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Supporting Breastfeeding Employees Returning to Work –Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: **Supporting Breastfeeding Employees Returning to Work**

Policy #

Approved by:

Effective:

Revised:

PURPOSE: The purpose of this policy is to establish the parameters of how (Company Name) will support breastfeeding employees returning to work following maternity leave.

POLICY STATEMENT: (Company Name) will protect and promote breastfeeding by supporting employees' continuation of breastfeeding, upon their return to work, following maternity leave.

SCOPE: This policy shall apply to all employees, contractors, volunteers and students.

PROCEDURE:

Managers and Supervisors will:

- Distribute and discuss this policy with employees, volunteers and students, when appropriate, prior to maternity leaves
- Facilitate flexible work schedules for the purpose of breastfeeding and expressing breast milk, when required, operationally feasible and in compliance with the requirements of the collective agreements and policies. This includes permitting time for expressing breast milk at times other than during breaks and lunch
- Arrange access to private clean spaces within work premises for breastfeeding and to express breast milk
- Ensure access to water, a sink and refrigeration facilities, designated for food storage only, within work premises, for the cleaning of breast milk collection kits and the storage of expressed breast milk
- Ensure access to rooms for staff, volunteers and students and priority access to refrigerators for staff/students and volunteers to store expressed breast milk

The Employee/Volunteer/Student will:

- Be responsible for the storage of their expressed breast milk and labelling container with the employee/volunteer/student's name
- Have their babies brought to work by their caregiver, to be breastfed, at break time, lunchtime, or other times as negotiated

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- Be responsible for making up work time related to breastfeeding, as mutually agreed upon
- Be responsible for providing supplies and equipment needed (pump, storage containers...)

Designated Breastfeeding Rooms

(Company Name) provides designated breastfeeding rooms for staff, volunteers and students. The following rooms are available for breastfeeding and expression of breast milk.

And/or

(Company Name) will provide a quiet, private space upon request. A privacy sign is available to be posted.

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

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