

Employee Guidelines: Support for Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, *Our Business* provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This support includes the following for breastfeeding employees who choose to continue providing their milk for their infants after returning to work:

- **Milk Expression Breaks-** Breastfeeding employees shall be allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.
- **A Place to Express Milk-** A private room is available for employees to breastfeed or express milk at most locations. When a private room is not available, or if an employee is working in the community, the employee may use a comfortable location agreed upon with their supervisor. Expressed milk can be stored in refrigerators or personal cooler.
- **Education-** Informational materials are available for all mothers and fathers, as well as their partners.
- **Staff Support-** Supervisors are responsible for negotiating practices that will help facilitate 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 arrangements 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. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.
- **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 an refrigerator or personal coolers.
- **Use of Break Times to Express Milk-** Breastfeeding employees shall be allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors. When more than one breastfeeding employee needs to use the designated lactation room, employees can use the Outlook Calendar or sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.