

ECUMEN POLICY

SUPPORTING BREASTFEEDING EMPLOYEES

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, Ecumen provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by Human Resources.

Ecumen subscribes to the following work site support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

COMPANY RESPONSIBILITIES

Breastfeeding employees who choose to continue providing their milk for their infants upon returning to work shall receive:

Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal break and meal times. For time that may be needed beyond the usual break times, employees may upon prior approval from their supervisor, use personal leave or may make up the time.

Place to Express Milk

A private room (not a restroom) shall be available for employees to breastfeed or express milk. The room will be sanitary, have an electrical outlet and will have disinfectant wipes and hand sanitizer available for cleaning hands and wiping out breast pump parts. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in the employee's personal cooler or designated lactation refrigerator.

Staff Support

Supervisors and managers are responsible for alerting pregnant and breastfeeding employees to the company's work site lactation support program and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

EMPLOYEE RESPONSIBILITIES

Communication with Supervisors

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

Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean, using provided wipes to clean the area for the next user. This responsibility extends to both designated milk expression areas and other areas where milk may be expressed.

Milk Storage

Employees should label all milk expressed 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 her milk using a personal cooler or the designated lactation refrigerator.

Use of Break Times to Express Milk

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs. Keys to the Mother's Room can be obtained from a Human Resources Designee.