



KBZ BANK

KBZ BANK LIMITED

HR POLICY

ON

BREASTFEEDING TIME-OFF

**HUMAN RESOURCE DEPARTMENT
SEPTEMBER 2020**

KBZ BANK
BREASTFEEDING TIME-OFF POLICY

If there is a breastfeeding/breast-pumping facility on the work premise that provides private space (where available) and a refrigerator, employees are encouraged to store milk.

Female employees shall be entitled to paid time-off for breastfeeding on a daily basis for up to two hours per working day until 6 months of the child's birth date.

Supervisors are expected to be flexible when agreeing to the time per day which best suits the mother and her child.

Employee should take breastfeeding time-off either morning or evening. No breastfeeding time-off should be granted during the mid of the working hours/day.

No other time-off will be granted for commuting. Breastfeeding time-off will not be accumulated. Breastfeeding time-off will not be applicable on days staff member does not work. There will not be encashment for unused breastfeeding time-off.

Regular review of this policy is conducted by our Board to ensure they remain timely and relevant. Our most recent review was completed and approved by the Board on 02 September 2020.