

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 5.19.ON
Section:	Employee Relations Policies	Issued:	Dec. 16, 2019
Subject:	ACCOMMODATION for BREASTFEEDING	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	New
Issued by:	Community Resource Centre	Issued:	

1 POLICY

- 1.01 In order to support lactating or breastfeeding employees, the **Community Resource Centre**, having regards to its operations, shall ensure the workplace is a breastfeeding-friendly environment including, but not limited to, the following accommodations:
- (a) breastfeeding employees will be provided a private and comfortable place to express breast milk;
 - (b) a refrigerator will be provided for the storage of expressed breast milk;
 - (c) breastfeeding employees will be allowed flexible breaks in order to accommodate the need to express breast milk;
 - (d) accommodation for breastfeeding will be provided for as long as the employee requires it, without reprisal or judgment for the employee's choice; and
 - (e) all employees are expected to respect an employee's choice to breastfeed and to co-operate with the accommodations required by a breastfeeding employee.

2 PURPOSE

- 2.01 The purpose of this policy is to support and accommodate the efforts of employees to breastfeed their children for as long as they choose to do so.

3 SCOPE

- 3.01 This policy applied to all employees.

4 RESPONSIBILITY

- 4.01 The **Executive Director** is responsible for ensuring that breastfeeding employees are adequately accommodated, appropriate lactation facilities are provided as necessary, and for ensuring that all employees are provided with information regarding this accommodation policy.
- 4.02 Supervisors are responsible for ensuring that breastfeeding employees are provided with adequate and timely breaks for the purposes of expressing breast milk.
- 4.03
- (a) Employees who require accommodation for the purposes of lactation or expressing breast milk are responsible for requesting accommodation and participating in the process of determining the appropriate accommodations.
 - (b) Employees who use lactation facilities are responsible for following the rules and procedures associated with the safe and efficient use of such facilities.
 - (c) All employees are responsible for helping to provide a positive atmosphere for breastfeeding colleagues.

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5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Employment Standards Act, 2000 (Ontario)

Human Rights Code (Ontario)

Ontario Human Rights Commission — *Policy on Discrimination Because of Pregnancy and Breastfeeding*

7 PROCEDURE

- 7.01 (a) Employees shall be provided with a clean, private and comfortable location in which to express breast milk. Lactation facilities shall be furnished with a comfortable chair, electrical outlets, and shall be located near running water.
- (b) Employees may elect to use their private office for the expression of breast milk, if preferred.
- (c) Lactation facilities shall not be located in washroom facilities used by other employees.
- (d) Lactation facilities shall be located within a reasonable distance of the employee's regular work location, whenever possible.
- (e) If more than one employee requires the use of the lactation facility and prefers to use the facility alone, the employees shall agree on a schedule for the use of the facility.
- (f) Employees who use the lactation facility shall clean up after each use of the facility.
- 7.02 Refrigerator space shall be provided for the storage of expressed breast milk, either within existing refrigeration equipment or in a refrigerator designated for such purpose. Despite the provision of such space by the **Community Resource Centre**, employees are responsible for ensuring that breast milk is properly labelled and stored and that the refrigeration is adequate for the safe storage of expressed breast milk. Employees may wish to provide their own refrigeration or cool storage subject to the approval of management based on the size and location of the refrigerator.
- 7.03 Supervisors will allow breastfeeding employees breaks for expressing breast milk as necessary. Whenever possible, such breaks should run concurrently with normal break periods.
- 7.04 All employees will be provided with information regarding this policy as part of the orientation process and upon notice that the employee is taking maternity leave.