

GOAL

[Insert name of Tribal Community] will set the example for employers and the community by implementing and maintaining a policy that promotes breastfeeding in the workplace.

POLICY

[Enter name of staff member] will act as the primary point of contact for this policy.

Using established break periods, a breastfeeding employee may breastfeed her infant in non-patient care areas and other areas where mother and infant are otherwise authorized to be, irrespective of whether the nipple of the mother's breast is uncovered during or incidental to the breastfeeding.

- The Breastfeeding employee will be allowed to take regular morning and afternoon breaks as outlined in Section 2.3 of the [Tribe Name] Personnel Policies and Procedures Manual except that morning and afternoon breaks shall be 30 minutes in length to allow enough time for breastfeeding or pumping breast milk. The employee must prearrange this additional time with their supervisor by completing a "Breastfeeding/Pumping Contract," (Appendix A). This form is also available from the Employee Benefits Coordinator (EBC). The EBC, the employee's supervisor and the employee must each sign the contract.
- The contract shall expire in accordance with the following:
 - a. When the nursing child becomes one year of age.
 - b. If breastfeeding or pumping is no longer necessary during work hours
 - c. If the child quits breastfeeding.

Every effort will be made to make accessible a private room with a lock. This better allows an employee to nurse an infant and pump breast milk to be stored for later use.

- A sign in/out log in the breastfeeding or pumping area may be required for verification.

An attempt will be made to locate the room in an area where a crying infant will not be disruptive to patients and other employees. The room will have accessible electrical outlets for electric pump use.

The Breastfeeding room shall, at a minimum, contain a comfortable chair, a small table and a wastebasket.

A refrigerator may also be available for safe storage of breast milk.

Breastfeeding women will provide their own containers and all milk stored in a common refrigerator will be clearly labeled with name and date. As always, employees who use the refrigerator shall be responsible for keeping it clean.

For areas without a refrigerator, a secure area will be available to store a personal ice chest or thermos.

Employees who bring their infant in to work to nurse shall clean up after themselves and maintain a safe and sanitary environment. They must provide their own diapers and other baby care items ensuring that all are disposed of in an appropriate, outdoor trash receptacle.

BENEFIT

Mothers with a formula fed infant missed work three times more often because of their infant's illnesses than did mothers who breastfed their infants.

It can therefore be predicted that breastfeeding will routinely result in lower absenteeism, higher productivity, increased company loyalty, increased employee morale and lower health care costs.

REVIEW, UPDATES AND REVISIONS

This policy shall be reviewed annually and revised/updated as needed.

**Appendix A
Breastfeeding/Pump Contract**

I _____, enter into this breastfeeding/pump contract so that I can continue to nourish my child with breast milk by pumping or breastfeeding during work hours.

I understand that:

- this contract is for mothers who breastfeed and that it will allow me use the standard lunch hour and to extend the standard 15 minute break to 30 minutes each morning and afternoon.
- that I may be required to sign in and sign out when I use the designated breastfeeding area.
- that this contract must be approved by my supervising management team member to assure that my department's daily work load is not compromised. I also understand that a periodic review may be conducted to assure that this arrangement has not negatively impacted my performance.
- that once I have stopped breastfeeding this contract ends.
- if I choose to breastfeed my baby that I must maintain safety and sanitation standards and will ensure soiled baby care items and diapers are disposed of in outdoor trash receptacles.
- if there is misuse or inappropriate use of this benefit this contract will immediately be cancelled.

Participant signature

Date

Supervisor

Date

Employee Benefits Coordinator

Date