

LACTATION FRIENDLY WORKPLACE EVIDENCE DOCUMENT

This guide should be used by employers interested in recognition as a Lactation Friendly Workplace. All check marks should be completed.

Policy: An explicit policy or set of guidelines outlining support for breast/chestfeeding employees.

Practice	Evidence Required
<ul style="list-style-type: none"> We have a written lactation policy that is distributed or communicated to all employees. There is a plan to train supervisors/managers on the policy and how to accommodate lactation support requests. 	<ul style="list-style-type: none"> Final self-assessment completed, with boxes checked in Lactation Friendly column. Copy of written policy, which must be accordance with Colorado Workplace Accommodations for Nursing Mothers Act, and include: <ul style="list-style-type: none"> Breast/chestfeeding employees receive adequate breaktime to express milk. Breast/chestfeeding employees have an accessible, clean, private space to express milk that is not a bathroom. Communication plan explaining: <ul style="list-style-type: none"> Guidelines for lactation room use How written policy is shared with employees How supervisors/managers are trained to respond to lactation accommodation requests

Time: Workplace flexibility.

Practice	Evidence Required
<ul style="list-style-type: none"> There are few/no barriers to employees scheduling breaks and work patterns to provide time to directly feed their child and/or express/pump milk during the workday. 	<ul style="list-style-type: none"> Final self-assessment completed, with boxes checked in Lactation Friendly column. Time provisions outlined in policy.

Space: Accessible, clean, private, and safe space other than a restroom for employees to express or pump milk.

Practice	Evidence Required
<ul style="list-style-type: none"> Lactation space(s) (prioritized or designated) are identified and can be used by employees as needed. 	<ul style="list-style-type: none"> Final self-assessment completed, with boxes checked in Lactation Friendly column. Space provisions outlined in policy. Photo of lactation space(s) or prioritized area