



Version	Approved by	Approval date	Effective date	Next review
2.3	Vice-President, Human Resources	10 January 2017	20 December 2016	September 2015
Guideline Statement				
Purpose	The purpose of these Guidelines is to accommodate the needs of breastfeeding employees within the context of the University's legal obligations, the needs of the University and individual work units.			
Scope	The Guidelines apply to breastfeeding employees.			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, subject to any areas specifically restricted.			<input checked="" type="checkbox"/> No
Guideline				

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1. Introduction and Scope

There are various laws in Australia which support an employee's right to breastfeed and to not face discrimination at work on the grounds that they are breastfeeding.

Amendments to the federal *Sex Discrimination Act 1984* (the "Act") in 2011 now mean that breastfeeding is an entirely separate ground of unlawful discrimination. This gives effect to Australia's international obligations under the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).

Some examples of what may constitute unlawful discrimination on the grounds of breastfeeding may include:

- An employer failing to properly allow a woman to breastfeed and/or to express milk;
- An employer failing to make reasonable arrangements for lactation breaks in order to facilitate the breastfeeding process.

UNSW understands that many women will return to work while they continue to breastfeed and acknowledges the value of providing breastfeeding support. To ensure the University provides a supportive environment for breastfeeding women, UNSW has sought accreditation from the Australian Breastfeeding Association as a recognised Breastfeeding Friendly Workplace.

The purpose of these Guidelines is to accommodate the needs of breastfeeding employees within the context of the University's legal obligations, the needs of the University and individual work units. Whilst the needs of breastfeeding employees are minimal and short-lived, often varying as a child ages, UNSW will endeavour to provide appropriate arrangements to support employees for the period they continue to choose to breastfeed.

2. Breastfeeding Guidelines

2.1. Breastfeeding Facilities

The University is committed to providing employees who are breastfeeding with access to appropriate facilities. Such facilities include:

- a clean, private room with power point, lockable door and comfortable chair; and
- access to a refrigerator, hand washing facilities and breastpump storage area.

Many of the facilities required to support breastfeeding are already available in the workplace. Any facility used for breastfeeding related activities must meet appropriate health and safety standards and be clean and hygienic.

When new facilities are being planned consideration will be given to the provision of facilities for breastfeeding employees as outlined in this guide.

2.2. Parents Room

There is a Parents Room, located at LG52 Morven Brown Building, which provides a place on the upper Kensington campus for staff and students to attend to the needs of their children. There is also a Parents Room located at 1Q09 of the Mechanical Engineering building. These rooms are fully equipped to support breastfeeding/expressing staff and students.

The location of rooms designated for breastfeeding and changing babies/infants can be found at:

http://www.facilities.unsw.edu.au/sites/all/files/KENC%20Parent%20Facilities_1.pdf

2.3. Lactation Breaks

The University is committed to providing employees with flexibility to take lactation breaks during their workday. These breaks should be negotiated between the employee and her supervisor as part of a flexible working hours arrangement. It is important that both supervisors and employees remain flexible, accommodating, and respectful of each other's needs when negotiating and making decisions regarding requests for lactation breaks.

- Lactation breaks are available to employees to breastfeed or express breast milk on site during work hours. Lactation breaks can be accommodated within flexible working hours and it is expected that no employee will lose remuneration as a result of taking lactation breaks.
- The number of times women need to feed or express milk will be determined by the individual needs and age of the baby and other factors. Therefore, the number and duration of lactation breaks that an employee is entitled to take during work hours is what is reasonably required in the individual circumstances.
- Employees should take both the University's and their personal needs into account, with a focus on minimising disruption, when determining the timing of lactation breaks.

2.4. Flexible Work Options

A breastfeeding employee can negotiate flexible work options (such as flexi-time, part-time, home-based work) with her supervisor taking into account both the employee's and the work unit's needs. If after discussing your individual needs with your supervisor a workable solution cannot be found please contact Workplace Diversity to assist with the facilitation of a suitable arrangement.

2.5. Individual Needs of Breastfeeding Employees

The University recognises that the individual needs of mother, carer and baby will vary, and is committed to providing work arrangements that will meet the needs of the employee as well as operational requirements.

2.6. Support from Supervisors

Supervisors should be aware of UNSW's obligation to adhere to the *Sex Discrimination Act 1984* and its commitment as an employer to support employees with breastfeeding responsibilities, particularly through the accommodation of reasonable requests for flexible work arrangements, including accommodating the need for lactation breaks or time to enable breastfeeding of children. Supervisors need to ensure the health and safety requirements, particularly those specific to breastfeeding employees are addressed.

2.7. Support from Work Colleagues

Support from colleagues is crucial to providing an inclusive workplace for breastfeeding employees. All employees have a responsibility to treat employees who are breastfeeding with respect and dignity.

2.8. Access to breastfeeding guidelines

Employees who are pregnant or considering pregnancy will be provided with these guidelines. The guidelines will also be communicated to new staff through the UNSW workplace induction.

2.9. Protection from Unlawful Discrimination or Harassment

The ability to breastfeed is a unique and defining characteristic of being a woman. Being treated unfairly or harassed at work, e.g. teased or mocked because you are breastfeeding, is against the law. Federal and State anti-discrimination legislation provide protection against discrimination and harassment for breastfeeding women. If you experience unwanted or harassing behaviour in the workplace you should consult the UNSW *Staff Complaint Procedure* and raise the matter with your supervisor.

3. Breastfeeding Support and Information

The Australian Breastfeeding Association has trained volunteer breastfeeding counsellors available on the National Breastfeeding Helpline 24 hours per day for information and support on combining breastfeeding and paid work. Call 1800 mum 2 mum – 1800 686 268 or visit www.breastfeeding.asn.au for email counselling and contact details in your state.

As an accredited Breastfeeding Friendly Workplace through the Australian Breastfeeding Association Breastfeeding Friendly Workplaces Program University of New South Wales' employees and supervisors have access to BFW Consultants to help formulate suitable workplace solutions, including the identification of suitable expressing/breastfeeding facilities, to assist employees returning to work while still breastfeeding. For assistance please contact the BFW Consultant in your State www.breastfeedingfriendly.com.au.

4. Acknowledgements

The Australian Breastfeeding Association Breastfeeding Friendly Workplaces Program.

Accountabilities	
Responsible Officer	Vice-President, Human Resources
Contact Officer	Head of Workplace Diversity
Supporting Information	
Legislative Compliance	This Guideline supports the University's compliance with the following legislation: <i>Sex Discrimination Act 1984 (Cth)</i>
Parent Document (Policy and Procedure)	UNSW Equity and Diversity Policy Statement
Supporting Documents	Nil
Related Documents	Children on Campus Early Years Policy Staff Complaint Procedure
Superseded Documents	Breastfeeding Guidelines, version 2.1 updated by the Acting Head of Governance on 16 November 2015.
File Number	2012/03584

Definitions and Acronyms				
Breastfeeding Facilities	Includes the range of facilities needed to enable breastfeeding employees to breastfeed, express breastmilk or engage in an activity necessary to the act of breastfeeding. Many of the facilities required to support breastfeeding are already available in the workplace.			
Lactation Break	A break taken by a breastfeeding employee to breastfeed, express breastmilk or otherwise engage in an activity necessary to the act of breastfeeding.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0		2003	2003	New document
2.0	Vice-President, University Services	13 August 2012	1 September 2012	Full review
2.1	Head, Governance Support	7 November 2013	7 November 2013	Section 4
2.2	Administrative update by Acting Head of Governance	16 November 2015	16 November 2015	Section 3.2
2.3	Vice-President, Human Resources	10 January 2017	20 December 2016	Section 2.3 amended and template refresh