

## Sample Worksite Breastfeeding Policy

Because breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infants and mother, and because breastfeeding employees need ongoing support in the worksite to be able to provide their milk for their babies, <<Company Name>> subscribes to the following policy:

**1. Employees shall be provided a place to breastfeed or express their milk.**

An employee lactation room is provided as a private and sanitary place for breastfeeding employees to express their milk during work hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. Employees may, of course, use their private office area for breastfeeding or milk expression, if they prefer.

**2. A refrigerator will be made available for safe storage of expressed breastmilk.**

Employees may use their own cooler packs to store expressed breastmilk, or may store milk in a designated refrigerator/freezer. Employees should provide their own containers, clearly labeled with name and date. Those using the refrigerator are responsible for keeping it clean.

**3. Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**

A breastfeeding employee shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for her child. The time would not exceed normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave time must be used, or the employee can come in a little early or leave a little later to make up the time.

**4. Staff are expected to provide support for breastfeeding employees.**

Realizing the importance of breastfeeding to the infant, the mother, and the company, staff should provide an atmosphere of loving support for breastfeeding employees.

**5. Breastfeeding promotion information will be displayed.**

The company will provide information on breastfeeding to all pregnant and breastfeeding employees, including local resources. In addition, positive promotion of breastfeeding will be on display in the company and in-house communications with staff.

**6. Employee orientation will include information about the company's breastfeeding policy.**

The company's breastfeeding policy will be communicated to current staff. New employees will be informed about the company policy in the new employee orientation training.