MCVO TALENT OUTSOURCING SERVICES OPC

LACTATION AND BREASTFEEDING IN THE WORKPLACE POLICY AND PROGRAMS

MCVO TALENT OUTSOURCING SERVICES OPC is committed to protecting working women by providing safe and healthful working conditions, taking into account their maternal functions, and such facilities and opportunities that will enhance their welfare and enable them to realize their full potential.

I. PURPOSE:

This policy aims to provide nursing employees with guidance regarding benefits and entitlements during breast-feeding. Outline the responsibilities of the Company and the concerned employees in implementing this policy. Ensure compliance with relevant regulatory provisions set forth by government agencies.

II. IMPLEMENTING STRUCTURE

MCVO TALENT OUTSOURCING SERVICES OPC Mental Health Policies and Program shall be managed by its health and safety committee consisting of representatives from the different divisions and departments.

III. SCOPE AND COVERAGE

This program shall apply to all MCVO nursing employees regardless of their employment status.

IV. GENERAL POLICY

A. FACILITIES

1. The Company shall provide a dedicated Lactation Station that is made accessible to all nursing employees.

2. The Lactation Station shall:

2.1. be clean, well ventilated, comfortable and free from contaminants and hazardous substances, and shall ensure privacy for the women to express their milk;

2.2. be adequately provided with the necessary equipment, facilities and other items, such as but not limited to the following:

2.2.1 refrigerator/cooler;

2.2.2 table and chair;

2.2.3 logbook;

2.2.4 access to electrical outlet;

2.2.6 information and education materials to raise awareness on the importance of breastfeeding and the correct techniques; and

2.3. not be located in the toilet.

3. The Lactation Room shall be open from Mondays to Friday during official working hours. Nursing employees seeking to use the lactation room, may proceed in using it, ensuring to indicate occupancy with the provided sign on the door. In recognition of the importance of sanitation and hygiene within the Lactation Rooms, this space shall be used exclusively by nursing employees for breastfeeding and/or expressing/pumping breastmilk.

B. LACTATION PERIOD

1. Nursing employees are entitled to break intervals in addition to their regular time off for meals, in order to breastfeed or express milk. At minimum, they shall be entitled to a time-off of forty (40) minutes for every 8-hour working period.
2. The employee who wishes to go on a lactation break, shall notify their Immediate Supervisor (IS) before leaving their official working station.

3. These intervals, which include the time it takes an employee to get to and from the workplace lactation station, shall be counted as compensable hours worked.
4. The lactation break duration shall adhere to the minimum requirements set by the DOLE or any relevant regulatory authority. In no case shall the lactation break be less than the mandated duration for every 8-hour working period, as specified by prevailing regulations.

C. RESPONSIBILITIES OF NURSING EMPLOYEES

1. Nursing employees are responsible for:

   1.1. bringing their own breast pumps and breastmilk storage bags. Expressed milk stored in the refrigerator must be properly labeled (e.g.: with employee's name, contact number and date the milk was expressed);

   1.2. getting the stored milk at the end of the day. In the event of a power failure during normal work hours, the Clinic staff or nurse on-duty shall contact the nursing mothers to retrieve their stored breast milk for proper handling;

   1.3. observing the minimum health protocols inside the Lactation Room; and

   1.4. adhering to proper hygiene practices, including hand washing before and after expressing milk.

D. WORKPLACE COMPLIANCE WITH THE MILK CODE

1. The Company shall take strict measures to prevent any direct or indirect promotion, marketing, and/or sales of infant formula and/or breastmilk substitutes within the lactation stations, or in any event or circumstances which may be conducive to the same, to effect exclusive breastfeeding up to six months and the introduction of appropriate complementary food from six months while continuing to breastfeed for two years and beyond.

E. ACCESS TO BREASTFEEDING INFORMATION

1. The Company througH Human Resources-Occupational Safety and Health (HR-OSH) shall:

   1.1. ensure that the employees shall be made aware of this policy. All pregnant employees shall be provided with information on how they can combine breastfeeding and work once they return to work; and

   1.2. organize, initiate and conduct orientation on lactation management, support program for nursing employees.

V. POLICY VIOLATION

Any violation of this policy shall be dealt with in accordance with the appropriate provision of the Offenses Subject to Disciplinary Action (OSDA).

VI. REFERENCES

Implementing Rules and Regulations of Republic Act. No. 10028 An Act Expanding the Promotion of Breastfeeding Promotion

VII. EFFECTIVITY

This Policy shall take effect immediately and shall continue to be in full force unless superseded by new policies and guidelines.

Conrado V. Libunao Jr.
Owner/Manager

Maybelline O. Maddara
Employees' Representative

DATE: **October 31, 2024**