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## Breastfeeding Friendly Workplace (BFW)

### Purpose

* 1. The purpose of this policy is to ensure that employees who are breastfeeding will be provided with the facilities and support necessary to enable them to combine work and breastfeeding for as long as required.

### Commencement

* 1. This Policy will commence from [Commencement Date]. It replaces all other Breastfeeding Friendly Workplace policies (whether written or not).

### Application

* 1. This policy is applicable to breastfeeding employees which includes fulltime ongoing, part time ongoing, fixed term or casual, who wish to continue breastfeeding during work time. This includes employees returning from maternity leave, new employees who are breastfeeding, employees who are re-lactating and pre-adoptive employees who 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.

### Overview

* 1. The [NSO Name] strives to provide a family-friendly workplace assisting employees to balance work and life commitments. The [NSO Name] recognises a mother’s need to ensure that work and breastfeeding can be combined comfortably and practically to promote ongoing benefits to the baby, the mother and the workplace.
  2. Objectives of the policy are to:
     1. Assist employees to balance their work and family commitments
     2. Improve attraction and retention of female employees who wish to combine breast-feeding and paid work
     3. Improve staff productivity and morale for employees returning from parental leave with support and facilities available
     4. Promote workplace diversity, health and wellbeing and social corporate responsibility

### Lactation Breaks

* 1. Lactation breaks are available to employees to breastfeed (go to the baby or have the baby brought into the workplace) during work hours. Managers should be supportive, flexible and ensure employees have access to reasonable lactation breaks when needed.
  2. 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. Employees are to be supported in having reasonable time for lactation breaks using flexibility over the working day. As a guide, managers should allow their employees paid breaks of up to one hour in total over the course of a 7.5 hour working day (or on a pro-rata basis). If an employee requires more time, they should discuss this with their manager.

### Roles and responsibilities

* 1. It is important that both employers and employees remain flexible, accommodating, and respectful of each other’s needs.
  2. The employer is responsible for:
     1. Ensuring all managers are made aware of this policy. Managers are advised by correspondence when one of their employees are preparing to access maternity leave •
     2. Providing information on the [NSO Name] BFW Policy when applications for maternity or adoption leave are made
  3. Managers are required to make their employees aware of the policy. This includes:
     1. Ensuring employees have awareness of their options and their responsibilities under this policy
     2. Ensuring pregnant employees are aware of the policy prior to taking maternity or adoption leave
     3. Supporting breastfeeding requests in line with operational requirements
     4. If due to operational needs there is a requirement to delay a lactation break, the manager is to ensure the employee is able to take the break as soon as possible to minimise risk to employee’s health and milk supply
  4. Employees wishing to combine work and breastfeeding are encouraged to:
     1. Discuss required duration and timing of lactation breaks with their manager to ensure that both the needs of the individual and the operational needs of the business can be met. This is ideally completed prior to returning to work.
     2. Notify their manager when they will be required to take lactation breaks, i.e. departing and returning to work. The Lactation Break Agreement form can be used or an email between the manager and employee.
     3. Take both the organisational and personal needs into account, with a focus on minimising disruption in the workplace, when determining the timing of lactation breaks.
     4. Notify their manager if breastfeeding needs to change, or cease, so that any agreement can be amended as required
  5. Employees wishing to utilise breastfeeding facilities have the responsibility to:
     1. Supply their own expressing equipment and appropriate storage containers for expressed breastmilk.
     2. Clearly label these containers with their name and date before placing them in a refrigerator
     3. If applicable, ensure that their child is delivered directly to the space designated for the purpose of lactation breaks and that the child leaves the workplace at the completion of each lactation break.
     4. Observe any other guidelines for the use of the designated room

### Facilities

* 1. [NSO Name] has provided suitable facilities in which women can breastfeed their babies if the baby was brought into the workplace and/or access refrigerators for storing labelled breastmilk.
     1. This is located at the [List relevant locations)
     2. Parking will be provided close to the allocated breastfeeding areas while an employee’s baby is brought into the workplace for breastfeeding.
  2. The lactation rooms are multipurpose rooms that have a shared function. In the event that these rooms are unavailable, a representative of the employer can be contacted who can assist with an alternative room.
  3. Where practicable, the [NSO Name] will endeavour to provide facilities at other sites as the need arises. Employees should discuss individual needs with their manager who will assist to identify a suitable space. If this is not possible other suitable arrangements can be discussed with the employee’s manager taking into consideration the operational needs of the organisation and the lactation needs of the employee. These may include:
     1. Flexible or shorter working hours to accommodate the lactation needs of the employee
     2. Working from home options
     3. The employee being allowed to go to the baby to breastfeed
     4. The employee being allowed to go to another venue to express

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

### Variations

*The [NSO Name] reserves the right to vary, replace or terminate this Policy from time to time.*

#### Policy version and revision information

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| **Policy Authorised by:** | [Policy authorised by Name and Title] | **Original issue:** | [Policy original issue date] |
| **Policy Maintained by:** | [Policy maintained by name and Title] | **Current version:** | [1] |

### Other applicable references and legislation

* 1. Under various laws including the Sex Discrimination Act 1984 (Commonwealth) it is unlawful to discriminate, directly or indirectly, against an employee who is breastfeeding. The definition of breastfeeding includes expressing milk. 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 Act1984, (Commonwealth) and may give rise to complaints to the relevant state body.

• Discrimination Act 1991 (ACT)

• Sex Discrimination Act 1984

• Workplace Gender Equality Act 2012

**Note:** State and Commonwealth legislation prohibits direct or indirect discrimination on the basis of sex, breastfeeding status, pregnancy and carer’s responsibility.