

## **SUPPORTING THE WORK-LIFE BALANCE (K) Policy on Breastfeeding**

### **1. Introduction**

Greater Glasgow Health Board (NHS Greater Glasgow & Clyde) aims to support and encourage mothers who wish to breastfeed after they return to work. We will:

- actively support the promotion of breastfeeding amongst our staff and patients;
- provide information about breastfeeding for pregnant workers;
- allow, wherever possible, flexibility in working hours, including regular breaks for employees who wish to breastfeed or express milk; and
- wherever possible and as necessary make available rest areas and dedicated storage space for the use of breastfeeding employees.

### **2. Preparing to Return to Work**

The employee should arrange to meet their immediate line manager at least four weeks before the planned date of return to discuss working arrangements which will allow the individual to continue to breastfeed. To support the employee, the working pattern may need to be changed (e.g. temporarily changing hours of work or working conditions).

Employees should not be required to work shifts or to attend meetings that would involve excessively long working days which might be detrimental to breastfeeding.

Where practicable, time off during working hours should be provided to allow the employee to breastfeed if their baby is cared for nearby, or to express milk.

### **3. Facilities**

Facilities available to breastfeeding mothers should include where possible:

### 3.1 Areas for rest/expressing milk

These should be clean and warm with a low comfortable chair and, where necessary, the facility to lie down. The area should have a lock or have an arrangement for ensuring privacy. There should be hand washing facilities nearby. There should be an electric point for an electric pump if necessary.

Consideration must also be given to the needs of employees that may have a physical disability or be sensory impaired.

### 3.2 Facilities for storing breast milk

There should be a clean area where sterilising equipment may be stored. A dedicated storage space should be available for storing expressed breast milk at 2-4°C until it is taken home.

## 4. Monitoring and Review

The application of this Policy will be monitored jointly by the Director of Human Resources and the Area Partnership Forum to ensure equitable treatment of all employees.

The Board is required by Law and under the European Union Employment regulations, to gather monitoring information relating to ethnicity, religion and faith, sexual orientation, age, disability and gender for all aspects of employee relations.

You may be asked for information relating to the above in connection with this policy.

You do not have to give the monitoring information if you do not wish to. However, for some of the above diversity strands it is a legal requirement that we ask you for it, and good practice to ask for monitoring information for all diversity strands.

**Any equalities monitoring information will be held separately and not used to inform any proceedings that occur in relation to this Policy.**

The operation of this Policy will be regularly reviewed by the Area Partnership Forum to ensure its continued effective operation, and formally no later than 30<sup>th</sup> June 2009.