



The Pennsylvania Breastfeeding Coalition is deeply supportive of employers who take the time to consider the needs of lactating employees. We recognize the accomplishments of employers who have made significant efforts to make their workplaces supportive to the needs of these employees. To be considered for one of the two tiers of our Breastfeeding Friendly Employer Award and establish your workplace as “Breastfeeding Friendly,” please complete this application form. Points will be awarded for each feature of your program and your total points will determine which tier of the award you receive. Based on the number of points you receive; you may qualify for the Breastfeeding Friendly Employer Award or the All-Star level of the award. Bolded features are compliant with federal legislation and are required for the Breastfeeding Friendly Employer Award.

Organization/Employer Name: _____

Point of Contact: _____

Organization/Employer Address: _____

Contact Email & Phone Number: _____

Lactation Space:

The space provided for an employee to express breast milk during the workday can be an important factor in supporting their desire to continue breastfeeding. Certain requirements are dictated by law, but we encourage employers to look beyond these minimum requirements and consider what would be helpful and effective. Please select the room features below which describe the lactation space(s) you provide for your employees:

- Ad hoc spaces are available whenever needed by the employee. (Not a bathroom)**
- Designated, private room(s) for pumping/breastfeeding that is not a bathroom.
- A comfortable chair is provided.
- Dedicated refrigerator for breastmilk storage
- Alternate or overflow lactation spaces are designated.
- A sitting area shielded from the room entrance.
- A way to notify others that the space is in use.
- The space is located no more than 500 feet from the farthest employee or within two adjacent floors.
- A door lock to secure the space.
- Private space free from view and intrusion**
- A surface to place a breast pump and personal items.
- A storage space to place personal items.
- Access to a hospital grade breast pump.
- Has an electrical outlet or access to an electrical outlet near the sitting area.
- A microwave is available to sanitize equipment.
- The space is safe, clean, and free of toxic or hazardous materials.**
- Comfort items such as artwork, magazines, music, etc. are provided.
- There is a permanent sign outside the door indicating its use a lactation room or temporary sign for temporary spaces.
- A working sink inside the room (not a bathroom sink).
- Access to a sink that is close by.**
- The sink is not automatic and allows employees to adjust the flow of water.
- The water source has been tested for lead and levels are below the limit recommended for childcare centers.

Lactation Policy:

Having a clear and widely communicated lactation policy helps to keep all employees informed about their options and sets expectations for both lactating parents and their coworkers and supervisors. A strong policy also helps to combat some of the stigma associated with parents who choose to express milk while at work, establishing their workplace rights as a norm. Please select the features below which describe the lactation policy you have in place:

- An informal policy where needs are considered on a case-to-case basis.
- A written, formal policy.
- The policy is published in a space accessible to all employees.
- The policy outlines the role and expectations of supervisors.
- The policy outlines the role and expectations of lactating employees.
- The policy allows direct breastfeeding of children in the workplace.
- The policy outlines a formal process for requesting lactation accommodation.
- The policy outlines how long lactation needs will be accommodated after birth of a child.
- The policy explains in a general sense how and what lactation spaces are provided.
- The policy outlines the expectations for break time for lactation needs.
- The policy outlines the support for visitors with lactation needs.

Break Time:

The length, structure and nature of breaks provided for lactating employees can be an important factor in supporting their desire to continue breastfeeding. The minimum length of break time is dictated by law, but we encourage employers to consider what else is required to make these breaks successful and supportive. Please select the features below which describe the break time you provide for your employees:

- Break time is flexible , as often as needed by the lactating employee.**
- Breaks are free of work-related obligations.**
- Breaks are a minimum of 45 minutes in length.
- When needed, staffing coverage is provided during lactation breaks.
- If the employee chooses to continue working in some manner during their lactation break, the break is paid.**
- The breaks are considered paid time regardless of the employee's activity during the break. Consider (Employer provides paid lactation breaks even when employee is relieved from duties)
- Break time is provided for at least 1 year after birth of a child.**



Support from Leadership:

The actions of leadership can have significant influence over whether a lactation policy is successfully implemented or if it fails to provide the intended support for employees. Policies are only as effective as those who enforce and support them and leadership sets the tone for the entire organization in terms of how lactation integrates into the work culture. Please select the features below which describe actions your organization has taken to support lactation in the workplace:

- The lactation policy is provided to all new employees, regardless of age or gender.
- The lactation policy is provided to any employees who request parental or maternity leave.
- Training is provided to supervisors explaining their role in accommodating lactation needs.
- There is a formal process available for employees if they feel their lactation requests have not been honored according to the policy provided.
- Supervisors foster a culture of support among the lactating employee's peers.

Documentation:

Please submit this form to employerawards@pabreastfeeding.org. Please also include supporting documentation of the program features you have described above including any lactation policies or training materials or photos of lactation spaces illustrating the features you mentioned in this application. Please include at least 1 photo we can use for our webpage should you be selected for an award. There is space below to include links to applicable webpages.

Link 1 _____

Link 4 _____

Link 2 _____

Link 5 _____

Link 3 _____

Link 6 _____

Verification:

I certify the information provided in this application is accurate and represents the efforts that our organization has made to support breastfeeding parents in our workplace.

Organization: _____

Name: _____

Date: _____

Signature: _____