



***Policy Implementation Guideline:  
Mother's Room / Nursing Room***

## **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 full time employees who are post-natal mothers.
- **Application and Approval Process:**  
The support network 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 the 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 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 utilization and effectiveness of the mother's room for the targeted employees.