1 Objective

The objective(s) of this Procedure is/are to:

• The objective of this procedure is to provide more information on the implementation of the University of Tasmania’s Breastfeeding on Campus Policy.

2 Scope

This procedure covers staff and students on University of Tasmania campuses who wish to combine breastfeeding/expressing and work/study responsibilities.

3 Procedure

3.1 Lactation Breaks

The University will provide employees and students with flexibility to take lactation breaks during their day. This can be negotiated between the employee or student and supervisor. This flexibility may include:

• time off for an employee or student to express milk or to breastfeed. This may be on-campus or off-site, including a short period of time to travel or return home for the purpose of feeding
• flexible start and finishing times or
• allowing lunch and/or other breaks to coincide with feeding times, if preferred

3.2 Flexible working hours for employees

• Flexible work options can be discussed and agreed between the employee and their supervisor prior to return to work (implementation being subject to the approval of the head of Organisational Unit) consistent with the flexible work arrangements as provided by the Fair Work Act 2009.

• HR Business Partners are available to provide information, guidance and assistance.

3.3 Flexible Study Options for students

• Breastfeeding/expressing mothers and carers who are students can discuss and agree with their course and/or Unit Coordinator (or equivalent) on:

  (a) flexible attendance arrangements at compulsory learning or assessment activities including lectures, tutorials, and examinations; and/or
  (b) access to on-campus teaching activities while breastfeeding/bottle-feeding or when infants are attending lectures under parental supervision.
• The relevant lecturer/supervisor should be contacted in the first instance to discuss and agree suitable arrangements to accommodate the needs of the breastfeeding mother and course requirements.

Further guidance can be obtained from College Officers and Student Advisers.

3.4 Facilities

• Staff and students can breastfeed anywhere on the university campuses, with the exclusion of the locations noted in Section 3.3 of the Children on Campus guidelines, which are deemed inherently dangerous and/or hazardous to children.

• For those seeking privacy whilst breastfeeding and/or expressing, they are able to access the designated Breastfeeding/Parenting Rooms provided at the different campuses.

• Rooms are generally open during normal working hours and can be shared or used by mutual agreement with the current user.

• Location details for all available facilities are on the University’s Inclusion, Diversity and Equity webpage, including the student Parenting Rooms provided by the Tasmanian University Union (TUU).

• Employees, students and visitors wishing to utilise breastfeeding/expressing facilities have the responsibility to:
  o Supply their own expressing equipment and appropriate storage containers for expressed breast milk
  o Observe any other guidelines for the use of the designated room, including being considerate of other users by ensuring facilities are left in neat, clean and hygienic conditions.

3.5 Contact officers

If a staff member or student feels they are in a situation where they are experiencing harassment or discrimination because of the need to breastfeed/express, and they are not able to discuss it with their immediate Supervisor/Manager; Contact Officers are available for further guidance and support, in accordance with the University Behaviour policy and associated procedure.

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure, or (b) the University College</td>
</tr>
</tbody>
</table>
Facility
For the purpose of these procedures means a room within the University grounds which has been identified and provisioned as a suitable space for breastfeeding infant or expressing milk.

Lactation Break
For the purpose of these procedures means a break during normal working hours or scheduled study commitments, as agreed between the parent/carer and their supervisor, for the purpose of breastfeeding an infant or expressing milk.

Organisational Unit
College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

5 Supporting Documentation

- Breastfeeding on Campus Policy
- University Behaviour Policy and Procedure
- Children on Campus Guideline
- WHS Policy; Procedures and Minimum Standards
- Inclusion, Diversity and Equity Policy
- UTAS Statement of Values
- The University’s Guide to Flexible Working Arrangements website
- University of Tasmania Staff Agreement
- Human Resources website

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 – Breastfeeding Procedure; approved October, 2014; to be reviewed in October, 2017, amended in December 2016 to incorporate Colleges.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Version 2 – Breastfeeding on Campus Procedure (current document); approved June, 2017.</td>
</tr>
<tr>
<td>Current Version</td>
<td>Version 3 – Breastfeeding on Campus Procedure (current document); approved June, 2017 (minor amendments December 2017 to incorporate final academic structure).</td>
</tr>
</tbody>
</table>