**We Are a Lactation Friendly Workplace!**

**Purpose**

To establish guidelines for promoting a lactation friendly work environment at [Company name].

**Policy**

[Company name] recognizes that breastmilk is the optimal food for growth and development of infants and [Company name] encourages employees and management to have a positive, accepting attitude toward working parents who are breastfeeding. For up to two years after a child’s birth, [Company name] promotes and supports breastfeeding and the expression of breastmilk by employees when they return to work.

Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated at [Company name].

It shall be the policy of [Company name] to provide:

**Training**

[Company name]’s Lactation Friendly Workplace policy shall be disseminated to every incoming and current employee at [Company name].

Information about breastfeeding support after returning to work shall be provided to employees prior to their maternity leave.

**Time to Express Milk or Breastfeed (Lactation Time)**

Lactation times shall be established for each employee based on their work schedule. If possible, the lactation time is to run concurrently with any break time already provided.

Lactation time beyond the regular break time is unpaid and will be negotiated between the employee and [Company name].

**Space and Equipment for Expressing Milk or Breastfeeding**

Employees shall be provided the use of a clean, comfortable space or “Lactation Area.” A toilet shall not serve as the lactation area.

The Lactation Area:

* is equipped with an electrical outlet
* is in close proximity to the employee’s work area
* contains comfortable seating

Ideally, the Lactation Area will be near a:

* sink with hot water and soap for hand washing and cleaning of equipment
* refrigerator for storage of expressed breastmilk

**Atmosphere of Tolerance**

Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee’s work performance and creates an intimidating, hostile or offensive working environment.

Any incident of harassment of a breastfeeding employee will be addressed in accordance with the [Company name]’s policies and procedures for discrimination and harassment.

**Reference:**

[Employers: Customize this template for your workplace. To view LA Best Babies Network’s brochure *Breastfeeding-Friendly Workplace Policies*, see [www.LABestBabies.org/pdf/BF\_Policy\_Brief.pdf](http://www.labestbabies.org/pdf/BF_Policy_Brief.pdf)]