

W<sup>3</sup>AP (Read as Triple W AP) - stands for "Women Workers Welfare Advocacy Program", a program lodged with the Women Workers Development Division (WWDD) of the Bureau of Workers with Special Concerns (BWSC). All advocacy initiatives pertaining to the Family Welfare Program, the anti-sexual harassment, and other related laws that affect women workers shall be published under this program. This maiden issue focuses on the setting up of the lactation stations as provided for in the newly enacted "Expanded Breastfeeding Promotion Act of 2009". The contents of this material will be particularly helpful to Human Resource managers, as they will be guided in how to set up or operationalize the provisions of said law.

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## SETTING UP A WORKPLACE LACTATION STATION: a guide for employers and family welfare committees

A lactation station is one of the low-cost family-friendly facilities an employer can put up at the workplace for the benefit of employees. Anything a company can do to add benefits to an employee's working life helps to attract people and retain people. Breastfeeding mothers who wish to continue breastfeeding their children after they resume their work have special needs. A lactation station provides safe and healthful working conditions for women workers taking into account their maternal functions, thus, promoting the constitutional provision of providing facilities and opportunities to enhance their potential in the service of the nation. A recently passed law, [Republic Act 10028 or the "Expanded Breastfeeding Promotion Act of 2009"](#) which amended RA 7600 or the "Rooming-in and Breastfeeding Act of 1992," adopts a national policy to encourage, protect and support the practice of breastfeeding. Specifically, this law requires establishments to set up lactation stations in the workplace and provide compensable time for breastfeeding and lactation periods.



Breastfeeding is nature's way to nourish and protect young infants. The many benefits of exclusive breastfeeding to the child specifically in the first 6 months are irreplaceable. The positive effects for the working breastfeeding mother are equally rewarding.

For the child, exclusive breastfeeding reduces infant deaths caused by common childhood illnesses such as diarrhea and pneumonia as well as hasten recovery during a bout of illness. Breastmilk provides all the energy and nutrients that an infant needs during the first 6 months. For the working breastfeeding mothers, some of the positive effects are the delay in the resumption of normal ovarian cycles and the return of fertility in most women. Breastfeeding mothers lose their weight gained during pregnancy more quickly because they are using more calories to produce milk.

For the establishment, some of the positive effects are:

- Less absenteeism among workers
- High employee productivity
- Greater company loyalty
- High employee morale
- Improved ability to attract and retain valuable employees
- Family-friendly image in the community



### WHAT THE MANAGEMENT CAN DO

(MINIMUM REQUIREMENTS FOR THE ESTABLISHMENT OF LACTATION STATIONS)

Three (3) simple steps to implement lactation support include the provision of the following:

#### TIME

- Flexible working hours
- Compensable lactation breaks for expression of breast milk in addition to regular time-off for meals

#### SPACE

- Private clean space to express milk (but not to be located in the toilet and free from contaminants or hazardous substances)

### WORKPLACE LACTATION STATION



- Small refrigerator or appropriate cooling facilities for storage of expressed breast milk
- Sink with running water
- Electrical outlets for breast pumps
- Small locker to store equipment
- Small table and comfortable seats

(more)

**WHAT THE MANAGEMENT CAN DO (continued)**

**SUPPORT**

- Have a written policy (see sample below)
- Designate a staff member to implement, monitor and evaluate the policy
- Ensure that staff are supportive of breastfeeding mothers
- Ensure behavior change by providing breastfeeding mothers the following:
  - \* ante natal breastfeeding orientation sessions/counseling
  - \* post natal follow-up
- Provision of IEC materials regarding lactation management, maternal nutrition and proper nourishment

- Conduct a weaning survey: when the mother has finished breastfeeding, get her to fill out a survey about what was helpful and what could have made things easier. Similarly, a survey with the rest of the staff about how they felt should also be conducted.

Does supporting breastfeeding or breastmilk expression in the workplace assist or hinder their work and in what way? This will help in making improvements or coming out with best practices in the workplace.

**Suggested steps to set-up and implement the workplace lactation station**

- Conduct meetings with the Family Welfare Committee or any plant-level body or structure with workers and management representatives
- Determine if there is need among the workers
- Agree on the policy to be implemented
- Enlist the help of experts in the area of breastfeeding or breastmilk expression, nutritional needs

**WHAT IS A WRITTEN POLICY?**

Here's a sample written policy which the establishment may adopt according to their specific needs and agreements.



(Company name)

**Breastfeeding Policy**

(Company) recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding.

(Company) provides facilities and the support necessary to enable mothers in their employment to balance breastfeeding / breastmilk expression with their work.

Provision of facilities and support includes:

- Lactation breaks. Lactation breaks are compensable breaks. (Company) will allow mothers to express breast milk in the designated company lactation station during breaks or as the need arises.
- Flexibility for breastmilk expression breaks. There is flexibility for mothers to take lactation breaks during their workday. These can be negotiated between the mother, employee representative and supervisor.
- Facilities include: clean, private area, with comfortable chair, hand washing facilities, storage area for coolers, a refrigerator
- Access to breastfeeding information. Staff and employees are made aware of this policy. All women who are going on maternity leave will be provided with information on how they can combine breastfeeding and work once they return to work.

Employees who are considering breastfeeding can make arrangements for use of the breastfeeding facilities and other supports before going on maternity leave. She has to notify the HR Department and the Clinic of her intent to use the breastfeeding and other arrangements by filing up the form applying for use of lactation facilities.

(Company Name)

**Application for Use of Lactation Facilities**

Name \_\_\_\_\_  
Employee No. \_\_\_\_\_  
Date of Birth of Baby \_\_\_\_\_

I confirm that I will be breastfeeding my child and I intend to avail of the lactation facilities and break arrangements from (date) \_\_\_\_\_ to (date) \_\_\_\_\_.

I declare that the information given above is true and complete. I agree that when I stop to breastfeed my child, I will notify the management accordingly.

\_\_\_\_\_  
Signature of Employee

Date \_\_\_\_\_

Noted or Conformed \_\_\_\_\_  
HR or Designated Officer

**Information for this material are adapted from various sources such as :**

www.womens\_health.org.nz; www.la lecheleague.org; www.women's\_health.org; breastfeeding policy of Meritlux Industries, Phils. Inc. (Sta Rosa, Laguna); Family Planning Saves Lives, 4<sup>th</sup> edition (c) 2009 Population Reference Bureau.

Dear Partners,

This material, in question- and-answer format, attempts to provide you with an overview on the setting up of family-friendly facilities, such as day care centers, child-minding centers and lactation stations including provision of maternal and child health services in the workplace or making arrangements for such facilities and services outside the workplace.

The contents of this material surfaced during meetings and consultations with DOLE partners, notably the "Labor-Management Forum on Establishing Workplace Child Care Facilities and Services under the Family Welfare Program", which forms part of the package of Non-Wage Benefit (NWB) measures being advocated by the Department. The Forum, held on June 26, 2008, generally aims to operationalize the setting up of the said facilities/services in the workplace, thus helping promote work-family life balance.

For the specific details on establishing these facilities, we in the Bureau, encourage you to link with the local counterpart of the Council for the Welfare of Children, the Department of Social Welfare and Development, and the Department of Health in your area.

May this primer assist you in working towards the promotion of the general health and well-being of the workers and their families.

More power and God bless!

**Chit Clindro**  
BMYW Director

## What is Family Welfare?

Family Welfare is defined as a state of well-being of the family as a whole and the individuals that comprise the family. This state of well-being connotes a level of satisfaction of the needs of the family. The degree of satisfaction of these needs defines the extent of welfare enjoyed by the family.

## What other agencies or organizations can help DOLE in intensifying the Family Welfare program implementation?

Generally, all government agencies and non-government organizations with family-related programs or which have relevance to the identified areas of concerns of the family welfare program such as the following: **Family Health, Value Formation and Education, Economic and Livelihood Opportunities, Harmonizing Work, Family and Social Life**, can be tapped or linked with to support program implementation at the workplace.

## How can the employer, through the Family Welfare Committee (FWC), promote work-family life balance in the workplace?

The FWC, under the Family Welfare Program, presents a strategic approach towards promoting and sustaining the work-family life balance measures in workplaces. These can be thru the following steps:

1. create or enhance family supportive policies and programs, such as child care, by establishing day care centers and providing a package of services for employees' children
2. support exclusive breastfeeding (0-6 months) and continued breastfeeding up to 2 years by establishing lactation rooms
3. establish health teach-ins for the employees; develop peer counselors amongst the employees; and incorporate health messages in newsletters, bulletins, etc.

## What benefits can a business or company gain from setting up the family welfare program and facilities as Non-Wage Benefit (NWB) measures?

- ✓ Higher levels of efficiency
- ✓ Better quality of work
- ✓ Increased productivity
- ✓ Positive corporate image
- ✓ Better labor-management relations

## What is DOLE's role in the issue of childcare?

- The DOLE is one of the members of the National ECCD Coordinating Council.
- Specific Role and Responsibilities of DOLE as part of the Council are:**
- a) encourage the establishment of workplace-based ECCD services in private establishments;
  - b) ensure a workplace conducive to pregnant and lactating mothers; and
  - c) strictly monitor the implementation of ECCD related policies and labor standards by private establishments.

## What is ECCCD?

RA 8980 or the "Early Childhood Care and Development (ECCD) Act" refers to the "care" and "development" of Filipino children during their most critical stage of growth -- from conception to six years, to ensure their right to survival, protection, development, and participation. The ECCD program is a convergence of a full range of health, nutrition, early education and social services that provide for the holistic needs of young children to promote their optimum growth and development.

One of the objectives of the ECCD program is improved infant survival rates by ensuring that adequate health and nutrition programs are accessible to young children and their mothers from the pre-natal period throughout the early childhood years.

## How is ECCD linked to the issue of NWB?

Workplace initiatives established under the FWP forms part of the bigger project on NWB being advocated by the DOLE to augment workers income. This works on the premise that if all NWB measures are given monetary equivalent, these would amount to much more than the legislated wage increase being lobbied by the workers every Labor Day.

## How is ECCD linked to the promotion of work-family life balance at the workplace?

The first six years of childhood are critical for child survival, growth and development. How the child functions as an adult depends on how well he or she was allowed to develop and was nurtured.

ECCD services at the workplace provide safety nets at work for working parents and their young children. With working parents' assured of their children's health, nutrition, early education and other social services for their holistic needs, they can concentrate and give their best effort in their work.

## What are the forms of workplace ECCD services being advocated by DOLE?

ECCD services may be in the form of:

**Lactation/Breast-feeding Stations**  
**Day Care Services for Children Aged 0 and below 7 years old**  
**Family Health including Maternal and Child Health Services**



## ON LACTATION/BREASTFEEDING STATIONS

### How can a lactation/breastfeeding station be set up in the company?

The physical components of breastfeeding facilities are already present in workplaces that provide space where workers can eat and wash their hands. What is needed is a creative approach to ensure that women are assured a private place where they can relax and be protected from interruption (Source: World Alliance for Breastfeeding Action).

- easy access to a small, clean space with room to sit down and a door, screen, or curtain
- access to a sink and faucet
- storage for her milk, such as locker, or space for a small cooler at her work station

Labor and management should come to an agreement as to their policy on lactation or breastfeeding breaks.

### What can be gained for setting up lactation/ breast-feeding stations in the workplace?

Breastfeeding provides economic and social benefits to the family, the health care system, the employers, and the nation. Families can realize savings from the costs of infant formula.



## ON DAY CARE CENTERS

### Why is there a need for a day care center?

The children's development begins at conception and the first six years of life are crucial foundations for later development. The center serves a venue where early learning experiences for the development of children—emotional, social, physical, moral and psychological are provided through developmentally

appropriate stimulating activities during part of the day while parents are at work or for some other reasons.

Setting up and operating day care services in the long run is a cost effective strategy in supporting human resources development.

### What are the steps in setting up a day care center?

1. Pre-Implementation Phase
  - Determination of need
  - Identify a suitable location (clean and safe environment, free from hazardous wastes and chemicals)
  - Organize a core group of parents
  - Prepare budget/financial requirements
  - Identify possible day care worker and working arrangement
  - When applicable, execute the necessary Memorandum of Agreement
  - Program launching as a corporate event
2. Implementation Phase
  - Hiring of day care worker and other personnel
  - Orientation and training
  - Curriculum and teaching materials development
  - Procurement of learning materials, equipment and supplies
  - Organization of parents to form the day care service parents group

### What are the different forms of day care services?

1. day care center which is located in the community or workplace for 3-5 years old children;
2. child minding center, which is located in the community or workplace for 0-3 years old children;
3. home-based, which provides early childhood enrichment activities for children 0-5 years old in the homes in the absence of a center-based facility

### Are there tax exemptions for the provision of day care services?

Under the Bureau of Internal Revenue (BIR) Ruling #006-2005 in relation to Republic Act 8980, "Workplace-based or related ECCD programs should be supported by corporations and employers in the form of physical facilities and recurrent costs. The operating cost incurred for employer or corporate-sponsored ECCD programs can be deducted from taxable income: *provided that the employer or corporation will not charge user fees.*"

### Can the employer make use of child care facilities being run in the community and still be able to avail of the tax incentives?

Yes. For further details this may be clarified with the Bureau of Internal Revenue by citing the said Ruling # 006-2005.



## ON FAMILY HEALTH SERVICES

**What are the basic workplace services package for family health which can be pursued by interested companies?**

**Free basic workplace service package available through government facilities:**

1. Tetanus toxoid immunization for mother
2. Regular health/medical check up/prenatal and post-natal care
  - *Physical examination*
  - *Routine laboratory exam (CBC, Urinalysis, Fecalysis, Chest X-ray, ECG)\**
  - *Blood chemistry (FBS, cholesterol, uric acid)\**
  - *Cancer screening (Acetic Acid Wash for women; Digital Rectal Exam for men)*
3. Dental check-up
4. Modern Family Planning Methods\*
5. Breastfeeding Station and Lactation Room
6. Micronutrient supplementation
  - Iron with Folate for pregnant and lactating women
  - Vitamin A Supplementation
7. Deworming drugs
8. Health Education/Counselling on Breastfeeding, Fertility Awareness, Family Planning, Lactation Amenorrhea Method, Nutrition and Sexually Transmitted Diseases/ HIV-AIDS
9. Healthy Lifestyle activities (Risk Assessment Tool, Regular Exercise, etc.)

\* with minimal charge

**Additional services that employers may support:**

Iron Supplementation for all employees	Hepatitis B Profile	Immunization of Employees' Children
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**For additional information, e-mail [bwvwrtd@yahoo.com](mailto:bwvwrtd@yahoo.com) for the**

- *Detailed Steps in "Establishing/Setting-Up Day Care Service"*
- *BIR Ruling # 006-2005 re RA 8980*
- *Early Childhood Care and Development: Costs and Benefits*
- *RA 8980 (Early Childhood Care and Development Act)*
- *Steps Toward a People-Friendly Workplace (World Alliance for Breastfeeding Action, Website: [www.waba.org.my](http://www.waba.org.my))*

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## A Primer on

# Promoting Work-Family Life Balance in the Workplace

(as a non-wage benefit)