



## Breastfeeding Action and Evaluation Plan Example

**Wellbeing Goal:** *This can be the same as the Vision in the WorkWell Group Terms of Reference*

**Plan Timeframe:** *Aim to begin activities around the time of accreditation and complete all activities within 12 months*


### Rational

Results from the December 2020 staff survey showed that 68% of the workforce was female but there was no breastfeeding policy. It was also recognised that there were facilities for storing breast milk, but no adequate area within the workplace for mothers to breastfeed or express breast milk.

The staff survey (conducted in December 2020) staff survey results showed:

- Employees knew there was no breastfeeding policy, and the development of such a policy was suggested by 18 employees
- 65% of female employees felt breastfeeding is important to them and their baby; 80% of these employees stating they would be more likely to return to if they were provided adequate time, space and support to breastfeed

Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

The environmental sustainability symbol represents actions in your plan that contribute to improving environmental sustainability of the workplace. 


The cultural mindfulness symbol represents actions in your plan that contribute to improving diversity, equity, and inclusivity in the workplace. 



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## Breastfeeding Friendly

**Objective:** e.g. Increase/decrease in number of staff reporting X behaviours

	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
	Develop breastfeeding friendly workplace policy	<ul style="list-style-type: none"> <li>Form breastfeeding sub-group</li> <li>Review sample breastfeeding policies from WorkWell website and/or other organisations</li> <li>Draft policy content</li> <li>Send policy and feedback form to all staff</li> <li>Collate feedback and amend draft</li> <li>Send second version to staff for final feedback</li> <li>Finalise policy; add to standard policy template</li> <li>Launch policy including communication to all staff</li> </ul>					
	Develop return to work plan for staff taking parental leave	<ul style="list-style-type: none"> <li>Write draft return to work plan including Breastfeeding support available</li> <li>Consult with all staff</li> <li>Finalise return to work plan with Human Resources Department</li> <li>Implement plan and review annually</li> </ul>					



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Physical Environment	<p>Provide a clean, safe room for breastfeeding, and appropriate facilities for expressing and storing breast milk</p>	<ul style="list-style-type: none"> <li>• Review existing workplace resources and potential rooms/spaces</li> <li>• Discuss options with staff and identify what equipment they would utilise/are required</li> <li>• Gather quotes for equipment/furniture and gain management approval for purchase</li> <li>• Purchase equipment/furniture required and set up room/space</li> <li>• Hold opening ceremony activities to familiarise employees and demonstrate management support. Invite all employees, and their family/whanau</li> </ul>					
Individual Change	<p>Ensure all staff are aware of the support available to continue to breastfeed prior to going on Maternity Leave</p>	<ul style="list-style-type: none"> <li>• Ensure all managers know where the Breastfeeding Policy is allocated and to inform women of the support available to continue to breastfeed prior to going on Maternity Leave.</li> </ul>					

**Evaluation Strategies:**

- Staff survey – pick key measures from staff survey which you can directly report back to in Annual Progress Report
- Evidence of activities actioned
- Gather verbal feedback from staff on actions in the plan



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Record number of attendees for events