

# Lactation Policy for [business/organization name]

## Lactation Policy

At [business/organization] we are committed to supporting breastfeeding, chestfeeding, and human milk feeding families in our community. We recognize that lactation is a natural and normal process that should be supported by the community and in the workplace. As such, we have established the following lactation policy to ensure that families and employees who breastfeed, chestfeed, or human milk feed are welcomed and have access to appropriate facilities and accommodations.

## Supporting Lactating Families in our Community

[Business/organization] welcomes all chestfeeding/breastfeeding families (or members/clients - please select the word[s] that best meet those who are served in your business or organization) to feed their children while visiting us or taking part in activities or events. They will never be treated poorly, never be asked to stop nursing, and never be asked to cover up or move. No discrimination against breastfeeding will be tolerated.

## Supporting Lactating Employees

At [business/organization] we are committed to supporting lactating employees in our workplace. We have established the following employee lactation policy to ensure that employees who choose to chest/breastfeed or to express their milk have access to appropriate facilities and accommodations.

### Reasonable Time to Breastfeed or Express Milk at Work

Employees shall be provided reasonable break time to feed their baby or express milk as often as needed while at work. Break time will be allowed for as long as requested following the child's birth. Employees shall not be required to use their break time to express milk or feed their child.

### Private Area for Milk Expression

[Business/organization] provides a lactation space for employees to express milk, offering privacy and comfort separate from bathroom facilities and free from intrusion by co-workers or the public while the employee is expressing milk. Although the area might not be a dedicated lactation space only, it will be available when needed by the employee.

The space is NOT a bathroom The space is:

- Conveniently located near the employee's workspace when possible.
- Shielded from view and free from intrusion from coworkers and the public. The space is not a bathroom.
- Has window coverings such as a curtain or screens for privacy and is close to a sink or hand sanitizing facility for cleaning up afterwards.
- Clearly marked with a sign indicating its current occupancy to prevent access by other individuals.
- Well-lit and cozy, with a comfortable chair, small table, counter or other flat surface, and an electrical outlet at a minimum.
- Free to reserve by (Your Business or Organization name) employees.

This policy applies to all current employees and shall be included in new employee orientation training. Any act found to be intentional that invades a nursing individual's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.