

# *Developing a Breastfeeding Workplace Policy*



A Breastfeeding Workplace Policy is **recommended but not required** by law.

- Develop a breastfeeding workplace policy and communicate it to all staff.
- Distribute a copy of the policy to all employees with a cover letter from the CEO, or Director.
- Provide a copy of the policy to all employees at new employee orientation.

## **Suggestions for Developing a Breastfeeding Workplace Policy**

### 1. **State Your Organization's Support for Breastfeeding**

Sample Language:

Recognizing that breast milk promotes optimum growth and development of infants, (your organization) accommodates mothers who choose to continue breastfeeding and avoid the use of infant formula, after returning to work.

Recognizing that breastfeeding is a normal part of daily life for mothers and infants, and that California law<sup>1</sup> authorizes mothers to breastfeed their infants where mothers and children are authorized to be, (your organization) protects a mother's right to breastfeed in public.

### 2. **Describe How Breastfeeding Employees Will Be Allowed Time to Express Milk While at Work.**

Sample Language:

(Your Organization) allows sufficient break time for breastfeeding employees to express milk at work. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs.

### 3. **Describe how a private area will be made available for breastfeeding employees to express their milk.**

Sample Language:

(Your Organization) provides a private room or space, other than a toilet stall, close to an employee's work area to express milk. If possible, the private space will include an electrical outlet for the use of an electric breast pump. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

### 4. **Describe additional services provided beyond the minimum requirements of the law, if available.**

Sample Language:

(Your Organization) provides electric breast pumps for use in the workplace. Employees shall sign a release of liability waiver prior to using the pumps.

<sup>1</sup> A copy of the law can be found in [www.wicworks.ca.gov](http://www.wicworks.ca.gov)