

Prototype Policy “Mother Friendly Worksites’

Sample Text of a workplace policy

[Company name] is committed to providing a work environment in which all individuals are treated with respect and dignity. We acknowledge the challenges of balancing work and family, and recognize that job quality and support are powerful predictors of success.

This workplace recognizes that breastfeeding is the most healthful, natural and economic method of infant nutrition. Women choose to breastfeed their children as a means of promoting the health of both mother and child. [Company name] is committed to supporting its employees who choose to breastfeed. To assist employees with balancing work and family, we have implemented a workplace lactation program. This policy includes the following components:

1. Breastfeeding employees shall be allowed a flexible schedule for nursing or pumping. The time allowed will not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave will be used, or the employee can come in earlier, leave later, or take a shorter lunch. Arrangements for this can be negotiated between the mother (or her employee representative) and her supervisor.
2. A private area that is clean and quiet with a comfortable chair will be made available for nursing or expressing milk.
3. The area will be a private room (not a bathroom stall) for employees to use to:
 - a. nurse an infant brought in during lunch or breaks; or
 - b. express milk using a breast pump.
4. The room will have accessible electrical outlets for an electric breast pump and a sink close by for hand washing and rinsing out breast pump parts.
5. The room will contain a comfortable chair with arms for nursing and a table or desk for pumping.
6. If needed, a sign up sheet will be posted to ensure that all those needing the room will have the opportunity to use it.
7. A small refrigerator will be available for safe storage of breast milk. Breastfeeding women will provide their own containers and milk stored in the refrigerator will be clearly labeled with name and date. Those who use the refrigerator shall be responsible for keeping it clean.

Or

If a refrigerator is not available, mothers can bring in their own cooler for storing breast milk.
8. All staff are made aware of this policy.