



Sample Workplace Guidelines for a Lactation Support Room

Breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support in the worksite to be able to provide their milk for their babies, _____ subscribes to the following guidelines:

(Organization's name)

1. All management is expected to support and all staff are expected to respect a breastfeeding employee's rights. If an employee perceives harassment with respect to breastfeeding, the employee should report such harassment to the employee's supervisor or the human resources representative.
2. Management will attempt to provide reasonable break times for breastfeeding employees to express their milk. The time allowed should not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch/breaks, sick/annual leave is to be used, or with management's approval the employee may arrive early or depart later to make up the time.
3. Where possible, employees will have access to a private, sanitary location to express their milk during the workday. This area will also have an electrical outlet, a comfortable chair, and nearby access to running water, if possible.
4. Employees are responsible for making arrangements for the safe storage of their breast milk. Breastfeeding employees can store expressed breast milk in either their own cooler carrier or in a refrigerator, if available. Employees are responsible for providing their own clearly labeled containers for refrigerator storage.
5. New employee orientation may also include information about breastfeeding and the company's breastfeeding guidelines.

Companies with a comprehensive breastfeeding support program may also include information on breastfeeding to all employees, not just pregnant and/or breastfeeding employees. The employer's information packet may also include breastfeeding support resources.