



## Workplace Policy Template for Lactation Accommodation

### Purpose

To establish guidelines for promoting a breastfeeding-friendly work environment at \_\_\_\_\_.

### Policy

\_\_\_\_\_ recognizes that breastmilk is the optimal food for growth and development of infants and \_\_\_\_\_ encourages employees and management to have a positive, accepting attitude toward working women who are breastfeeding. \_\_\_\_\_ promotes and supports breastfeeding and the expression of breastmilk by employees who are breastfeeding when they return to work.

Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated at \_\_\_\_\_.

It shall be the policy of \_\_\_\_\_ to provide:

### Training

\_\_\_\_\_’s Breastfeeding-Friendly Workplace policy shall be disseminated to every incoming and current employee at \_\_\_\_\_.

Information about breastfeeding support after returning to work shall be provided to employees prior to their maternity leave.

### Time to Express Milk or Breastfeed (Lactation Time)

Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided.

Lactation time beyond the regular break time is unpaid and will be negotiated between the employee and \_\_\_\_\_.

### Space and Equipment for Expressing Milk or Breastfeeding

Employees shall be provided the use of a clean, comfortable space or “Lactation Area.”

A toilet shall not serve as the lactation area.

The Lactation Area:

- is equipped with an electrical outlet
- is in close proximity to the employee’s work area
- contains comfortable seating.

Ideally, the Lactation Area will be near:

- a sink with hot water and soap for hand washing and cleaning of equipment
- a refrigerator for storage of expressed breastmilk.

### Atmosphere of Tolerance

Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee’s work performance and creates an intimidating, hostile or offensive working environment.

Any incident of harassment of a breastfeeding employee will be addressed in accordance with the \_\_\_\_\_’s policies and procedures for discrimination and harassment.

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