



**U.P. CREDIT COOPERATIVE
FERNANDEZ HALL**

Delos Reyes Street corner C.P. Garcia
U.P. Campus, Diliman, Quezon City
Telefax nos. 8924-8002/8646-8862

Breastfeeding Policy (Lactation Policy)

The **U.P. Credit Cooperative**, herein under referred to as UPCC, recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding.

The UPCC provides facilities and the support necessary to enable mothers in their employment to balance breastfeeding / breast milk expression with their work.

Provision of facilities and support includes:

- Lactation breaks. Lactation breaks are compensable breaks. The UPCC will allow mothers to express breast milk in the designated company lactation station during breaks or as the need arises.
- Flexibility for breast milk expression breaks. There is flexibility for mothers to take lactation breaks during their workday. These can be negotiated between the mother and her supervisor.
- Facilities include: clean, private area, with comfortable chair, hand washing facilities, storage area for coolers, e.g., 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 inform the person authorized by the UPCC of her intent to use the breastfeeding and other arrangements by filing up the form applying for use of lactation facilities.

EFFECTIVITY

This policy will apply to all employees of the UPCC and shall take effect following approval by the Board of Directors of UPCC.

Approved by the Board of Directors at its Regular Monthly Meeting on April 24, 2024.

