

Program Summary



Supporting your hourly employees who want to continue breastfeeding their babies after they return to work is now required by federal law through the Fair Labor Standards Act. It also makes good business sense. Corporate Voices' online workplace lactation toolkit provides the tools you need to design a successful lactation program, and the information to be knowledgeable about the law.

Contents of the toolkit:

- **A Needs Assessment Worksheet** to help you determine what kind of program or lactation space would best suit your needs.
- **A Privacy Room Checklist** that outlines the basic requirements of setting up a lactation space.
- **The business benefits of breastfeeding.**
- **A Privacy Room Logbook** to help you schedule use of your lactation space.
- **Employer talking points** to help you communicate with your employees about breastfeeding.
- **A brochure and posters** to advertise your program.
- **Resource Flyers** to distribute to employees, with advice and information about existing breastfeeding support resources, pumping and storage information, the benefits of breastfeeding and how to return to work.
- **Employer success stories** to serve as best-practice examples of what works.
- **Employee Satisfaction Survey** to help you solicit feedback on your program.
- **Measuring Success Worksheet** to help you measure the success of your program.

These materials are all available for free online for you to download, re-brand and distribute to help you establish and maintain a lactation program.

WHAT THEY'RE SAYING

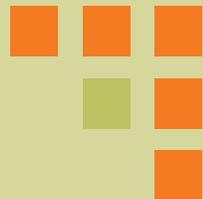
"Creating a breastfeeding program or lactation space doesn't have to be elaborate. Having mothers know they can return to work and breastfeed is powerful. Our program has improved productivity, morale and retention-- our moms are very happy and we have low turnover for a call center environment."

—Peggy MacMannis
Vice President of Human Resources,
LifeCare, Inc.

"I've found the environment at my company very welcoming. The informal flexibility and acceptance—actually encouragement—to take my mom responsibilities seriously have been tremendous."

—Heathermarie Tudor
Business Compensation Analyst,
PNC





Seven Steps to Build Your Workplace Lactation Program

1. Understand the Federal Regulations Requiring Workplace Support for Nursing Mothers.

- Read the U.S. Department of Labor's Fact Sheet #73 and FAQs, available in this toolkit, which provide guidance on the requirements of the law and on time, location, coverage and compensation issues.

2. Assess Your Employees' Needs and Your Workplace Culture

- Download and print the **Needs Assessment Worksheet** in this toolkit to help you assess your workplace lactation needs.

3. Set Up Your Lactation Room

- Download and print the **Privacy Room Checklist** to ensure your lactation space meets the requirements of the law.
- Use the **Privacy Room Logbook** to schedule use of your space.
- Read our employer success stories to learn about best practices and what works.

5. Communicate the Program to All Employees

- Download and distribute (through e-mail, your company's website, intraweb, newsletters, or orientation programs) the brochure, talking points, posters and flyers in this toolkit to inform your employees of the benefits of breastfeeding, your lactation program and about existing breastfeeding support resources.
- Use the **Breastfeeding Talking Points for Employers** to break the ice and facilitate a conversation with your employees to tell them about how your business supports nursing mothers, which will encourage a nursing-friendly environment.

6. Monitor and Review the Program

- Download and print the **Employee Satisfaction Survey** to solicit feedback from employees to ensure that the program is meeting their needs and to determine how to improve it.
- Download and print the **Measuring Success Worksheet**.

7. Share Your Experiences and Successes with Us!

- Corporate Voices would like to hear your feedback, experiences, and your workplace lactation successes. To share this information, please contact ysiu@corporatevoices.org.