[Insert Employer Name] Lactation Policy

Purpose

At **[Insert Employer Name]**, we are committed to supporting employees who choose to breastfeed, chestfeed, or express milk. We recognize lactation as a natural and essential process and aim to provide a supportive and accommodating work environment. This policy ensures that employees have access to appropriate facilities and reasonable time to express milk or nurse their babies.

Lactation Accommodation Provisions

Private Lactation Space

[Insert Employer Name] provides a private lactation space that is:

- **NOT a bathroom** and is free from intrusion and public view.
- **Equipped with:**
  - A comfortable chair and a small table or flat surface.
  - Electrical outlets for pumping equipment.
  - Adequate lighting and ventilation.
  - Privacy features, such as a locking door and window coverings.
  - Access to clean water nearby for washing hands and pump parts.
- **Located close to employees** whenever possible to minimize disruption.
- **Available as needed** and reserved exclusively for lactation accommodations.

Reasonable Time for Milk Expression

- Employees shall be provided **reasonable break time** to express milk or nurse their babies each time they need to do so during work hours.
- Break time for expressing milk shall be **paid when taken during an employee's existing paid break periods**. If additional time is needed beyond standard breaks, the employee may use unpaid time or other leave options as per policy.
- This accommodation is available **for as long as the employee chooses to express milk or nurse their baby following childbirth**.

Non-Discrimination and Privacy Protections

- **[Insert Employer Name]** strictly prohibits discrimination, harassment, or retaliation against employee who exercise their rights under this policy.
- Any act that invades a community member or employee's privacy while using the lactation space will be treated as a disciplinary offense and reported to management for prompt disciplinary action.

Employee Responsibilities

- An employee should **communicate their lactation needs** to management to arrange appropriate accommodations.
- Employees are responsible for the **proper storage of expressed milk** if refrigeration is not provided on-site.

Policy Communication and Compliance

- This policy will be **communicated to all current employees** and included in **new employee and community member materials**.
- Management is responsible for **ensuring compliance** and supporting employees in accessing lactation accommodations.
- This policy complies with all **applicable federal and state laws** regarding lactation accommodations in the workplace.

By implementing this policy, **[Insert Employer Name]** aims to create a supportive and inclusive environment that allows all employees to balance their responsibilities with their personal and family needs.

- **Break Time:** break afforded to any employee regardless of lactation status.
- **Employee:** individuals employed by **[Insert Employer Name]**
- **Lactating Employee:** an employee, regardless of gender identity, who is expressing human milk for their child. This process of expression is also called breastfeeding, chest feeding, pumping, or exclusively pumping, and may or may not occur after a pregnancy.