

U.S Lactation Accommodation Policy

(As of October 25, 2024)

PURPOSE

Endeavor (the “Company”), provides reasonable accommodations for employees’ pregnancy, childbirth, or related medical conditions, including accommodations for lactation. In recognition of the well documented health advantages of breastfeeding for infants and mothers, the Company provides a supportive environment to enable breastfeeding employees to express their milk during work hours. It is the Company’s policy to provide a room or other private location for employees who wish to express breast milk at work. Lactation accommodations will be provided to employees for as long as they desire to express breast milk. In addition, the Company will provide a reasonable amount of break time to accommodate employees desiring to express breast milk.

BREAKS

Breastfeeding employees are provided with up to 30 minutes of paid break time each time an employee has a reasonable need to express breast milk. An employee may also use their regular rest or meal breaks to express milk, or if they need additional time beyond their 30-minute lactation breaks. For time that may be needed beyond the usual break times, employees may decide to take those breaks unpaid, use paid time off, or make up the time as pre-arranged with their supervisors. The Company does not require the employee to work while pumping. However, if the employee works while pumping, the employee will be paid at their regular rate for that time. Employees and their supervisors should determine a schedule of breaks that reasonably accommodates the pumping needs of the employee.

SPACE

The Company will make a reasonable effort to provide breastfeeding employees with a private room (not a toilet stall or restroom) to breastfeed or express milk. The space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use, drawing blinds or curtains, covering windows without curtains, or setting up a portable partition.

The room will be private, sanitary, well-lit, located near a sink with running water for washing hands and rinsing out breast pump parts, and with access to electricity or alternative devices. It will contain comfortable seating and a table or other flat surface to hold a breast pump.

If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor.

If a multi-purpose space is designated for lactation, the employees who need the room for pumping will be given priority use of the room and their pumping needs will determine the availability of the room for other purposes. When more than one employee needs to use the multi-purpose room to express breast milk, the Company will discuss alternative options with all employees who use the shared space to determine what arrangement addresses their needs. Options may include: finding an alternative space; sharing the space among multiple users with screens, curtains, or other privacy measures; or creating a schedule for use. If the multi-purpose space is also used to provide accommodations related to disability or religion (e.g., use as a prayer room), the Company will make every effort to accommodate the needs of all employees. The company will notify other employees

that the room will be prioritized as a lactation room (or to address accommodations related to disability or religion, as applicable) by posting signage and/or through a memo to employees.

For non-traditional worksites, HR and the employee's supervisor will work with the employee to create a mutually acceptable solution. This may include a flexible schedule to allow the employee to return home for such activity, a temporary transfer to another facility, or other resolution.

STORAGE

A hygienic and secure location will be available for employees to store expressed milk, either in general company refrigerators, in designated refrigerators provided in the lactation room, in employee's personal cooler, or other location that is in close proximity to an employee's workspace. Employees are required to store all expressed milk in closed containers and bring milk home at the conclusion of each workday.

NOTICE / ACCOMODATION REQUEST PROCESS

All employees will be informed of this policy upon hire and/or on an annual basis, per jurisdictional requirements. Before an employee returns from parental leave, the Company will resend this policy to the employee in writing (electronically or by mail) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work.

Employees may also independently request a lactation accommodation by contacting the Human Resources Department, either verbally or in writing. The request should indicate that the employee will need accommodations for expressing breast milk at work, and include information on how many breaks are anticipated during the workday, the duration of the breaks, and preferred times for the breaks.

The HR Department will respond to a request for a lactation accommodation as quickly as possible, not exceeding five (5) business days. During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, The Company will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs, unless that poses an undue hardship for the Company.

If the Company determines that the lactation accommodation requested poses an undue hardship on the Company, the Company will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible, but no later than five (5) business days from the date of the request. The conversation between the Company and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied. This process gives the employee an opportunity to have an open discussion with the Company about their needs, work with the Company to come up with an appropriate accommodation for the employee.

For example, if the Company believes the length of time an employee needs to pump is an undue hardship for the Company to accommodate, the Company will engage in a cooperative dialogue with the employee to determine if there is an accommodation, such as an adjusted pumping schedule, or more frequent pumping breaks for shorter periods of time, that addresses the Company's concerns and the employee's needs.

The Company recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

ATMOSPHERE OF ACCEPTANCE

It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees. Supervisors are responsible for implementing practices that will help facilitate each employee's infant feeding goals.

Breastfeeding may not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass or retaliate against a breastfeeding employee or exercise any conduct that creates an intimidating, hostile or offensive working environment.

Any incident of harassment or retaliation of a breastfeeding employee should be reported to the employee's supervisor or to the Human Resources Department, and will be addressed in accordance with the Company's policies and procedures for discrimination and harassment. Employees have the right to file a complaint with the applicable state Labor Commissioner for any violation of their right to lactation accommodation under this policy and under applicable laws.