

Workplace Self-Assessment

Organization Name:

Contact Person:

Email/phone:

Date:

Instructions:

This tool is intended to assess the current state of your organization and identify areas for improvement.

To be recognized as a Lactation Friendly Workplace, the middle column (Lactation Friendly) must have a box checked in each of the three categories (Policy, Time, Space). In other words, there must be no check marks in the first column (Progressing). The intent of the third column (Lactation Advocate) is to highlight additional family-friendly supports that can be implemented above and beyond recognition. Please check all that apply.

- 1) **Policy:** A written policy or set of guidelines outlining organizational support for breastfeeding employees

Progressing	Lactation Friendly	Lactation Advocate
<input type="checkbox"/> We do not have a lactation policy. <input type="checkbox"/> Our lactation policy is informal and is not written or regularly communicated to staff.	<input type="checkbox"/> We have a written policy and it is distributed or communicated to all employees at least once a year.	<input type="checkbox"/> Lactation policy-related information is provided to all new hires. <input type="checkbox"/> Lactation policy-related training is provided to all new managers and employees. <input type="checkbox"/> Our insurance plan covers lactation equipment or breast/chestfeeding services OR we educate our employees on breastfeeding-related benefits available through the Affordable Care Act. <input type="checkbox"/> We contract with a lactation consultant to provide services for lactating employees. <input type="checkbox"/> We have culturally relevant information available to our employees (i.e., lactation specialists/doulas that speak their native languages or align with their identities, or information about diverse coalitions or support groups.) <input type="checkbox"/> We have a committee of employees or a workplace wellness program that sets lactation accommodation objectives and

		updates the lactation policy as needed.
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2) **Time:** Workplace flexibility

Progressing	Lactation Friendly	Lactation Advocate
<input type="checkbox"/> There are significant barriers to employees scheduling breaks and work patterns to provide time to breast/chestfeed, express, or pump milk during the workday.	<input type="checkbox"/> There are few or no barriers to employees scheduling breaks and work patterns to provide time to breast/chestfeed, express, or pump milk during the workday.	<input type="checkbox"/> Employees can bring breast/chestfeeding infants to work with them. <input type="checkbox"/> Childcare is available and accessible to employees and accommodates breast/chestfeeding. <input type="checkbox"/> Employees are cross trained so they can cover for coworkers when they need to pump.

3) **Space:** Accessible, clean, private, and safe space other than a bathroom for employees to express or pump breastmilk

Progressing	Lactation Friendly	Lactation Advocate
<input type="checkbox"/> Lactation spaces are not identified or designated.	<input type="checkbox"/> Prioritized lactation space(s) are identified and can be used by employees as needed. Optional: <input type="checkbox"/> Lactation spaces are solely designated for nursing employees (i.e. not multi-use).	<input type="checkbox"/> Refrigerator space is prioritized for breastmilk storage in proximity to a pumping space. <input type="checkbox"/> A functioning sink is in proximity to the pumping space for employees to clean pumping equipment. <input type="checkbox"/> Lactation-friendly messaging and/or graphics are around the workplace. <input type="checkbox"/> We have electric pumps available for lactating employees. <input type="checkbox"/> We have pump kits available for lactating employees.

Optional: If your workplace serves members of the public, we highly encourage consideration of these actions.

Education is provided to employees about Colorado state law protecting the right to breastfeed in public and our organizational practice of welcoming lactating families.

Reference: Breastfeeding in Public The Colorado law (C.R.S. 25-6-302) states: A mother may breastfeed in any place she has a right to be.

Employees are informed that individuals can breast/chestfeed anywhere in our facility and that they are to be treated with respect and never asked to leave or move.

If possible and/or upon request, members of the public have access to a private lactation space.

Breast/chestfeeding-friendly messaging and/or graphics, including window clings, signage, or stickers are publicly displayed.