

SAMPLE WORKPLACE BREASTFEEDING POLICY

[Business Name] supports breastfeeding parents by accommodating a nursing or breastfeeding parent who wishes to express breast milk during the workday when separated from their child.

TRAINING and SUPPORT

This Breastfeeding-Friendly Workplace policy shall be disseminated to every incoming and current employee, contractor, temporary staff, student, or volunteer at [].

All information about lactation support after returning to work shall be provided to the staff prior to their maternity/parental leave.

All employees will be informed of this policy. This policy is part of the employer's written policies.

POLICY STATEMENT

We recognize the importance of breast milk feeding, and support the accommodation of those who choose to continue breastfeeding, nursing, or expressing milk after their return to work.

The provisions of this Workplace Breastfeeding Policy meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

TIME to Express Milk or Breastfeed

Any employee who is breastfeeding her child will be provided reasonable, and flexible break times to express breast milk for her newborn. However, for time above and beyond normal lunch and breaks, the employee may request the use of paid time off benefit, and/or early or late start or ending work time.

SPACE for Expressing Milk or Breastfeeding

A clean, private space (other than a restroom) that is shielded from view and free from intrusion from coworkers and the public, will be made available for this purpose. A toilet/bathroom shall not serve as the lactation area.

Each Lactation Area will be:

- in close proximity to the employee's work area.
- contain comfortable seating.
- have a lock or other mechanism to ensure privacy.
- have a sink with hot water and soap for hand washing and cleaning of equipment within the room or nearby.
- have a small refrigerator for storage of expressed breast milk or refrigeration within our offices available.
- have antibacterial wipes and gel available.

STORAGE and HYGIENE

A clean and safe water source with facilities for washing hands and rinsing breast pump equipment is located near the space. In addition, there will be antibacterial wipes and gel available.

Refrigerators near or within space will be made available so breast milk can be stored appropriately.

Employees storing milk in the refrigerator assume all responsibility for the safety of the milk.

Employees may bring in a small cooler or thermos for the storage of expressed milk. If securing a small cooler or thermos poses a hardship for an employee wishing to express milk while in the office, the employee can request from our office and we will consider providing one for them.

ATMOSPHERE of ACCEPTANCE

Breast milk feeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited to harass a breastfeeding employee or exercise any conduct that creates an intimidating, hostile, or offensive working environment. Any incident of harassment of a lactating employee will be addressed in accordance with our policies and procedures for discrimination and harassment.

All information in this template was provided by **You Overcoming Lactation Obstacles (YOLO) and Racial and Ethnic Approaches to Community Health (REACH)**, a program of the Greater Flint Health Coalition.

If you have any questions regarding this template, contact us: 810-232-2228 ext. 262

Thank you.