



Version	Approved by	Approval date	Effective date	Next review
4.0	Deputy Vice-Chancellor Equity Diversity and Inclusion	15 December 2021	15 December 2021	December 2024

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	

1.	Parent Inclusive Language.....	1
2.	Introduction and Scope	1
3.	Breastfeeding Guidelines	2
	3.1. Breastfeeding Facilities.....	2
	3.2. Parents’ Rooms	2
	3.3. Lactation Breaks	2
	3.4. Flexible Work Options.....	3
	3.5. Individual Needs of Breastfeeding Employees.....	3
	3.6. Support from Supervisors	3
	3.7. Support from Work Colleagues	3
	3.8. Access to Breastfeeding guidelines.....	3
	3.9. Protection from Unlawful Discrimination or Harassment	3
4.	Breastfeeding Support and Information	3
5.	Acknowledgements	3

1. Parent Inclusive Language

UNSW proudly supports employees of all genders, sexuality, culture, religion and disability who are parents. While many employees will identify as ‘mothers’ or ‘fathers’, using these terms alone to describe parenthood excludes those who do not identify with gender binaries. UNSW understands every person uses language differently and identifies as a parent in a way that is meaningful to them. UNSW recognises that some people may not prefer the term ‘breastfeeding’. In this policy the term ‘breastfeeding’ encompasses all types of feeding including expressed milk feeding/chest feeding/feeding from the body. In individual circumstances the preferred language will be respected by supporting staff and colleagues. Other than ‘breastfeeding’, which matches the terminology used in the federal *Sex Discrimination Act 1984*, these guidelines intentionally use gender inclusive language to describe the parent experience, such as ‘parent’ and ‘employee’.

2. 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.

The federal *Sex Discrimination Act 1984* (Cth) (the “**Act**”) makes it unlawful to discriminate against a person because of their breastfeeding, family responsibilities, sexual orientation, gender identity or intersex status.

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

- An employer failing to properly allow an employee to breastfeed or to express milk.
- An employer failing to make reasonable arrangements for lactation breaks to facilitate the breastfeeding process.

- An employer failing to make the same allowances or reasonable adjustments for a person in a similar situation based on their gender-related identity, appearance, mannerisms or other gender-related characteristics of the person; for example, failing to make allowance for lactation arrangements for an employee who does not identify as a woman.

UNSW understands that many employees will return to work while they continue to breastfeed and acknowledges the value of providing them with support. To ensure the University provides a supportive environment for breastfeeding, UNSW complies with a biannual audit to achieve accreditation from the Australian Breastfeeding Association as a recognised Breastfeeding Friendly Workplace.

3. Breastfeeding Guidelines

3.1. 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
- access to a refrigerator, hand washing facilities and pump 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 breast feeding employees as outlined in this guideline.

3.2. Parents' Rooms

UNSW provides the following Parents' Rooms at Kensington Campus, all of which are fully equipped to support breastfeeding staff, students and visitors. Rooms are kept locked and access to the rooms must be arranged in advance to ensure the privacy and security of room users. Access can be arranged by emailing id.cards@unsw.edu.au.

Building Code	Building Name	Level	Room Number
C20	Morven Brown	G	G51
G17	Electrical Engineering	G	G08
J17	Ainsworth Building	L1	1Q09
E26	Biological Sciences - South	G	G003
E8	Science & Engineering (SEB)	B	B40

Parents' Rooms can be located on the [Estate Management Interactive Campus Map](#).

There is also a Parents' Room at UNSW Canberra at ADFA which is located on the top floor of the Academy Library.

3.3. 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 their supervisor as part of flexible working arrangements. 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 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 and duration of lactation breaks that an employee is entitled to take during work hours is what is reasonably required in the individual circumstances, and will depend on the individual needs and age of the baby and other factors.
- 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.

3.4. Flexible Work Options

A breastfeeding employee can negotiate flexible work arrangements (such as Flex Place, Flex Schedule and Flex Hours) with their 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 your HR Business Partner in the first instance to assist with the facilitation of a suitable arrangement.

3.5. Individual Needs of Breastfeeding Employees

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

3.6. Support from Supervisors

Supervisors should be aware of UNSW's obligation to adhere to the *Sex Discrimination Act 1984* (Cth) 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.

3.7. 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.

3.8. Access to Breastfeeding guidelines

These guidelines will be communicated on the UNSW HR Hub page and on the UNSW Equity, Diversity and Inclusion pages, and will be communicated to staff at pre- and post-parental leave workshops and in UNSW's Parenting Booklet.

3.9. Protection from Unlawful Discrimination or Harassment

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 employees. 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.

4. 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 breastfeeding information and local group contact details in your state. Rainbow Families has resources for milk feeding including a booklet and classes dedicated to families in the LGBTIQ+ community. Visit www.rainbowfamilies.com.au for more information.

As an accredited Breastfeeding Friendly Workplace through the Australian Breastfeeding Association Breastfeeding Friendly Workplaces Program UNSW 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.breastfeeding.asn.au/workplace.

5. Acknowledgements

The Australian Breastfeeding Association Breastfeeding Friendly Workplaces Program.

Accountabilities				
Responsible Officer	Deputy Vice-President Equity Diversity and Inclusion			
Contact Officer	Manager, Diversity and Inclusion			
Supporting Information				
Legislative Compliance	This Guideline supports the University's compliance with the following legislation: <i>Sex Discrimination Act 1984</i> (Cth)			
Parent Document (Policy and Procedure)	Equity, Diversity and Inclusion Policy			
Supporting Documents	UNSW Parenting Booklet			
Related Documents	Children on Campus Staff Complaint Procedure			
Superseded Documents	Breastfeeding Guidelines, v3.0			
File Number	2021/045524			
Definitions and Acronyms				
Breastfeeding Facilities	Includes the range of facilities needed to enable breastfeeding employees to breast feed, 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 milk 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
3.0	Vice-President, Human Resources	4 December 2018	4 December 2018	Full review
4.0	Deputy Vice-Chancellor Equity Diversity and Inclusion	15 December 2021	15 December 2021	Full review