC Office Complex—the extra room in Cottage 628.

Preparation of the said rooms for use shall be made as soon as possible to allow the rooms to be used by the second week of August.

Pursuant thereto, all lactating female employees shall also be entitled to a minimum of 40 minutes per work day for the lactation break. Please secure the approval of your respective supervisors and the HR on your preferred schedule so that the lactation room use shall be orderly and there shall be no disruption of work activities within your respective departments.

This memo shall be effective until the HR issues Breastfeeding Policy for JHMC.

For your guidance and strict compliance.

Thank you.