

Breastfeeding Policy



1. **POLICY**

- XYZ Co. through its operations shall ensure the work place is a breastfeeding-friendly environment by supporting lactating or breastfeeding employees by providing the following accommodations:
- Private and comfortable places to express breast milk will be provided to breastfeeding employees.
- Storage of expressed breast milk will be facilitated by the employer providing refrigerators.
- To accommodate the need to express breast milk, breastfeeding employees will be permitted to have flexible break time.
- An employee's decision to breastfeed and to seek accommodation for breastfeeding will be provided for as long as the employee requires it, without reprisal or judgment.
- The accommodations required by a breastfeeding employee mandate all employees to respect the employee's decision to breastfeed and cooperate in all respects; and
- Any other accommodation's for breastfeeding that may arise in the future.

2. **PURPOSE**

- Employees who choose to breastfeed their children need the full support including appropriate accommodations from fellow employees and the employer for as long as they choose to breastfeed.

3. **SCOPE**

- All employees are subject to this policy.

4. **RESPONSIBILITY**

- To ensure that breastfeeding employees are adequately accommodated, appropriate lactation facilities are provided and that employees are provided with information regarding this accommodation policy is the responsibility of the **Human Resources Department**.
- The responsibility for ensuring breastfeeding employees are provided with

adequate and timely breaks for the purposes of expressing milk are the supervisors.

- The responsibility for requesting accommodations and participating in the process of determining appropriate accommodations resides with those employees who require accommodation for the purposes of lactation or expressing breast milk.
- Employees are responsible for adhering to the rules and procedures associated with the safe and efficient use of such facilities when lactation facilities are used or employed.
- Employees have the responsibility to foster a positive and nurturing environment for their breastfeeding colleagues.

5. DEFINITIONS

None.

6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Human Rights Code (British Columbia)

Employment Standards (British Columbia)

7. PROCEDURE

- Clean, private and comfortable locations shall be provided to employees in which to express breast milk. Comfortable chairs, electrical outlets near running water shall be provided with lactation facilities furnished to those employees.
- If preferred, employees may choose to use the privacy of their offices for the expressing of breast milk.
- Washroom facilities that are used by other employees shall not have lactation facilities installed or located in those facilities.
- Whenever possible, lactation facilities shall be located within a reasonable distance of the employee's regular work station.
- In the event that where more than one employee wants to use lactation facilities and that employee prefers to use the facility alone, those employees shall agree on a satisfactory schedule for the use of the facility.
- The lactation facilities shall be cleaned after each use of the facility by those employees who use the facility.
- Either within existing refrigerator equipment or in a refrigerator designated, refrigerator space shall be provided for the storage of expressed breast milk. Employees are responsible for ensuring that breast milk is properly stored and that the refrigeration is adequate for the safe storage of expressed breast milk. Subject to the approval of management based on the size and location of the refrigerator, employees may wish to provide their own refrigeration or cool storage.
- Breastfeeding employees will be allowed by supervisors to take breaks for expressing breast milk as necessary. Such breaks, whenever possible should run concurrently with normal breaks.
- The orientation process will inform employees with information regarding this policy and including notice received that the employee is taking maternity leave.

8. ATTACHMENTS

None.