LACTATION FRIENDLY WORKPLACE

Communications Plan Template

This template is provided as a guide to help you identify opportunities to communicate your lactation policy and cultivate support within your organization for nursing parents. To ensure that your lactation policy is clearly understood and enforced, it is critical to include training of managers and supervisors in your Communications Plan. Please submit your plan with your application.

The plan should be reviewed annually to make updates as needed.

# Sample Plan:

Workplace Name:

Point of Contact:

Plan Start Date:

*Example in italics*

| **Target Audience** | **Type of Communication (examples)** | **Person Responsible** | **Frequency (recommended to review annually)** |
| --- | --- | --- | --- |
| *Nursing employees* | *Guidelines for lactation room use* | *Human Resources* | *Information packet provided prior to maternity leave* |
| *Managers/*  *supervisors* | *Training provided to managers and supervisors discussing the policy, how to respond to lactation accommodation requests, and steps to ensure discrimination does occur in the workplace* | *Human Resources* |  |
| *All employees* | *Policy will be included in the employee handbook and all staff will be made aware during annual training and new hire orientation*  *Educational poster in the breakroom, annual email/presentation, etc.* | *Department*  *Managers* |  |

Reviewed/Updated (MM/YY)

Updated by (Initial)