



These are the key steps to becoming a breastfeeding friendly workplace and is a supplement to the Vermont Department of Health's [Worksite Wellness Toolkit](#).

## Establish a written lactation policy

- The written policy should be supportive of breastfeeding in the workplace, allow for flexible breaks to express breastmilk, designate a lactation space for expression of breastmilk during the workday, describe how to reserve the lactation space, explain how expressed breastmilk will be stored, and clearly define the roles and responsibilities of employers and employees related to breastfeeding and the workplace.
- For an example of a basic lactation policy, please see the [Loving Support](#) sample policy, and for a more detailed lactation policy, please visit this [link](#).
- You can find more information about creating a lactation policy [here](#).

## Allow flexible breaks

- Most people need to express breast milk two to three times during the workday for an average 15–25 minutes each time.
- Please see page 6 of the [Business Case for Breastfeeding Toolkit](#) for information about the importance of flexible break times.

## Provide a lactation space

- The lactation space should be a clean, private room ideally with a locking door and the space cannot be a bathroom.
- Please visit this [page](#) for more information about providing a lactation space.

## Provide resources and information about community referrals

- [WIC](#)
- [University of Vermont Medical Center](#)
- [The International Lactation Consultant Association](#)

## Additional resources

- Vermont Department of Health [Breastfeeding Friendly Employer Project](#)
- [3-4-50](#) sign on sheets
- State and [Federal](#) laws that protect the right to breastfeed in the [workplace](#) and in [public](#).