



Silver Level Designation Requirements

T M F W P R O G R A M

Criteria	Strategies to meet criteria	Documentation
Flex Time At least one 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
Space 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
Room Amenities At least one 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
Communications 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
Educational Resources At least three 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





Gold Level Designation Requirements

T M F W P R O G R A M

Criteria	Strategies to meet criteria	Documentation
Flex Time At least one 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
Space 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
Room Amenities All 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 <input type="checkbox"/> A bulletin board <input type="checkbox"/> A telephone	Photos for each facility
Communications 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
Educational Resources At least five 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

