



Lactation/breastfeeding procedure

Parent policy

Inclusion policy

Background

The Uniting Church in Australia Synod of Victoria and Tasmania (the Synod) supports breastfeeding mothers who wish to breastfeed or express breast milk during work hours.

The UCA aims to foster a supportive work environment for breastfeeding staff by:

- Providing suitable areas for staff to express breast milk or breastfeed
- Providing lactation breaks during work hours
- Supporting flexible work options
- Ensuring that all staff are aware of breastfeeding policies and rooms

Seeking to eliminate direct and/or indirect discrimination against breastfeeding mothers.

Scope

This procedure applies to all Synod workplaces and work related activities.

Procedures

1. Accommodation for lactating mothers

A private room shall be made available for employees to breastfeed their babies or express milk. The room will be private and sanitary, located near a sink with warm running water for washing hands and cleaning relevant equipment. The room will have an electrical outlet. Expressed milk can be stored in workplace refrigerators or other locations such as a personal cooler.

2. Lactation breaks

Through discussion and negotiation, the staff member and manager reach agreement on appropriate lactation breaks that take into account both the needs of the mother and the workplace.

3. Lactation facilities

At 130 Little Collins Street, the first aid room on the fifth floor may be used for the purposes of lactation breaks. Fresh tap water is available in the nearby kitchen and the door may be locked for privacy. It is recommended that the employee takes a mobile phone with her in case she requires assistance. Any concerns regarding the state of the first aid room may be reported to Synod Property Services.

At other UCA Synod of Victoria and Tasmania workplaces, suitable arrangements will be made in consultation with the employee, manager and People & Culture.

4. Employee responsibilities

a. Communication with manager

An employee who wishes to breastfeed or express milk at work should inform her manager so that appropriate arrangements can be made.

b. Maintenance of milk expressing areas

The breastfeeding employee is responsible for keeping milk expressing areas clean, using cleaning products recommended by the pump manufacturer and anti-microbial wipes to clean the area around it.

The employee is responsible for keeping the room clean for the next user. This responsibility extends to both designated milk expressing areas, as well as other areas where expressing milk will occur.

c. Milk storage

The employee must label all milk as expressed breast milk along with her name. Each employee is responsible for proper storage of her milk using workplace refrigerators.

5. Manager responsibilities

Supervisors are responsible for informing pregnant and breastfeeding employees about lactation facilities and for reaching agreement with the employee on appropriate breaks to support her individual feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Definitions

Breastfeeding. For the purpose of this procedure, breastfeeding also includes expressing milk.

Employees: Employees, volunteers, ministers, pastors, contractors and any other person engaged to perform a role on behalf of the Synod.

Lactation break: Breaks taken by a mother to express breast milk or to breastfeed their baby.

Synod: The Uniting Church in Australia Synod of Victoria and Tasmania

Related policies and procedures

- Inclusion policy
- Inclusion procedure

Related documents

- Lay Staff Collective Employment Agreement
- UC Camping Lay Staff Collective Employment Agreement
- Equal Opportunity Act 2010

VERSION: APPROVAL	POLICY MANAGER	REVIEW DATE
1: Senior Leadership Team	Director People & Culture	27 February 2017
2: Senior Leadership Team	Director People & Culture	26 October 2019

Further assistance

Contact People & Culture for interpretation and assistance with this procedure.