

Lactation Policy for (your business/organization name)

At (business/organization name), we are committed to supporting breastfeeding, chestfeeding, and human milk feeding families in our community. We recognize that lactation is a natural and normal process that should be supported by the community and in the workplace.

As such, we have established the following lactation policy to ensure that families and employees who breastfeed, chestfeed, or human milk feed are welcomed and have access to appropriate facilities and accommodations. They will never be treated poorly, asked to stop nursing, or asked to cover up or move. No individual will be discriminated against for breastfeeding or expressing milk, and reasonable efforts will be made to assist individuals in meeting their infant feeding goals while using our space.

Lactation Accommodation Provisions

Lactation Space

(Business/organization name) welcomes all customers/members/clients (please select the word[s] that work best) to breastfeed, chestfeed, or human milk feed while within our space, if they are comfortable. We also provide a private area that can be used for feeding the baby if the parent would prefer privacy.

The room is:

- Located in a central location, not a bathroom, yet near a restroom or hand sanitizing area for cleaning up afterwards.
- Private, lockable, and free to use by (business/organization name) customers/members/clients while visiting the store/attending a meeting/shopping/participating in a service or an event here. (Please select the word[s] that fit best for your business or organization.)
- Well-lit and comfortable, with a comfortable chair, side table, and electrical outlets.

The (business/organization name) will maintain the cleanliness and security of the lactation space.

Employee Lactation Policy for (business or organization name)

At (business/organization name), we are committed to supporting human milk feeding employees in our workplace. We recognize that lactation is a natural and normal process that should be supported by the workplace and the community. As such, we have established the following employee lactation policy to ensure that employees who choose to breastfeed or to express their milk have access to appropriate facilities and accommodations.

Lactation Accommodation Provisions

Private Area for Milk Expression

(Business/organization name) provides a lactation area for employees to express milk. It is a space, other than a bathroom, that is shielded from view and free from any intrusion from co-workers and the public while the employee is expressing milk. Although the space may not be a dedicated lactation space only, it will be available when needed by the employee.

The room will:

- Be in close proximity to the employee's workspace when possible.
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other individuals or the public.
- Be well-lit.
- Be private with window coverings, such as a curtain, blinds, or other covering.
- Contain, at a minimum, a comfortable chair and a small table, counter, or other flat surface.
- Include an electrical outlet and access nearby to clean water.

Reasonable Time to Express Milk at Work

Employees shall be provided reasonable time to express milk each time the employee has the need to express milk while at work. Break time will be allowed for as long as requested following the child's birth. Employees shall not be required to use their break time to express milk.

This policy shall be communicated to all current employees and included in new employee orientation training. Any act found to be intentional that invades a nursing individual's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.