



June 22, 2017

SEI Admin. Order No. 2017.003  
Series of 2017

### Breastfeeding in Workplace Policy

#### Purpose

This policy establishes a "mother-baby friendly" workplace program at the Science Education Institute in accordance with Republic Act 10028 of March 2010 which is the Expanded Rooming-in Act and recognizes the value of breastfeeding for mothers and babies.

#### Policy

Science Education Institute subscribes to the said policy to provide a workplace environment that supports breastfeeding employees in continuing to breastfeed their infants following their return to work. The policy will be communicated to all current employees and will be included in new employee orientation and on application for maternity leave.

Science Education Institute encourages employees and management to have a positive, accepting attitude toward working women who are breastfeeding and discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

#### SEI's Responsibilities

Science Education Institute acknowledges that supporting breastfeeding has benefits to the organization such as a reduction in absenteeism and staff turnover and important health benefits to mother and baby. Employees who wish to continue to breastfeed following return to work shall receive:

- Breaks for breastfeeding or expressing milk  
Breastfeeding employees are allowed to express milk during work hours using their normal break times and meal times. For the time that may be needed beyond their breaks, employees may make up the time as negotiated with their supervisors.
- A private place to express milk  
A lactation room shall be available for employees to breastfeed or express milk. The room will be private, lockable and clean, has sink with running water for washing hands and rinsing breast pump parts, and have an electrical outlet. Expressed milk should be stored in a personal cool bag and placed it in the refrigerator in the lactation room.
- Breastfeeding equipment  
Each breastfeeding employee is responsible for purchasing and maintaining all of her own breast pump equipment.

### Employee's responsibilities

- Maintenance of milk expression equipment  
Employees are responsible for leaving the lactation room clean and tidy for the next user. All breast pump equipment must be cleaned in accordance with manufacturer's instructions.
- Milk storage  
Expressed milk may be stored in the lactation room's refrigerator available to all SEI employees. Nursing employees should label all milk expressed with their name and collection date so that it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her expressed milk.
- Use of break times to express milk  
Employees will be provided with flexible break schedules for breastfeeding or pumping. If more than one breastfeeding employee needs to use the designated expressing room, employees can use a sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

This order shall take effect immediately.

  
JOSETTE T. BIYO, PhD  
Director