



Guidelines Wish to Have Children (m/f), Pregnancy and Breastfeeding

The employer has the statutory duty to ensure that the employee and child are exposed to as few risks as possible. This applies from the moment that the employee (m/f) has indicated a wish to have children or notifies the employer of her pregnancy (f). Independent of a pregnancy or the wish to have children, any damage to the DNA of employees and their unborn children as a consequence of daily work activities must be prevented as much as possible. Measures should be taken to ensure that damage to the DNA of the employee or the unborn child as a consequence of the work is prevented as much as possible.

Supervisors are responsible for the working conditions of the employees in their own team. The measures are therefore determined by the supervisor in consultation with the employee (m/f). To estimate the risks and to advise about the measures to be taken, please involve an employee from P&O¹ and the health & safety coordinator in the discussion.

Which action do the supervisor and employee (m/f) take?

- 1) The supervisor and employee (m/f) immediately determine the risks with the help of Table 1 from the checklist (see annexe).
- 2) Ascertain which risks the employee is exposed to.
- 3) Establish the measure to be taken to limit the risks as much as possible (see checklist in the annexe). The employee is responsible for adhering to the agreements. Apply the following strategy for this (in the sequence stated below):

<ol style="list-style-type: none">1. Adjust the duties (e.g. substituting chemicals, different working environment, assistance with lifting)2. Provide more protection (e.g. personal protective equipment)3. Provide more and/or extended periods of rest;4. Exemption from duties if above measures are not feasible (e.g. no expedition).
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- 4) In the case of pregnancy and breastfeeding: familiarise yourself with the rights of the employee (*Table 2 of the checklist*) and state where the lockable restroom is.

Figure 1 provides a flowchart of the actions.

The NWO policy with reference to the underlying statutory obligations can be found in the NWO-I policy Wish to Have Children (m/f), Pregnancy and Breastfeeding.

The terms m/f and the symbols ♂ ♀ are used in their biological sense to refer to conceiving a child and becoming pregnant, and they are not used to refer to gender identity and gender expression.

¹ In this document, the abbreviation P&O is used to denote the Personnel and Support Department. It also refers to the HR or HRM (Human Resources Management) Department.

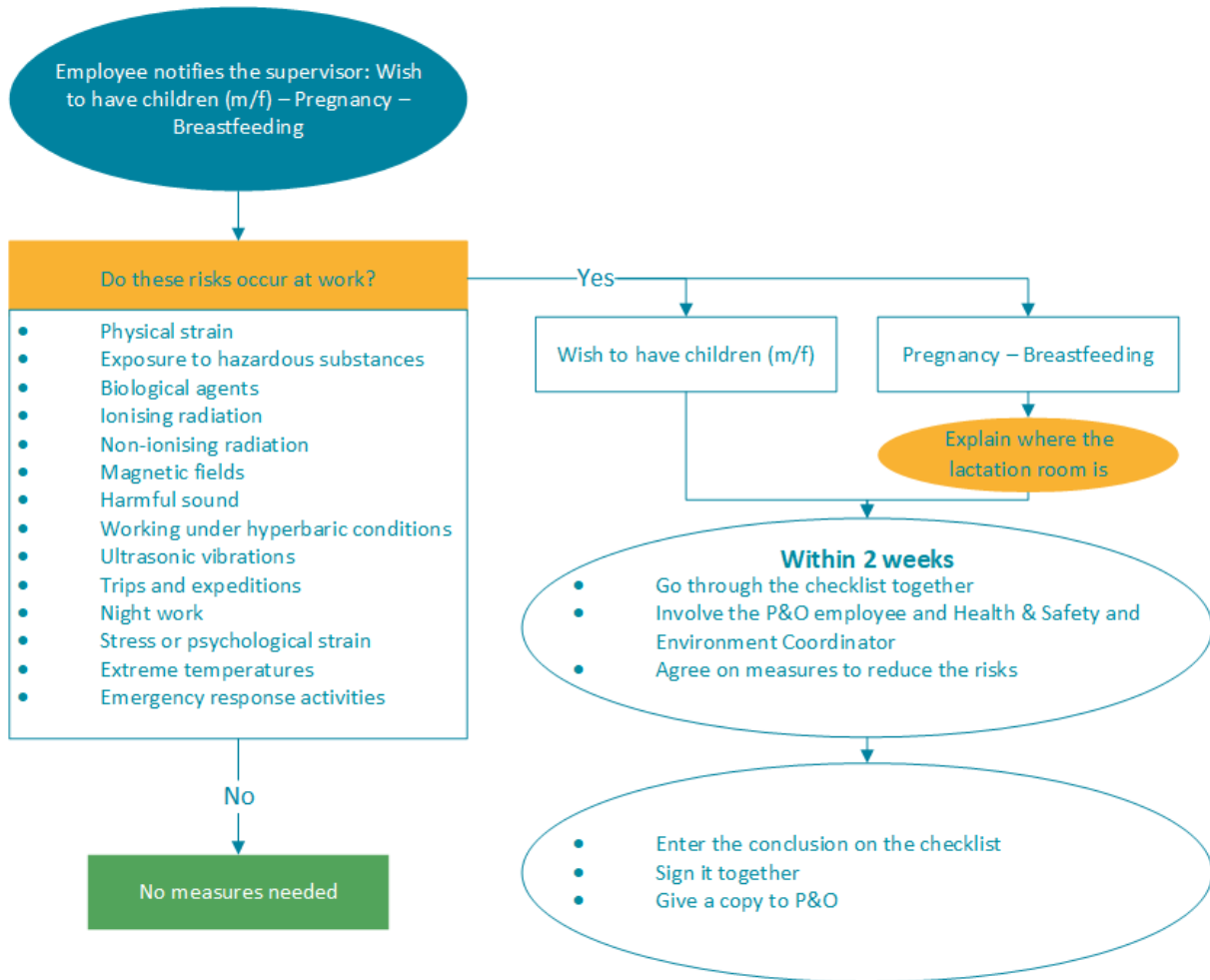


Figure 1 Diagram of actions after being notified by the employee1