



# California Breastfeeding Coalition

Working Together for a Healthier California

## ***Mother-Baby Friendly Workplace State Recognition Award Nomination Form***

***Submit Nominations by Thursday, March 29, 2018***  
***[californiabreastfeeding@gmail.com](mailto:californiabreastfeeding@gmail.com)***

The California Breastfeeding Coalition will present the California Mother-Baby Friendly Workplace Recognition Award in collaboration with Senator Wiener and the Sacramento Breastfeeding Coalition at the State Capitol on May 8, 2018, to employers who provide and maintain effective lactation accommodation for all employees within the organization. **To receive the award it is a requirement to have an organizational policy that complies with federal<sup>1</sup>, state<sup>2</sup> and local<sup>3</sup> lactation accommodation laws and outlines lactation support practices for employees and their supervisors.** In selecting awardees, the coalition will consider the implementation of best practices for workplace support not required by law.

[<sup>1</sup>Section 7\(r\) of the Fair Labor Standards Act – Break Time for Nursing Mothers Provision](#)

[<sup>2</sup>California Labor Code, Chapter 3.8: Lactation Accommodation \[1030-1033\]](#)

[<sup>3</sup>San Francisco Ordinance No. 131-17](#)

[Guide to the Rights of Breastfeeding Employees in California](#)

### ***What is your contact information?***

Contact Person's Name: \_\_\_\_\_

Local Coalition Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Tell us about the workplace you are nominating:**

Workplace Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Position: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Workplace Address (include city and zip code): \_\_\_\_\_

***To receive the award it is a requirement to have an organizational policy that complies with federal<sup>1</sup>, state<sup>2</sup> and local<sup>3</sup> lactation accommodation laws and outlines lactation support practices for employees and their supervisors. Which components does the organizational workplace lactation accommodation policy include? (attach policy/guidelines)***

- Purpose and Policy:** A written statement that affirms and demonstrates support for breastfeeding women in your workplace, and how it is an employee's right to request lactation accommodation.
- Training:** Specifies how managers and supervisors are trained to ensure implementation of the policy. If there is only one manager and they are responsible for approving policy, check here:
- Communication:** Describes how employees are informed about how they will be supported to breastfeed and their lactation accommodation rights to and upon returning from maternity leave, the process to request lactation accommodation, and how the employer will respond to the request. This section should also state how it is an employee's right to file a complaint with the Labor Commissioner for any violation.
- Break Time:** Explains how lactation break time is scheduled and how additional time will be accommodated.
- Space/Location:** Defines the space options and designated locations for lactation that are private and free from intrusion.(attached photos if possible)
- Equipment:** Explains the process to acquire a breast pump (company provided or directions how to be reimbursed by their health insurance) and to safely store breastmilk.
- Education:** Describes how pregnant and postpartum employees will be offered breastfeeding education, information and a list of lactation consultants to be successful in their return to employment while breastfeeding. The education/information includes information about successful pumping tips, sample pumping schedule, breastmilk storage and talking with the childcare provider about breastmilk.
- Atmosphere of Support:** Employees are verbally, by policy and environment supported to breastfeed. Ensures that breastfeeding does not constitute a source of discrimination or harassment in employment or in access to employment and ensures that procedures for reporting such actions are provided.

***If one of the components is not included in your policy, how do you ensure that the missing component is addressed?***

***What best describes your lactation space, room or designated location? (mark all that apply and attach photos if possible)***

- Space type: A private designated room only for lactating employees that is not a bathroom.
- Space type: The employee's normal work area that is shielded from view and free from intrusion.
- Space type: A multiuse room/area that is shielded from view and free from intrusion and not a bathroom.
- A door that can be locked from the inside.
- Contains a hospital-grade breastpump
- Has an electrical outlet or access to an electrical outlet
- Contains a place to sit. The chair is washable and comfortable
- The space is safe, clean, and free of toxic or hazardous materials
- A permanent sign outside the door indicating its use a lactation room or temporary sign for temporary spaces
- The space is located no more than 500 feet from the farthest employee or within two adjacent floors.
- A sink in with hot and cold running water in close proximity to the employee's workspace.
- A refrigerator to use for storage of breastmilk in close proximity to the employee's workspace
- Contains a surface to place a breast pump and personal items.
- A locker to place personal belongings
- A full-length mirror
- A microwave for employee to heat food during lactation break time
- Other, such as music, internet, reading materials, stools, etc.  
Please describe:

**Approximately how many employees are at this workplace?** \_\_\_\_\_

**Which industry best describes this type of workplace and employee?**

<input type="checkbox"/> <b>Accommodation and food services:</b> Accommodation; food services and drinking places	<input type="checkbox"/> <b>Health care and social assistance:</b> Ambulatory health care services; hospitals; nursing and residential care facilities; social assistance
<input type="checkbox"/> <b>Agriculture, forestry, fishing and hunting:</b> Crop production; animal production; forestry and logging; fishing, hunting and trapping; support activities for agriculture and forestry	<input type="checkbox"/> <b>Construction:</b> Construction of buildings; heavy and civil engineering construction; specialty trade contractors
<input type="checkbox"/> <b>Arts, entertainment and recreation:</b> Performing arts, spectator sports and related industries; museums, historical sites and similar institutions; amusement, gambling and recreation industries	<input type="checkbox"/> <b>Educational services:</b> Elementary and secondary schools; junior colleges, colleges, universities and professional schools; business schools and computer and management training; technical and trade schools; other schools and instruction; educational support services
<input type="checkbox"/> <b>Administrative and support services and waste management and remediation services:</b> Office administrative services; facilities support services; employment services; business support services; travel arrangement and reservation services; investigation and security services; services to buildings and dwellings; other support services; waste management and remediation services	<input type="checkbox"/> <b>Repair and maintenance:</b> Automotive repair and maintenance; electronic and precision equipment repair and maintenance; commercial and industrial machinery and equipment, excluding automotive and electronic, repair and maintenance; personal and household goods repair and maintenance
<input type="checkbox"/> <b>Management of companies and enterprises:</b> Offices of bank holding companies; offices of other holding companies; corporate, subsidiary and regional managing offices	<input type="checkbox"/> <b>Real estate and rental and leasing services:</b> Real estate; rental and leasing services; lessors of nonfinancial intangible assets, excluding copyrighted works
<input type="checkbox"/> <b>Mining:</b> Oil and gas extraction; mining, excluding oil and gas; support activities for mining	<input type="checkbox"/> <b>Personal and laundry services:</b> Personal care services; death care services; dry cleaning and laundry services; other personal services
<input type="checkbox"/> <b>Manufacturing:</b> Food manufacturing; beverage and tobacco product manufacturing; textile mills, textile product mills; apparel manufacturing; leather and allied product manufacturing; wood product manufacturing; paper manufacturing; printing and related support activities; petroleum and coal products manufacturing; chemical manufacturing; plastics and rubber products; nonmetallic mineral product manufacturing; primary metal manufacturing; fabricated metal product manufacturing; machinery manufacturing; transportation equipment manufacturing; furniture and related product manufacturing; miscellaneous manufacturing	<input type="checkbox"/> <b>Professional, scientific, and technical services:</b> Legal services; accounting, tax preparation, bookkeeping, and payroll services; architectural, engineering and related services; specialized design services; computer systems design and related services; management, scientific and technical consulting services; scientific research and development services; advertising, public relations and related services; other professional, scientific and technical services
<input type="checkbox"/> <b>Public administration:</b> Executive, legislative and other general government support; justice, public order and safety activities; administration of human resource programs; administration of environmental quality programs; administration of housing programs; urban planning and community development; administration of economic programs; space research and technology; national security and international affairs	<input type="checkbox"/> <b>Retail trade:</b> Motor vehicle and parts dealers; furniture and home furnishings stores; electronics and appliance stores; building material and garden equipment and supplies dealers; food and beverage stores; health and personal care stores; gasoline stations; clothing and clothing accessories stores; sporting goods, hobby, book and music stores; general merchandise stores; miscellaneous store retailers; non-store retailers [includes shopping centers and malls]
<input type="checkbox"/> <b>Religious, grantmaking, civic, professional and similar org:</b> Religious organizations; grantmaking and giving services; social advocacy organizations; civic and social organizations; business, professional, labor, political and similar organizations	<input type="checkbox"/> <b>Finance and insurance:</b> Monetary authorities – central bank; credit intermediation and related activities; securities, commodity contracts and other financial investments and related activities; insurance carriers and related activities; funds, trusts and other financial vehicles
<input type="checkbox"/> <b>Information:</b> Publishing industries, excluding Internet; motion picture and sound recording industries; broadcasting, excluding Internet; telecommunications; data processing, hosting and related services; other information services	<input type="checkbox"/> <b>Transportation and warehousing:</b> Air transportation; rail transportation; water transportation; truck transportation; transit and ground passenger transportation; pipeline transportation; scenic and sightseeing transportation; support activities for transportation; postal service; couriers and messengers; warehousing and storage
<input type="checkbox"/> <b>Utilities:</b> Electric power generation; transmission and distribution; natural gas distribution; water, sewage and other systems	<input type="checkbox"/> <b>Wholesale trade:</b> Merchant wholesalers, durable goods; merchant wholesalers, nondurable goods; wholesale electronic markets and agents and brokers

***Are there any program impacts that have been documented, such as absenteeism, retention, health care cost savings or loyalty?***

***Please provide why you believe this employer deserves state recognition and any other information that demonstrates how this company supports breastfeeding employees.***

***If possible, please provide contact information for an employee that we can talk to that has benefitted from your workplace support.***

Person's Name: \_\_\_\_\_

Contact Person's Position: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please email the nomination form to by Thursday, March 29, 2018**

Robbie Gonzalez-Dow to [californiabreastfeeding@gmail.com](mailto:californiabreastfeeding@gmail.com)

If you have questions, call 831-917-8939