

Policy for Supporting Breastfeeding Employees

Purpose

In recognition of the well documented health advantages of breastfeeding for infants and mothers, _____ provides a supportive environment to enable breastfeeding employees to express their milk during work hours. _____ subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training and personnel manual.

Company Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks**

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may make up the time as negotiated with their department manager.

- **A Place to Express Milk**

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. 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. Expressed milk can be stored in the employee's personal cooler or company refrigerator as designated by employer with proper labeling. Each employee will provide their own breast pump as needed.

- **Staff Support**

Department managers are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employee Responsibilities

- **Communication with Department Managers**

Employees who wish to express milk during the work period shall keep department managers informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

- **Maintenance of Milk Expression Areas**

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room or space clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

- **Milk Storage**

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using company provided refrigerator and/or personal storage coolers.

- **Use of Break Times to Express Milk**

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs as well as the needs of the company.

Accepted By: _____ Date: _____

Effective Date: _____