

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 525 – Supporting Breastfeeding in the Workplace**

**1. General Information**

In recognition of the well-documented health advantages of breastfeeding, the Partnership provides a supportive environment to enable employees to express milk or breastfeed during work hours as part of a company-wide lactation support program.

The Partnership subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

**2. Company Responsibilities**

Employees who choose to continue to breastfeed or express milk after returning to work shall receive:

**Lactation Breaks**

Employees may breastfeed or express milk during work hours using their regular breaks and meal times. For additional time needed beyond the usual break times, employees may coordinate with their managers.

**Lactations Spaces**

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The designated space will be private and sanitary, located near a sink with running water for washing hands and cleaning breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's manager. A designated refrigerator will be available for the storage of expressed milk.

**Breastfeeding Equipment**

Employees should use their personal breastfeeding equipment. In the event an employee can't bring or forgets to bring their personal equipment, a breast pump will be available for temporary use.

**Education**

Prenatal and postpartum breastfeeding classes (via the Partnership's health plan) and informational materials are available for all employees.

**Staff Support**

Supervisors are responsible for notifying pregnant and breastfeeding employees about the Partnership's worksite lactation support program, and for reviewing policies and practices that will support a plan to meet each employee's breastfeeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

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**3. Employee Responsibilities**

**Communication with Supervisors**

Employees who wish to express milk or breastfeed during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the organization.

**Maintenance of Lactation Spaces**

Employees are responsible for keeping lactation spaces and equipment clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated lactation spaces and other areas where expressing milk may occur, including private offices.

**Milk Storage**

Employees should label stored breast milk with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of breast milk using the company-provided refrigerator.

**Use of Break Times for Lactation**

When more than one employee needs to use the designated lactation room, employees can use a posted sign-in log to schedule lactation times that are most convenient or best meet their needs.