

Breastfeeding Company Policy

1. Introduction

At [Company Name], we recognize the importance of supporting our employees who are breastfeeding mothers. This policy outlines our commitment to providing a supportive and accommodating environment for breastfeeding employees, in compliance with applicable laws and regulations.

1.1 Purpose

The purpose of this policy is to establish guidelines and procedures for supporting breastfeeding employees, ensuring their comfort, privacy, and ability to continue breastfeeding after returning to work.

1.2 Scope

This policy applies to all employees of [Company Name] who are breastfeeding mothers, regardless of their position, department, or work location.

2. Legal Compliance

Our breastfeeding policy complies with all applicable federal, state, and local laws, including but not limited to:

- The Fair Labor Standards Act (FLSA) Section 7(r)
- State-specific laws regarding breastfeeding accommodations in the workplace
- Local ordinances related to breastfeeding rights

3. Breastfeeding Accommodations

3.1 Lactation Breaks

Breastfeeding employees are entitled to reasonable break times to express breast milk for their nursing child for up to one year after the child's birth. These breaks

will be provided as frequently as needed by the employee.

3.1.1 Duration of Breaks

The duration of each break will depend on the needs of the employee but is generally expected to be 15-30 minutes, not including the time it takes to get to and from the lactation space.

3.1.2 Compensation for Breaks

Lactation breaks will be paid if they occur during regularly scheduled paid break times. Additional time needed beyond regular paid breaks may be unpaid, in accordance with applicable laws.

3.2 Lactation Spaces

[Company Name] will provide clean, private, and accessible spaces for employees to express breast milk. These spaces will meet the following criteria:

- Not be a bathroom
- Be shielded from view
- Be free from intrusion by coworkers and the public
- Be available whenever needed by the breastfeeding employee

3.2.1 Lactation Room Amenities

Each lactation room will be equipped with:

- A comfortable chair
- A small table
- Electrical outlets
- A lockable door
- Nearby access to a sink with running water
- A refrigerator for storing expressed milk (may be located in a nearby break room)

3.2.2 Lactation Room Locations

Lactation rooms are located at the following areas within our facilities:

- [List specific locations]

3.2.3 Scheduling Use of Lactation Spaces

To ensure availability, employees may reserve lactation rooms in advance using the company's room booking system. If a dedicated lactation room is occupied, alternative private spaces will be made available.

3.3 Storage of Expressed Milk

Employees may store expressed milk in company refrigerators. All stored milk must be labeled with the employee's name and date of expression. The company is not responsible for the security of the expressed milk.

4. Employee Responsibilities

Breastfeeding employees are responsible for:

- Communicating their needs to their supervisor or HR representative
- Planning and organizing their work to accommodate lactation breaks
- Maintaining the cleanliness of the lactation room after each use
- Storing expressed milk in a sealed container and labeling it appropriately
- Removing expressed milk from shared refrigerators at the end of each workday

5. Supervisor Responsibilities

Supervisors are expected to:

- Familiarize themselves with this policy
- Support breastfeeding employees in managing their work and lactation needs
- Ensure that breastfeeding employees have adequate break time and space
- Maintain open communication with breastfeeding employees about their needs

- Address any concerns or issues promptly and sensitively

6. Human Resources Responsibilities

The Human Resources department is responsible for:

- Implementing and maintaining this policy
- Providing information about this policy to all employees
- Assisting in resolving any issues or conflicts related to this policy
- Ensuring that lactation spaces meet the required standards
- Conducting regular reviews of the policy and facilities

7. Non-Discrimination

[Company Name] strictly prohibits discrimination or harassment based on an employee's breastfeeding status. Any incidents of discrimination or harassment should be reported immediately to Human Resources or through the company's established reporting procedures.

8. Education and Support

8.1 Employee Education

The company will provide education to all employees about the importance of supporting breastfeeding colleagues. This may include:

- Information sessions during new employee orientation
- Regular company-wide communications about the breastfeeding policy
- Inclusion of breastfeeding support information in employee handbooks and on the company intranet

8.2 Resources for Breastfeeding Employees

The company will provide resources to support breastfeeding employees, including:

- Information about local lactation consultants
- Details of breastfeeding support groups
- Guidelines for maintaining milk supply when returning to work
- Tips for balancing work and breastfeeding

9. Policy Review and Updates

This policy will be reviewed annually to ensure it remains compliant with current laws and best practices. Employees are encouraged to provide feedback on the policy and its implementation to the Human Resources department.

10. Contacts and Additional Information

For questions or concerns regarding this policy, please contact:

- Human Resources Department: [Contact Information]
- Employee Assistance Program: [Contact Information]
- Facilities Management (for lactation room maintenance issues): [Contact Information]

11. Acknowledgment

All employees are required to acknowledge that they have read, understood, and will comply with this Breastfeeding Company Policy. Acknowledgment will be recorded through the company's electronic policy management system.

Last Updated: [Current Date]

Policy Version: 1.0

This comprehensive Breastfeeding Company Policy demonstrates [Company Name]'s commitment to supporting breastfeeding employees and fostering a family-friendly work environment. By implementing and adhering to this policy, we aim to promote the health and well-being of our employees and their families while maintaining a productive and inclusive workplace.