

BREASTFEEDING PROCEDURE

SCOPE

This procedure applies to all staff and associates of the University ('us', 'our' or 'we') herein collectively referred to as 'you' for the purpose of this procedure.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

The University promotes and supports breastfeeding and the expression of breastmilk by staff who are breastfeeding when they return to work. The University ('us', 'our' or 'we') also acknowledges the right to breastfeed in public places and that it is unlawful to discriminate on the basis that a person is breastfeeding.

We are committed to supporting staff by providing options to facilitate their requirement to breastfeed or express breastmilk.

1. Flexible working arrangements

- 1.1 If you are breastfeeding, you may approach your supervisor to seek flexible work arrangements to balance your work and breastfeeding/expressing requirements. This may include flexible hours, part-time employment arrangements, or working from home.
- 1.2 Requests for a flexible working arrangement must be made at least six weeks prior to the anticipated start date of the flexible working arrangement.
- 1.3 Further information regarding flexible work arrangements is available in the [Flexible work procedure](#) and/or the [Working from home procedure \(Hybrid work\)](#).

2. Lactation breaks

- 2.1 We will provide reasonable flexibility for you to take paid lactation breaks during work hours. These breaks should be agreed between you and your supervisor as both the interests of the individual and the work requirements must be considered when discussing and agreeing to lactation breaks.
- 2.2 Examples of facilitating lactation breaks may include (but are not limited to):
 - flexible start and finish times;
 - reasonable time off to return home;
 - time off to express milk or breastfeed at a child care center or on campus in suitable facilities; and
 - allowing lunch and/or other breaks to coincide with feeding times.
- 2.3 You may bring a child into the workplace for the purposes of breast/bottle feeding provided you comply with this procedure and the Children in the Workplace procedure.

3. Access to suitable parenting facilities

- 3.1 We will, where practicable, provide access to suitable parenting facilities to breastfeed and/or express and store breast milk. This may include facilities with a power point, lockable door, chair, nappy change area, hand-washing facilities, refrigerator and breast pump storage area.
- 3.2 A list of parenting facilities is available at the [Monash Childcare internet site](#). Further information can be found at the [Supporting Parents](#) site and in the [Expectant and New Parents' Guide](#).

- 3.3 In addition to these facilities, there may be further facilities available to you locally. We encourage you to speak to your supervisor about the availability of any other spaces or facilities for you to breastfeed and/or express and store milk.
- 3.4 We also offer a Mobile Mother's Kit which contains an armchair with a footrest, a mini bar fridge to store breast milk and a lockable cabinet to store items such as breast pumps which can be delivered to you. To request the Mobile Mothers Kit, you should email gender-equity@monash.edu.

4. Breach of procedure

- 4.1 It is both unlawful and a breach of our Behaviours in the Workplace procedure to discriminate against the individual due to breastfeeding.
- 4.2 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Flexible Working arrangements	A change to a staff member's usual work arrangements that balances the staff member's need for flexibility and the University's operational requirements. Flexible work arrangements may include, but are not limited to part-time employment arrangements, job-sharing, non-standard start and finish times, working from home, voluntary reduced working year and periods of unpaid leave, including additional unpaid parental leave (if eligible).
Enterprise Agreement	The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 or Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include: Monash University Enterprise Agreement (Academic and Professional Staff) 2019 <ul style="list-style-type: none"> Clause 43 – Parental Leave Monash University Enterprise Agreement (Trades & Services Staff- Building & Metal Trades Staff) 2009 <ul style="list-style-type: none"> Schedule 6, Section 5 – Application of Parental Leave Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 <ul style="list-style-type: none"> Schedule 5, Section 7 – Application of Parental Leave
Lactation break	A break taken by a staff member to breastfeed, express breast milk or otherwise engage in an activity necessary to the act of breastfeeding.
Parenting facilities	Are suitable facilities to enable staff to breastfeed, express breast milk or engage in an activity necessary to the act of breastfeeding.

GOVERNANCE

Parent policy	Equal opportunity
Supporting Schedules	N/A
Associated procedures	<ul style="list-style-type: none"> Children in the workplace Flexible work Pre-natal and parental leave Sick and carers leave Working from home
Legislation mandating compliance	<ul style="list-style-type: none"> Equal Opportunity Act 2010 Sex Discrimination Act 1984
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020



Endorsement	Director, Workplace Relations - 12 February 2020
Procedure owner	Director, Talent, Equity & Development
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