

POLICY TITLE	Breastfeeding in the Workplace
CATEGORY	Administrative
POLICY NUMBER	ADMIN-030
POLICY OWNER	Human Resources
ACCESS	Public

PURPOSE

This Policy establishes expectations for employees and managers to allow parents to breastfeed, express or pump breastmilk during the workday while on the employer’s premise.

SCOPE

This Policy applies to all City employees:

- who are breastfeeding and/or providing breastmilk to their own children
- who supervise and/or manage employees who are breastfeeding
- who work with employees who are breastfeeding

DEFINITIONS

Breastfeeding: feeding a child directly from the breast, as well as pumping or expressing milk.

POLICY STATEMENTS

1. Principles

- 1.1. The City recognizes and supports breastfeeding by employees.
- 1.2. The City and the employee each have responsibilities in the accommodation process.
- 1.3. The City will consider each request and the specific accommodations that may be required in accordance with the BC *Human Rights Code*; in doing so the City will also consider operational requirements which include but are not limited to; efficiency, cost, safety, and impact to service delivery.

2. Responsibilities - All Employees

2.1. All employees will support and respect the rights of breastfeeding employees.

3. Responsibilities - Breastfeeding Employee

3.1. The Breastfeeding Employee is responsible for:

- a) Prior to seeking a formal accommodation, considering and implementing reasonable alternatives which;
 - i. Meet the needs of the child;
 - ii. Minimize potential operational impacts;
- b) If the alternatives in 3.1(a) do not exist, or are insufficient, making a formal, written request to their manager as soon as possible outlining their requested accommodation measures.
- c) Participating in and being receptive to various accommodation options, as applicable.
- d) Coordinating logistics and bearing any cost of bringing the child to and from the workplace, if applicable.
- e) Supplying and maintaining:
 - i. breastfeeding equipment (i.e.: breast pump, containers for storing breast milk, and
 - ii. a means of keeping breast milk cold if refrigeration is not available at the workplace (e.g., insulated bag or cooler with ice pack).
- f) Leaving the designated breastfeeding space clean and organized.
- g) Informing themselves of safety risks arising from having a child in the workplace and participating in measures to reduce those risks, if applicable.
- h) Reporting any incidents of harassment or discrimination in accordance with the City's Respectful Workplace Policy and Human Rights and Harassment Policy.

4. Responsibilities - Manager

4.1. The Manager is responsible for:

- a) Acknowledging receipt of employee requests in a timely manner.
- b) Emphasizing the City's support for employees who wish to breastfeed their children.
- c) Examining accommodation request to determine an appropriate form of accommodation, considering the principles defined in this Policy, and the Guidelines attached to this Policy.
- d) Making a reasonable effort to arrange an appropriate safe space for breastfeeding, as outlined in Section 6 and the Guidelines attached to this Policy.
- e) Responding to reports of harassment and discrimination in a timely manner.

5. Responsibilities - Human Resources Department

- 5.1. The Department of Human Resources is responsible for:
- a) Periodically reviewing this Policy.
 - b) Providing support to managers in responding to requests for accommodation under this Policy.
 - c) Any follow up with the employee’s union where required for the accommodation process.

6. Appropriate Spaces for Breastfeeding or Expressing Milk

- 6.1. The City will make reasonable efforts to provide safe, appropriate and convenient spaces for breastfeeding or expressing milk, if requested.
- 6.2. In determining safe, appropriate and convenient spaces, the City will consider the principles defined in this policy and the Guidelines attached to this policy.
- 6.3. Washroom facilities are not appropriate for the employee to breastfeed or to express their breastmilk.

7. Compliance

- 7.1. Non-compliance with this Policy may result in disciplinary measures up to and including dismissal from employment.

8. Related Documents

- 8.1. Human Rights and Harassment Policy
- 8.2. Respectful Workplace Policy
- 8.3. *BC Human Rights Code*

APPROVAL HISTORY

Version 1 approved by:	Departmental General Manager	10/22/2019
	City Manager	10/31/2019

Reviewed, no changes: 12/16/2021

Next review date: 12/16/2022

Breastfeeding in the Workplace Policy Guidelines

1) Guideline: Responsibilities - Manager

This Guideline provides examples of appropriate measures for accommodation further to Section 4.1 of the Policy.

1.1 Examples of potential accommodation measure may include:

- a) Adjusting start times.
- b) Adjusting or splitting break times.
- c) If additional scheduling changes are required, providing access to paid banks.
- d) Temporary relocation of the employee to another work location/office or reassignment of duties.
- e) Facilitating access of the baby to the workplace by a caregiver.
- f) Making scheduling changes to permit time to breastfeed.
- g) Extending parental leave/leave without pay.
- h) Part-time work, job sharing, working remotely, where/if applicable.
- i) Gradual return to work.

2) Guideline: Appropriate Spaces for Breastfeeding or Expressing Milk

This Guideline provides guidance on appropriate spaces for breastfeeding or expressing milk further to Section 6 of this Policy.

2.1 Appropriate spaces for breastfeeding should include:

- a) A chair with supportive arms and a baby changing station or a table with a means to hygienically clean the area (for breastfeeding); OR
- b) A small table, chair and electrical outlet (for expressing breast milk); and,
- c) Enhanced privacy through a lockable door and/or appropriate signage; and,
- d) Proximity to hand-washing facilities.

2.2 Appropriate spaces for breastfeeding may be multi-purpose, provided that alternative space is readily available if that space is in use.