

Policy Implementation Guideline: Mother's Room/Nursing Room

Document updated: 1 May 2022

MOTHER'S ROOM/NURSING ROOM

I. Definition

Private, comfortable space for mothers to use for breast-feeding, expressing or temporarily storing breast milk.

II. Important Considerations:

- The need for a mother's room to be weighed against employee needs, as well as against the existing space available in the office.
- Eligibility, rules, and regulations to utilise mother's room must be clearly defined within the policy prior to implementation.
- The effectiveness, safety and regulation of mother's room should be reviewed frequently.

III. Policy Guidelines:

- **Eligibility:** All employees who are post-natal mothers.
- **Application and Approval Process:**
The facility is open to all eligible employees who are breastfeeding and require a private space to express breast milk during the standard work hours.
- **Review of Mother's Room/Nursing Room:**
 - a. The uptake and usage of mother's room/nursing must be reviewed regularly to determine it meets business needs.
 - b. HR may edit or discontinue the policy if it no longer meets business needs.
- **Expectations of Employees Utilising Mother's Room/Nursing Room:**
Employees should not consider the arrangement as an entitlement and will not abuse the privilege.

Checklist for Employers:

- ☐ Identify suitable space to be allocated as a mother's room.
- ☐ Install electricity sockets, refrigerator, and other facilities required for a mother's room.
- ☐ Develop communication of the initiative for a clear understanding of the terms and conditions of the policy and send to target audience.
- ☐ Monitor utilisation and effectiveness of the mother's room for the targeted employees.