








# Silver Level Designation Requirements

## T M F W P R O G R A M

Criteria	Strategies to meet criteria	Documentation
<b>Flex Time</b>  <b>At least one</b> of the following included in the policy: 	<input type="checkbox"/> Part-time work or working some hours from home <input type="checkbox"/> Individualized scheduling of work hours <input type="checkbox"/> Job sharing <input type="checkbox"/> Compressed work week <input type="checkbox"/> Telecommuting <input type="checkbox"/> Paid break time for milk expression <input type="checkbox"/> On-site childcare <input type="checkbox"/> Care of the baby near or at the employee's work station	PDF or screenshot of employee portal where leave policy is available
<b>Space</b>  <b>Meet specific space requirement:</b> 	<input type="checkbox"/> A private break room, other than a bathroom, with a locking door for use only by breastfeeding employees	Photo for each facility indicating dedicated space/locking door
<b>Room Amenities</b>  <b>At least one</b> of the following amenities are located in the room: 	<input type="checkbox"/> A hospital-grade, multi-user, electric breast pump <input type="checkbox"/> A sink with hot and cold running water, soap, and hand towels <input type="checkbox"/> A refrigerator or personal cooler for the storage of breast milk	Photos for each facility
<b>Communications</b>  <b>Meet specific communication requirement:</b> 	<input type="checkbox"/> Distribution of the lactation policy to all employees and their supervisors within six months of employment and annually thereafter	PDF of policy that explicitly states method of re-informing employees at least annually
<b>Educational Resources</b>  <b>At least three</b> of the following resources available to employees and their partners: 	<input type="checkbox"/> A lending library of breastfeeding educational pamphlets, books, or videos <input type="checkbox"/> Contact information for local lactation consultants, support group meetings, or other community breastfeeding resources <input type="checkbox"/> A forum, blog, or other electronic networking opportunity for peer support among breastfeeding employees <input type="checkbox"/> Classes on pregnancy and breastfeeding offered at the worksite <input type="checkbox"/> A space for regular support group meetings at the worksite <input type="checkbox"/> Access to an International Board Certified Lactation Consultant (IBCLC) or other lactation expert as an employee benefit <input type="checkbox"/> Coordination of the worksite breastfeeding support group by a skilled lactation expert hired by the worksite <input type="checkbox"/> Breastfeeding education or other support offered to employees' partners who are expectant fathers/mothers	Photos (i.e. posters on bulletin board) or PDF of educational offerings and description of where the resources are available, or screenshot of employee portal



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# Gold Level Designation Requirements

## T M F W P R O G R A M

Criteria	Strategies to meet criteria	Documentation
<b>Flex Time</b>  <b>At least one</b> of the following included in the policy: 	<input type="checkbox"/> A policy of parental leave providing six weeks of paid maternal leave <input type="checkbox"/> Telecommuting <input type="checkbox"/> Paid break time for milk expression <input type="checkbox"/> On-site childcare <input type="checkbox"/> Caregiver services for baby near employee's work or option to care for baby near employee's work station	PDF or screenshot of employee portal where leave policy is available
<b>Space</b>  Meet specific space requirement: 	<input type="checkbox"/> A private break room, other than a bathroom, with a locking door for use only by breastfeeding employees	Photo for each facility indicating dedicated space/locking door
<b>Room Amenities</b>  <b>All of the following</b> amenities are located in the room: 	<input type="checkbox"/> A hospital-grade, multi-user, electric breast pump <input type="checkbox"/> A sink with hot and cold running water, soap, and hand towels <input type="checkbox"/> A refrigerator or personal cooler for the storage of breast milk <input type="checkbox"/> A bulletin board <input type="checkbox"/> A telephone	Photos for each facility
<b>Communications</b>  Meet specific communication requirement: 	<input type="checkbox"/> Distribution of the lactation policy to all employees and their supervisors within six months of employment and annually thereafter	PDF of policy that explicitly states method of re-informing employees at least annually
<b>Educational Resources</b>  <b>At least five</b> of the following resources available to employees and their partners: 	<input type="checkbox"/> A lending library of breastfeeding pamphlets, books, or videos <input type="checkbox"/> Contact information for local lactation consultants, support group meetings, or other community breastfeeding resources <input type="checkbox"/> A forum, blog, or other electronic networking opportunity for peer support among employees <input type="checkbox"/> Classes on pregnancy and breastfeeding offered at the worksite <input type="checkbox"/> A space for regular support group meetings at the worksite <input type="checkbox"/> Access to an International Board Certified Lactation Consultant (IBCLC) or other lactation expert as an employee benefit <input type="checkbox"/> Coordination of the worksite breastfeeding support group by a skilled lactation expert hired by the worksite <input type="checkbox"/> Breastfeeding education or other support offered to employees' partners who are expectant fathers/mothers	Photos (i.e. posters on bulletin board) or PDF of educational offerings and description of where the resources are available, or screenshot of employee portal



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