



Example of a Breastfeeding Policy that meets BFW Basic Standard

Your Workplace Pty Ltd Workplace Breastfeeding Policy

1. **Scope:**

This policy is applicable to permanent and casual employees of *Your Workplace Pty Ltd* who wish to combine breastfeeding and paid work. This might include: employees returning from maternity leave, new employees who may be breastfeeding, employees who may be relactating and pre-adoptive employees who may wish to establish a milk supply prior to their child's placement.

For the purpose of this policy, *breastfeeding* means breastfeeding an infant or expressing breastmilk.

Support from colleagues is crucial to providing a supportive workplace environment for breastfeeding employees. All employees have a responsibility to treat colleagues who are breastfeeding with respect and dignity.

2. **Support for Breastfeeding Employees**

To enable employees to combine work and breastfeeding *Your Workplace Pty Ltd* has put in place the following:

2.1 **Lactation Breaks**

Lactation breaks are to be made available to employees to breastfeed (go to the baby or have the baby brought into the office) or express breastmilk during work hours.

The number of times women need to feed or express milk will be determined by the individual needs and age of the baby. The younger the baby, the more frequently a mother is likely to need to do so. In addition to existing meal breaks, an employee working a standard 8-hour shift is entitled to one or more unpaid daily breaks of up to a total of 30 minutes per day. For time that may be needed beyond this, employees may use personal leave or make up the time as negotiated with their supervisors.

Your Workplace Pty Ltd will allow flexible working arrangements to accommodate the necessary lactation breaks as agreed. However, these breaks will be unpaid and ordinary hours of work must still be achieved.

2.2 Facilities

Where practicable, [Your Workplace Pty Ltd](#) will endeavour to provide facilities as the need arises. Staff should discuss their individual needs with their manager who will assist you to identify a suitable space. If this is not possible other suitable arrangements will be negotiated taking into consideration the operational needs of the organisation and the lactation needs of the employee. These may include:

- Flexible/shorter working hours to accommodate the lactation needs of the employee
- working from home options
- The employee moving temporarily to a site with suitable facilities
- The employee being allowed to go to the baby to breastfeed
- The employee being allowed to go to another venue to express.

Such arrangements may be noted in the Lactation Break Agreement.

Where it is not practicable to provide a refrigerator and/or a sink, discussions between the manager and staff member will take place to attempt to identify reasonable alternative arrangements for the staff member's breastfeeding needs.

When new facilities are being planned consideration will be given to the provision of facilities for breastfeeding employees as detailed in this policy.

The Australian Breastfeeding Association has trained volunteer breastfeeding counsellors available on the National Breastfeeding Helpline 24 hours per day for information and support on combining breastfeeding and paid work. Call 1800 mum 2 mum (1800 686 268) or visit: www.breastfeeding.asn.au for local group contact details in your area.

3 Relevant policies and legislation:

Under the Equal Opportunity Act 2010 (VIC) and the Sex Discrimination Act, 1984 (Commonwealth) it is against the law to discriminate, directly or indirectly, against an employee who is breastfeeding. The definition of breastfeeding includes expressing milk. It is generally against the law to tell an employee not to breastfeed or express in the workplace. Failure to accommodate employees who are breastfeeding through flexible work arrangements or the provision of appropriate breastfeeding facilities at work may constitute a breach of state legislation and/or the Sex Discrimination Act, 1984 (Commonwealth) and may give rise to complaints to the relevant state body.