|  |  |
| --- | --- |
| Title: Breastfeeding Friendly Policy | Date of Issue: **YYYY | MM | DD**Date of Original Issue: **YYYY | MM | DD** |
| Department: [Department/Section] | Issued by: [Author/ Owner of Policy] |
| Approved By: [Insert Name and Title] | Review / Revise Date: **YYYY | MM | DD** |

# DISCLAIMER: PRINTED VERSIONS OF THIS DOCUMENT MAY BE OUT OF DATE. ALWAYS REFER TO THE COMPANY’S ON-LINE POLICIES AND PROCEDURES FOR THE MOST CURRENT VERSIONS OF DOCUMENTS IN EFFECT (IF YOUR ORGANIZATION HAS ON-LINE POLICIES AND PROCEDURES).

# CHANGES TO PREVIOUS VERSION

[Future changes to this policy should be noted in this highlighted section. A brief description of the revision is to be provided in point form. Otherwise, if there are no changes to the current policy, this section can be omitted].

# PREAMBLE

“Health Canada promotes breastfeeding - exclusively for the first six months, and sustained for up to two years or longer with appropriate complementary feeding - for the nutrition, immunologic protection, growth, and development of infants and toddlers” (Health Canada, 2014).

Breastfeeding is protected under the Ontario Human Rights Code. This code states that women should not be disadvantaged in services, accommodation or employment because they are breastfeeding their children. Parents may choose to breastfeed their children for varying lengths of time, and should not be exposed to negative comments or treatment because they continue to breastfeed their children past infancy and into childhood.

# DEFINITIONS

**Breastfeeding:** Refers to pumping or expressing milk, as well as feeding directly from the breast.

**Infant Feeding Space:** A designated, clean, safe, private and appropriate space within or near the workplace that employees have access to for breastfeeding. The infant feeding space shall have proximity to hand-washing facilities, and include a chair, small table and electrical outlet. Ideally, the infant feeding space is a separate room with a lockable door with “temporarily in use” signage.

# PURPOSE AND SCOPE

[Company Name] is committed to implementing and maintaining a breastfeeding friendly workplace environment. This policy outlines the support and accommodations that shall be provided to breastfeeding employees upon their return to work from parental leave. This policy applies to all [Company name] employees, board members, students and volunteers and all visitors to the worksite(s).

# POLICY

**Infant Feeding Space:**

* The organization should identify alternate areas for breastfeeding in the event that the infant feeding space is unavailable. Examples of appropriate spaces include meeting rooms and private offices. Washrooms are not considered an appropriate breastfeeding area.

**Work Schedule Accommodations:**

* Employees breastfeeding shall be permitted flexibility in their work schedule to accommodate breastfeeding needs. If feasible, employees can choose to have a caregiver bring the infant to the workplace at a designated time to breastfeed.
* Employees who require breaks for breast-milk expression should be allowed those breaks and not be asked to forgo the normal meal break or work additional time to make up for breaks.
* Accommodations must be made to ensure the continued adherence to all health and safety requirements.

# ROLES AND RESPONSIBILITIES

**All employees, volunteers and students:**

* Will review this policy every [6 months/1 year/2 years];
* Will not discriminate against any employee who chooses to breastfeed.

**Employees who plan to breastfeed:**

* Shall make a written request of any accommodations requested, no later than four weeks before their return to work;
* Are responsible for all equipment required for the expression and storage of expressed breast-milk;
* Can report any harassment or discrimination to management/HR/union.

**Management:**

* Will communicate, implement and monitor compliance with the Breastfeeding Friendly Policy.
* Will provide employees taking maternity leave with a copy of this Breastfeeding Friendly Policy prior to departure.
* Will review workplace policies and collective agreements that outline options for flexible work arrangements.
* Will examine employee’s work schedule and demands of the position to ensure that operational requirements are met, while making reasonable accommodations to employee requests. All accommodations will ensure the health and safety of the employee and their child.
* Will determine how to accommodate breastfeeding employees. Accommodations may include:
  + Flexible time schedule to allow for breastfeeding.
  + In consultation with the employee, temporarily adjusting an employee’s duties or office assignment Making scheduling changes to facilitate time to breastfeed at work.
  + Creation or designation of an appropriate physical space for breastfeeding.
* Inform all employees of the services offered to support employees who breastfeed (i.e., Windsor-Essex County Healthy Unit, Healthy Families Hotline 519-258-2146 Ext. 1350 from 8:30 a.m. to 4:30 p.m. Monday to Friday or Telehealth Ontario at 1-866-797-0000 outside of normal working hours).

# PROCEDURE

1. Creating a supportive environment:
   1. Staff will direct a parent who wishes to feed their baby in private to an infant feeding room.
      1. Infant feeding rooms are located [Insert Location Here].
      2. If an infant feeding room is not available, then the parent is to be accommodated in an unoccupied office or private quiet space. A parent is never to be directed to a washroom to feed their baby.
2. Implementing Breastfeeding Friendly policy into the workplace:
   1. All staff will be oriented to the Breastfeeding Friendly Policy within 6 months of hire.
   2. The policy must be reviewed on an annual basis by all staff.
   3. A poster/plaque indicating that [Company Name] supports breastfeeding anytime and anywhere should be prominently displayed in each of [Company Name]’s worksites.
   4. [Company Name] will make a copy of the full policy available to all clients upon request.

# COMPLIANCE

All employees and managers of [Company Name] are required to comply with this policy. Failure to do so may result in appropriate disciplinary measures. Please see [Company Name] Discipline Policy.

# RELATED DOCUMENTS

Ontario Human Rights Code - <http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-pregnancy-and-breastfeeding/2-code-protections-pregnancy-and-breastfeeding>

# REFERENCES

Health Canada (2015). *Infant Feeding.* Retrieved May 9, 2018 from <https://www.canada.ca/en/health-canada/services/food-nutrition/healthy-eating/infant-feeding.html>