

ORGANIZATION NAME

POLICY MANUAL

SUBJECT: Breastfeeding Workplace Policy
SECTION: Human Resources

POLICY NUMBER: ##
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Implementation:
Sponsor:
Reviewed By:

Approved By:
Signature:
Date:

PURPOSE

To outline the support and accommodations that is provided to breastfeeding mothers upon their return to work from maternity and parental leave.

POLICY

The (organization name) will provide a work environment that promotes continued breastfeeding. Employees returning to work from maternity or parental leave will have access to a clean, safe, private and appropriate area within their workplace to breastfeed or to express breast milk. Management will provide flexibility within the work day to support the employee to continue breastfeeding, in accordance with the Ontario Human Rights Code (Ontario Human Right Commission, 2014).

PROCEDURE

- 1.0 Human Resources will advise new employees of this policy during orientation.
- 2.0 When an employee advises Human Resources in writing of the date the employee intends to commence a maternity leave, Human Resources will provide the employee with information about this policy in the correspondence confirming the details of the leave.
- 3.0 An employee planning to return to work will communicate with her manager regarding an appropriate plan to support the continuation of breastfeeding well in advance of the expected return to work date.
- 4.0 In consultation with the employee, the manager will establish a work schedule which meets operational requirements, and may include additional unpaid breaks or an altered lunch period to accommodate breastfeeding or breast milk expression. Employees will be given access to available private space within their work premises. If desired, a caregiver may bring the infant to the workplace at a designated time to breastfeed.

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- 5.0 Employees will have access to a sink and refrigeration facilities in each office location for cleaning collection equipment and storage of expressed breast milk. The milk may be stored in a refrigerator designated for food storage and must be labelled with the employee's name and date.

REFERENCE:

Ontario Human Rights Commission (2014). *Policy on preventing discrimination because of pregnancy and breastfeeding*. Retrieved from <http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-pregnancy-and-breastfeeding>

RELATED POLICIES:

SAMPLE