**POLICY DESCRIPTION**

[Company Name] is dedicated to promoting the health and well-being of our employees and recognizes the significance of breastfeeding for both mothers and infants. This policy outlines the procedures and guidelines to ensure compliance with the Fair Labor Standards Act (FLSA) and the Break Time for Nursing Mothers provision (Pump Act), while fostering a supportive and inclusive workplace culture.

**SCOPE**

This policy applies to all employees of [Company Name] who require break time to express breast milk during their working hours for up to one year following the birth of their child.

# POLICY GUIDELINES

1. **Purpose:** The purpose of this policy is to affirm [Company Name]’s commitment to supporting lactating employees by providing reasonable break time and a conducive environment for expressing breast milk.
2. **Break Time:** 2.1. Lactating employees are entitled to reasonable break time to express breast milk during their work hours. Breaks should generally align with nursing infants' feeding schedules and may vary based on individual needs. 2.2. Existing paid breaks, lunch breaks, or unpaid breaks may be utilized for expressing breast milk. 2.3. If an employee performs work duties during the break, the time will be compensated.
3. **Lactation Space:** 3.1. [Company Name] provides a private, secure, and comfortable lactation space for lactating employees. 3.2. The lactation space is separate from restrooms and designed to shield the employee from view and intrusion. 3.3. The space is furnished with a comfortable chair, electrical outlet, and a designated surface for breast pump placement. 3.4. The employee may also identify alternate places that can be used as flexible lactation space such as a private office or a locked conference room that allows more convenient access. 3.5. In the event of multiple employees requiring the use of the lactation space, a scheduling system will be implemented. This system will be managed by Human Resources to ensure equitable access and avoid scheduling conflicts.
4. **Health and Safety:** 4.1. [Company Name] ensures that the lactation space is maintained in a hygienic and safe condition at all times. 4.2. All employees using the lactation space are expected to uphold cleanliness and proper hygiene practices. Employees are encouraged to wash their hands before and after expressing breast milk. Sanitizing wipes will be provided for employees to sanitize surfaces after use.
5. **Breast Milk Storage:** 5.1. Lactating employees are responsible for providing their own breast pump and storage containers. 5.2. When possible, a dedicated refrigerator will be provided to store expressed breast milk in the lactation room. Labeled breastmilk milk can also be stored in the staff refrigerator or in a personal cooler depending on employee preference. 5.3. Expressed breast milk containers should be labeled with the employee's name and date.
6. **Supportive Culture:** 6.1. [Company Name] fosters a supportive and inclusive workplace culture that respects the needs of breastfeeding families. 6.2. Supervisors and colleagues are encouraged to be understanding and accommodating towards lactating employees' break schedules. 6.3. A non-discriminatory and non-retaliatory atmosphere is maintained for employees who exercise their rights under this policy.
7. **Communication:** 7.1. Lactating employees are advised to inform their immediate supervisor and the HR department of their intention to use the lactation space. 7.2. Employees should communicate their anticipated break schedule to their immediate supervisor.
8. **Training:** 8.1. All employees will be informed about this lactation policy during their onboarding process. 8.2. Supervisors and managers will be trained on the policy's implementation and their role in supporting lactating employees.
9. **Review and Revision:** 9.1. This policy will be reviewed periodically to ensure compliance with relevant laws and regulations and to make improvements as necessary.

**Conclusion:** [Company Name] is committed to fostering a workplace that supports the well-being of its nursing mothers. This policy aims to ensure compliance with the FLSA and the PUMP Act while providing an environment that respects the needs of lactating employees.

# References:

* + [Fair Labor Standards Act (FLSA)](https://www.dol.gov/agencies/whd/pump-at-work)
  + [Break Time for Nursing Mothers provision (PUMP Act)](https://worklifelaw.org/wp-content/uploads/2023/01/PUMP-Act-Explainer.pdf)
  + [Pregnant Workers Fairness Act](https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act)