



CANTERBURY BREASTFEEDING ADVOCACY SERVICE

Breastfeeding Policy Template 2

<insert company name> recognises the importance of breastfeeding for whānau and is committed to the support, protection, and promotion of breastfeeding.

1. Prior to commencing parental leave and just prior to returning to work, <insert appropriate personnel> will discuss the Breastfeeding Policy and options available for breastfeeding and expressing breastmilk during work time. This will also be discussed with prospective employees.
2. Breastfeeding staff employed by <insert company name> are encouraged to discuss the type of flexible schedule best suited to them for breastfeeding or expressing breastmilk. <insert company name> will strive to accommodate this schedule and breastfeeding breaks will be counted as work time.
3. Breastfeeding employees may breastfeed children in any location in the office that is comfortable for them. This includes:
 - A comfortable shared seating area
 - Their workstation
 - A small private office is available in which curtains and a chair can be placed if required
 - Alternative options such as using off-site amenities can be explored and will be accommodated as far as reasonable
4. A refrigerator is available for safe storage of breast milk. Breastfeeding women will provide their own breast pumps and all milk stored in the refrigerator should be clearly labelled.
5. <insert company name> is clearly identified as a Breastfeeding-Friendly Workplace and breastfeeding promotion information is displayed in the office and featured in newsletters, our website, job advertisements, and social media channels. Our commitment to breastfeeding-friendly workplaces is stated on our website and in the <Staff Orientation Pack>.
6. All staff will receive information and instruction on how to support breastfeeding and will welcome all breastfeeding employees in the workspace.
7. Discrimination and harassment of any sort is not acceptable at <insert company name>. Breastfeeding women who feel they are being treated unfairly are encouraged to follow <insert company name> Grievance Policy.