

# Sample Policies

## Workplace Breastfeeding Policy (Bronze)

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, [name of company] provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by [name of department].

This company subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

### **Company Responsibilities**

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

- **Communication**  
Employer will have open and continued communication with breastfeeding employees regarding mutual expectations, support, schedules, etc.
- **Milk Expression Breaks/Scheduling**  
Breastfeeding employees are allowed to breastfeed or express milk during work hours using normal breaks and earned time/leave.
- **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 space will:
  - Be private and sanitary
  - Be located near a sink with clean running water
  - Have an electrical outlet
- **Staff Support**  
Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating a written agreement for 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 Supervisors**  
Employees who wish to express milk during the work period shall keep supervisors 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 for the next user.
- **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/personal storage coolers].

# Sample Policies

## Workplace Breastfeeding Policy (Silver)

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, [name of company] provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by [name of department].

This company subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

### **Company Responsibilities**

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

- **Communication**  
Employer will have open and continued communication with breastfeeding employees regarding mutual expectations, support, schedules, etc.
- **Milk Expression Breaks/Scheduling** – Breastfeeding employees are allowed to breastfeed or express milk during work hours using normal breaks and earned time/leave. Employees have the ability to work part time or some hours from home, allow flextime or job-sharing options. A written negotiation for schedule changes will be made with breastfeeding employee and the employer.
- **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 space will provide the following:
  - Private and sanitary space
  - A comfortable chair and small table
  - Located near a sink with clean running water
  - An electrical outlet
  - Refrigerator for milk storage (optional)
- **Staff Support** – Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program. Written information is provided to all employees about breastfeeding support and it is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees. A list of local breastfeeding resources will be provided to pregnant and breastfeeding employees.

### **Employee Responsibilities**

- **Communication with Supervisors** – Employees who wish to express milk during the work period shall keep supervisors 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 for the next user.
- **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/personal storage coolers].

# Sample Policies

## Workplace Breastfeeding Policy (Gold)

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, [name of company] provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by [name of department].

This company subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

### Company Responsibilities

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

- **Communication**

Employer will have open and continued communication with breastfeeding employees regarding mutual expectations, support, schedules, etc.

- **Milk Expression Breaks/Scheduling** – Breastfeeding employees are allowed to breastfeed or express milk during work hours using normal breaks and earned time/leave. A written negotiation for schedule changes will be made with breastfeeding employee and the employer regarding two or more of the following scheduling options:

- The ability to work part time or some hours from home
- Flextime or job-sharing options
- “Baby At Work” program
- Maternity leave available for up to 12 weeks
- Onsite childcare
- Breastpump provided

- **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 space will provide the following:

- Private and sanitary space
- A comfortable chair and small table
- Located near a sink with clean running water
- An electrical outlet
- Refrigerator for milk storage
- Clock
- Radio (optional)
- Nursing mother art (optional)

- **Staff Support** – Supervisors are responsible for alerting pregnant and breastfeeding employees about the company’s worksite lactation support program. Written breastfeeding support policy with education is provided for all employees. All employees are expected to assist in providing a positive atmosphere of support for breastfeeding employees.

- **Resources** – Education packet on breastfeeding is given to all expectant employees and their partners. A list of local breastfeeding resources will be provided to pregnant and breastfeeding employees. Consultation services and/or a lending library of breastfeeding resources is available to employees.

### Employee Responsibilities

- **Communication with Supervisors** – Employees shall keep supervisors informed of their needs so 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 for the next user.

- **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/personal storage coolers].