



International
Labour
Organization

Healthy Beginnings
for a Better Society
BREASTFEEDING IN THE WORKPLACE IS POSSIBLE

ANNEX



Implementation toolbox

This Toolbox provides a set of practical resources for creating and sustaining breastfeeding-friendly workplaces.

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TOOL # 1

Lactation Station Models and Equivalencies

Lactation stations in the workplace can be inexpensive and easy to set-up. Choose a model that best suits your needs and resources. You may want to start small, and grow your efforts as you gain more support and the needs arise.

Annex A of the Department of Labor and Employment (DOLE) Department Order No. 143 series of 2015 provides lactation station models and equivalencies to facilitate compliance.¹

Model 1

- a corner shielded with screen, foldable or movable divider or tall cabinet – ensuring privacy for an employee to express milk
- non-negotiable: not to be located in the toilet
- a wash basin along with water container with spout, basin collects used water
- expressed milk kept in containers and stored in coolers
- a comfortable chair and small table
- well-ventilated



Model 2

- within the clinic but shielded from view by screen or divider; free from intrusion
- near sink not to be located in the toilet
- may or may not have refrigerator; expressed milk to be stored in coolers
- a comfortable chair and small table
- well-ventilated



Model 3

- private room
- may be inside clinic but enclosed separately
- sink with running water
- small refrigerator
- small locker to store equipment
- electrical outlets for breast pumps (optional)
- a comfortable chair and small table
- well-ventilated



Model 4

- a combination of models 1 to 3
- portable
- box-like type
- can be moved from one location to another where it is most needed
- with electrical outlets, small table and comfortable chair
- refrigerator is located outside
- well-ventilated

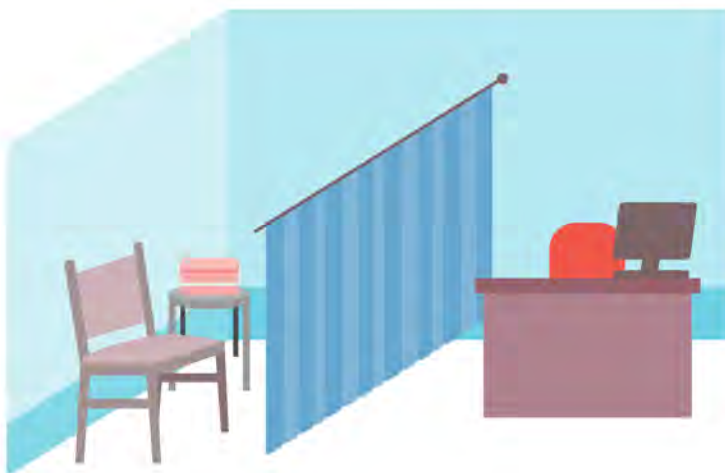


Equivalency Guide



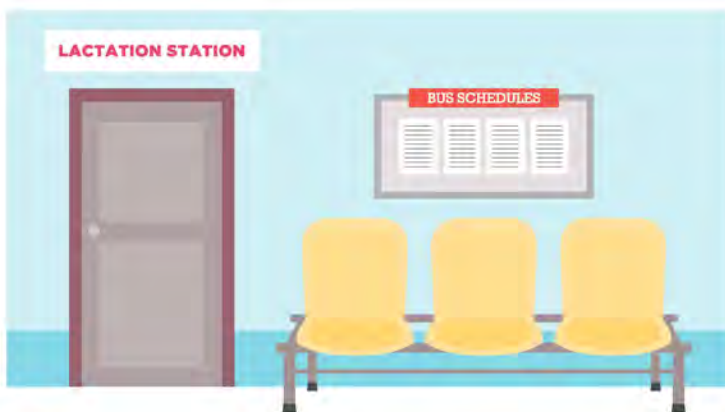
Option 1

- provision of breastfeeding capes, shawls, or nursing covers



Option 2

- screened corner like a fitting room
- provision of coolers for storing expressed breastmilk



Option 3

- support a common facility or the LGU installed lactation facility in the area
- provision of breastfeeding capes, shawls, or nursing covers
- provision of coolers

TOOL # 2

Sample Lactation Station Logbook

A lactation station logbook can help you monitor the number of women, and their use of the lactation station.

This should not be interpreted as monitoring or limiting the worker's lactation period to a specific number of minutes. Each woman may find that emptying the breast can take longer or shorter periods of time to complete depending on the intervals between the breaks, her body's condition and other factors.

Lactation Station Logbook

Is it your first time to use the station? Sign up for the Workplace Lactation Programme (ask for the Application Form) so we can count you in and support you.

Please keep the area clean at all times.

	DATE	NAME	DEPARTMENT	TIME OF USE	
				START	END
1					
2					
3					
4					
5					
6					
7					
8					

Note: Tool #3 is a Sample Application Form to the Workplace Lactation Programme.

TOOL # 3

Sample Application to the Workplace Lactation Programme

Application to Participate in the Workplace Lactation Programme

This form can be furnished prior to giving birth or immediately upon return to work, to be submitted to the human resource department/designated person upon note of the target user's immediate supervisor.

Having this form helps increase awareness of the programme among the target users (pregnant women and new mothers) and their immediate supervisors and co-workers.

It also relieves the target user of the "burden" of having to ask permission to avail of lactation breaks from immediate supervisors and co-workers, knowing that the management is behind her through the Workplace Lactation Policy.

Application to Participate in the Workplace Lactation Programme

Name _____ Department _____
Expected date of birth / Birthday of current baby _____

*To get the maximum benefit and protection for you and your child, the World Health Organization (WHO), United Nations Children's Fund (UNICEF) and the Department of Health (DOH) recommends that babies be given **nothing but breastmilk for the first 6 completed months of life**, and continue breastfeeding up to two years or beyond with the addition of appropriate foods.*

Breastfeeding Duration Goal

☐ 0-3 months ☐ 9-12 months
☐ 3-6 months ☐ 1-2 years and beyond
☐ 6-9 months

I have read our **Workplace Lactation Policy**. I desire to breastfeed my child and intend to avail of my rights to lactation breaks and access to the lactation station in accordance with the Expanded Breastfeeding Promotion Act of 2009 (Republic Act 10028). I am submitting this application to inform you of this intention. Thank you for your support.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Noted by _____
Date _____

TOOL # 4

Flexible Return to Work Options for Breastfeeding Workers

Although not required by law, you can help arrange for a flexible return to work option that will allow your breastfeeding worker to adjust to the new routine upon returning to work from maternity leave.

This is expected to boost her morale as your employee, and help her to be more productive as she transitions.

If she is working a night shift, consider if she would like to be reassigned to a morning shift, so she can continue direct breastfeeding during the night. Night time breastfeeding helps sustain breastmilk production.

If the first day of her return to work happens to fall on a Monday (see Calendar A), consider if she can return to work earlier on the preceding Thursday or Friday and offset the early work days on the succeeding Wednesday/s (see Calendar B). This will allow her to “regroup” from the disruption of her breastfeeding routine, rather than diving into a straight 5-day workweek.

CALENDAR A

SUN	MON	TUE	WED	THU	FRI	SAT
	Maternity Leave					
	Return to Work	Work	Work	Work	Work	
	Work	Work	Work	Work	Work	
	Work	Work	Work	Work	Work	

CALENDAR B

SUN	MON	TUE	WED	THU	FRI	SAT
	Maternity Leave			Early return to work Day 1	Early return to work Day 2	
	Official date of return to work	Work	Offset Day 1	Work	Work	
	Work	Work	Offset Day 2	Work	Work	
	Work	Work	Work	Work	Work	

You can also help her arrange for a work schedule that accommodates her lactation periods.

If she works in a peculiar workplace, such as in a factory production line, you may assist her in coming up with a schedule with her supervisor/co-workers. You may refer to **Tool #3** for a sample application form.

SAMPLE WORK SCHEDULES FOR A BREASTFEEDING WORKER

Schedule 1: Office-Based

Breastfeed directly before leaving for work

8:00 am Arrive at work, get started
9:30 am Snack, with first expression session
12:00 noon Lunch break, second expression session
3:30 pm Snack, with third expression session
5:00 pm End of working hours
another expression session if overtime is needed

Breastfeed directly upon arriving at home

Schedule 2: Factory-Based

Breastfeed directly before leaving for work

6:00 am Arrive at work, get started
8:00 am Snack, with first breastmilk expression session
10:00 am Lunch break, second expression session
1:00 pm Snack, with third breastmilk expression session
2:00 pm End of working hours

Breastfeed directly upon arriving at home

TOOL # 5

Sample Workplace Lactation Policies

Possible contents of your Workplace Lactation Policy are as follows:

- The use and duration of lactation periods
- The use of the lactation station
- The provision of breastfeeding information among workers
- Provisions for compliance with EO 51

Your policies can be developed and adjusted based on your workplace resources and until they suit the needs of your workers.

Workplace Lactation Policy

[LOGO, NAME OF COMPANY]

Recognizing the impact of breastfeeding on our work, our workers, their children and society, we commit to protect, promote and support breastfeeding in this workplace by complying with the Expanded Breastfeeding Promotion Act of 2009 (RA 10028).

1. Breastfeeding workers are entitled to the following:

a. Access to the Lactation Station

Breastfeeding workers can access the breastfeeding room upon informing the administration. Users are required to keep the area quiet and clean at all times.

A breastfeeding worker may opt to express breastmilk in an area other than the breastfeeding station by matter of preference or convenience, and upon due consideration of the environment's safety (i.e. free from contaminants and harmful substances).

b. Lactation Periods (no less than 40 minutes for every 8 hours of work)

This can be 2-3 breastmilk expression intervals, and scheduled upon negotiation between the breastfeeding worker and immediate supervisor.

2. All workers are entitled to accurate and relevant breastfeeding Information.

Materials on the benefits of breastfeeding, particularly in the workplace are available through the _____ (company clinic/HR department/others).

The _____ committee/ department shall organize regular breastfeeding awareness activities.

3. Compliance with the Philippine Milk Code (Executive Order 51) and its Revised Implementing Rules and Regulations of 2006 shall be of primary concern with regard to this policy. There shall be no promotion or display of infant formula and related products, no gifts and sponsorships, whether direct or indirect, with company logo or without, from milk manufacturers, distributors and companies, as well as those involved in the marketing of baby bottles and artificial nipples.

4. Any act found to be intentionally directed against breastfeeding workers shall be reported to the _____ (appropriate manager/department) and be met with necessary action.

This policy shall be communicated to all **current workers** and be part of the orientation of **new workers**. It shall also be routinely communicated to all **pregnant workers** prior to their maternity leave.

Workplace Lactation Policy for Micro and Small Enterprises (to be contextualized as applicable)

(NAME OF ESTABLISHMENT)

Workplace Lactation Policy

We commit to protect, promote and support breastfeeding in this workplace by acting in accordance with the Expanded Breastfeeding Promotion Act of 2009 (RA 10028).

1. Breastfeeding workers are entitled to the following:

Lactation Periods (no less than 40 minutes for every 8 hours of work, compensated)

This can be 2-3 breastmilk expression intervals, and scheduled upon negotiation between the breastfeeding employee and her immediate supervisor/co-workers.

Access to Privacy for Breastmilk Expression and/or Breastfeeding

Breastfeeding workers can access the lactation station located at the _____ (if not available, specify an equivalency).

If by matter of preference or convenience, a breastfeeding employee would opt to express breastmilk/breastfeed in an area other than the one specified above, she should be allowed for as long as her work responsibilities and her breastmilk quality is not compromised (i.e. environment is free from contaminants and harmful substances)

2. All workers are entitled to accurate and relevant breastfeeding information.

Management will provide breastfeeding-related activities through workplace peer educators /coordinate with the local health unit or mother support groups for breastfeeding-related activities.

Materials on the benefits of breastfeeding, particularly in the workplace may be requested through _____ (e.g. peer educators, HR office, others).

Breastfeeding employees in need of additional information and counselling are encouraged to seek help from any of the following networks (indicate as applicable):

- trained mother support/peer educator groups in the workplace (specify, if any)
- her private health care provider
- local health office/local government unit mother support groups (specify, if any)

3. In compliance with the Philippine Milk Code of 1986 (Executive Order 51), there shall be no promotion or display of infant formula and related products, no gifts and sponsorships from milk manufacturers, distributors and companies, as well as those involved in the marketing of baby bottles and artificial nipples. These entities also cannot be involved in activities related to women and children, whether related to breastfeeding or not.

4. Any act found to be intentionally directed against breastfeeding employees shall be reported to the _____ (appropriate manager/department) and be met with necessary action.

5. This policy shall be communicated to all **current employees** and be part of the orientation of **new employees**. It shall also be routinely communicated to all **pregnant employees** prior to their maternity leave.

TOOL # 6

Partial List of Breastfeeding Support Groups in the Philippines

This list of mother support groups in the Philippines is a result of a voluntary survey conducted from May to June 2015 among leading breastfeeding advocacy networks, government and private individuals. It does not cover all breastfeeding support groups that may exist in your local government units, local hospitals, or community.

National Capital Region (NCR)

Arugaan

Marikina City, Quezon City

Description of Services Offered

- Provides counselling and training on breastfeeding support, lactation massage, relaxation
- Offers day care, wet nurse facility for working and breastfeeding moms
- Provides assistance in organizing/creation of mother support groups

Phone Number(s)

0908-888-8153 (Nanay Innes)
0915-774-1614 (Mommy Velvet)
0916-308-6434 (Nanay Rechilda)

Website / E-mail

innes.sea@gmail.com (Marikina City)
velvethere@yahoo.com (Quezon City)

Bangko Sentral ng Pilipinas Lactation Room Mothers

Manila

Description of Services Offered

- Peer counsellors trained by both L.A.T.C.H. and Arugaan providing mother to mother support on breastfeeding and infant and young child feeding
- Conducts quarterly seminars on breastfeeding
- Currently establishing chapters in its 22 regional offices by 2016 in compliance with RA 10028

Address

HRMD Wellness Unit; Bangko Sentral ng Pilipinas, Mabini cor. Pablo Ocampo Street, Malate, Manila

Phone Number(s)

BSP Trunkline 708-7701 / Telephone 708-7133

Website / E-mail

www.facebook.com/groups/502602373084394
c/o cmogol@bsp.gov.ph / ongjc@bsp.gov.ph

Breastfeeding Philippines (a program of Nurturers of the Earth)

Description of Services Offered

- Provides phone counselling and professional services/classes
- Conducts trainings, provides consultation on setting up of community, corporate-based breastfeeding station and support groups

Phone Number(s)

218-7777 / 0915-399-9992 / 0998-998-9953

Website / E-mail

www.breastfeedingphilippines.com
www.facebook.com/BreastfeedingPhilippines

Breastfeeding Pinays

Description of services offered

- Provides online breastfeeding support and information
- Conducts breastfeeding and complementary feeding seminars
- Organizes meet-ups for breastfeeding mothers, may arrange for phone, home, hospital support
- Provides breastfeeding peer counsellor's trainings

Website / E-mail

www.facebook.com/groups/breastfeedingpinays
breastfeedingpinays@gmail.com

KAYA Women Empowerment and Support Group

Description of Services Offered

- Provides breastfeeding and complementary feeding counselling via home/hospital visits, online and phone
- Organizes/conducts infant and young child feeding (breastfeeding and complementary feeding) seminars, meet-ups, and events

Phone Number(s)

0917-862-2782

Website / E-mail

kaya.phils@gmail.com

L.A.T.C.H

Description of Services Offered

- Provides breastfeeding classes, counselling, home/hospital visits
- Breastfeeding support via phone, online, email, SMS
- Organizes campaigns to promote, protect and support breastfeeding
- Conducts trainings, provides consultation on setting up of corporate-based breastfeeding stations and support groups

Contact Person(s)

Jen CC Tan

Website / E-mail

www.facebook.com/theperfectlatch

The Medical City Lactation Unit

Pasig City

Description of Services Offered

- Outpatient and inpatient consultation, routine breastfeeding assessment, breast physical exam and counselling, development of plan of care, breastfeeding help and problem solving, referral to further breastfeeding management for problematic cases, rental of breast pumps and other devices.

Address

The Medical City, Ortigas Avenue, Pasig

Phone Number(s)

635-6789 loc. 6720

Mandaluyong City Breastfeeding Patrol

Mandaluyong City

Description of Services Offered

- Provides breastfeeding counselling and support to mother and child during emergencies
- Provides awareness in the community and health facilities

Contact Person(s)

Dr Shari Sabalvaro / Ms Marie Tess Belo

Phone Number(s)

624-9293 / 0917-8164567

Website / E-mail

www.facebook.com/profile.php?id=258149663834

South PiNanays (SPiN)

South GMA, Cavite, Laguna, Batangas, Quezon

Description of Services Offered

- Provides counselling (online, phone and hospital/home visits)
- Conducts classes on breastfeeding and proper infant and child nutrition, babywearing
- Organizes mommy meet-ups

Address

South GMA including Parañaque, Muntinlupa, Las Piñas, Cavite, Laguna, Batangas and Quezon

Website / E-mail

www.facebook.com/groups/SouthPiNanays
south.pinanays@gmail.com

Region III

Breastfeeding Pinays - Olongapo

Zambales

Description of Services Offered

- Provides peer counselling (online, phone, home and hospital visits)
- Holds monthly meet ups and breastfeeding and proper infant and child nutrition awareness events
- Conducts breastfeeding talks in local communities in collaboration with local health centres and civic groups

Phone Number(s)

0917-808-9672

Website / E-mail

www.facebook.com/groups/BFPinaysOlongapo
bfpolongapo@gmail.com

Breastfeeding Pinays - Pampanga

Pampanga

Description of Services Offered

- Conducts breastfeeding classes, seminars
- Provides peer counselling (online, phone and home/hospital visits) and peer counsellor training through Tamang KAIN

Phone Number(s)

0916-648-4380

Website / E-mail

Facebook: BFP-Pampanga
bfpkabal@gmail.com

City Government of San Fernando Breastfeeding Employees

San Fernando City, Pampanga

Description of Services Offered

- Holds and supports breastfeeding seminars, undertakes breastfeeding awareness activities within the community, milk donation (when available)

Contact Office

Human Resource Development Office

Website / E-mail

(045) 961-8640

Nueva Ecija Breastfriends

Nueva Ecija

Description of Services Offered

- Supports breastfeeding awareness activities within the community
- Provides online support about breastfeeding

Phone Number(s)

0917-586-6043 (Karen)

0917-946-7067 (Nor Ann)

Website / E-mail

www.facebook.com/groups/1602908023276151

karenjoy_seranilla@yahoo.com

nbalatbat@gmail.com

Region IV-A

South PiNanays (SPiN)

South GMA, Cavite, Laguna, Batangas Quezon

Description of Services Offered

- Provides counselling (online, phone and hospital/home visits)
- Conducts classes on breastfeeding and proper infant and child nutrition, babywearing
- Organizes mommy meet-ups

Address

South GMA including Parañaque, Muntinlupa, Las Piñas, Cavite, Laguna, Batangas and Quezon

Website / E-mail

www.facebook.com/groups/SouthPiNanays

south.pinanays@gmail.com

Region VI

Bacolod Mom & Baby Club (BMBC)

Negros Occidental

Description of Services Offered

- Provides breastfeeding information and support to mothers who want to breastfeed, relactate and anyone wishing to learn more about breastfeeding

Phone Number(s)

0922-484-6708

Website / E-mail

www.facebook.com/bacolodmomandbabyclub

bacolodmomandbabyclub@gmail.com

Region VII

BF Peer Counselors - Lamac & Poblacion, Pinamungajan

Cebu

Description of Services Offered

- BHW/CHTs/Purok Leaders provide breastfeeding counselling using the Gabay Counselling Cards to pregnant and lactating mothers at home

Contact Person(s)

Lurica June Gambe

Phone Number(s)

0908-814-9288

BF Peer Counselors - Macrohon and Padre Burgos

Southern Leyte

Description of Services Offered

- BHW/CHTs/Purok Leaders provide BF counselling using the Gabay Counselling Cards to pregnant and lactating mothers at home. This is a collaboration with PNC-South Leyte and Visayas Health

Contact Person(s)

Nilda Rich

BF Peer Counselors - San Isidro, Calape

Bohol

Description of Services Offered

- BHW/CHTs/Purok Leaders provide breastfeeding counselling using the Gabay Counselling Cards to pregnant and lactating mothers at home. This is a collaboration with NNC 7 and Visayas Health

Contact Person(s)

Jeffrey Licardo

Phone Number(s)

0922-834-6371

IYCF Community Support Group - San Vicente, Liloan

Cebu

Description of Services Offered

- BHW/CHTs/Purok Leaders provide breastfeeding counselling using the Gabay Counselling Cards to pregnant and lactating mothers at home. This is a collaboration with NNC 7 and Visayas Health

Contact Person(s)

Rouen Armilla

Phone Number(s)

0919-610-0394

Website / E-mail

www.facebook.com/groups/breastfeedingpinays/

L.A.T.C.H - Cebu

Cebu

Description of Services Offered

- Provides breastfeeding classes, counselling, home/hospital visits
- Breastfeeding support via phone, online, email, SMS
- Organizes campaigns to promote, protect and support breastfeeding
- Conducts trainings, provides consultation on setting up of corporate-based breastfeeding station and support groups

Contact Person(s) / Address

Mary Melinda M. Santana
53 Turquoise St. Silver Hills, Talamban, Cebu

Phone Number(s)

0917-326-1145

Website / E-mail

Facebook: Latch Moms Cebu
msantana@organicsasiainc.com

Milk Making Mommies (MMM) / Cebu Breastfeeding Club (CBC)

Cebu

Description of Services Offered

- MMM is a Facebook Breastfeeding Support Group. CBC meets once a month for peer support, some house visits

Contact Person(s)

Marini Esguerra, MD / Kristy Allyn King-Luy

Phone Number(s)

0943-725-1777

Website / E-mail

Facebook: Milk Making Mommies / Cebu Breastfeeding Club
cebu.breastfeeding@yahoo.com

Region VIII

HOM MOM-C (Communities Mobilized to Offset Malnutrition)

Eastern Samar, Western Samar

Description of Services Offered

- The MOM-Cs are trained and educated on essential nutrition, i.e. 1,000 days, IYCF, etc. and detection and reporting of acute malnutrition

Contact Person(s)

Selahuddin Yu Hashim

Phone Number(s)

0915-625-5466 / (064) 552-0727

Website / E-mail

www.facebook.com/HealthOrganizationMindanao

IYCF Mother to Mother Support Group - Capoocan

Capoocan, Leyte

Description of Services Offered

- Trained BNS/BHW/CHT/Barangay Councilor/Leaders/Mothers provide IYCF Counselling to pregnant, lactating and mothers with children <5 years old in their respective catchment areas
- Conduct Positive Deviance Hearth sessions/modified Pabasa sa Nutrisyon and formation of Father support group in selected barangays

Contact Person(s)

Matilde Leonzanida

Phone Number(s)

0921-691-6929

Region IX

HOM MOM-C (Communities Mobilized to Offset Malnutrition)

Zamboanga City

Description of Services Offered

- The MOM-Cs are trained and educated on essential nutrition, i.e. 1,000 days, IYCF, etc. and detection and reporting of acute malnutrition

Contact Person(s)

Selahuddin Yu Hashim

Phone Number(s)

0915-625-5466 / (064) 552-0727

Website / E-mail

www.facebook.com/HealthOrganizationMindanao
www.healthorgmindanao.com

Region X

Mommy Bright Side

Cagayan de Oro

Description of Services Offered

- Mommy Bright Side is a breastfeeding support group. We also conduct breastfeeding seminars and counselling, lactation massage, etc.

Contact Person(s)

Nadine Casiño

Phone Number(s)

0915-486-8868

Website / E-mail

www.facebook.com/MommyBrightSide
mommybrightside@yahoo.com

L.A.T.C.H - Davao

Davao del Sur

Description of Services Offered

- Provides breastfeeding classes, counselling, home/hospital visits
- Breastfeeding support via phone, online, email, SMS
- Organizes campaigns to promote, protect and support breastfeeding
- Conducts trainings, provides consultation on setting up of corporate-based breastfeeding station and support groups

Phone Number(s)

0905-353-7144

Website / E-mail

www.facebook.com/LATCHDavao

HOM MOM-C (Communities Mobilized to Offset Malnutrition)

Basilan, Sulu, Tawi-Tawi, Maguindanao and Lanao del Sur

Description of Services Offered

- The MOM-Cs are trained and educated on essential nutrition, i.e. 1,000 days, IYCF, etc. and detection and reporting of acute malnutrition

Contact Person(s)

Selahuddin Yu Hashim

Phone Number(s)

0915-625-5466 / (064) 552-0727

Website / E-mail

www.facebook.com/HealthOrganizationMindanao
www.healthorgmindanao.com

Sample disclosure statement to ensure Executive Order 51 compliance

The formula milk industry in the Philippines aggressively invests in marketing efforts. Over a period of five years, they spent US\$480 million in promoting and advertising in the Philippines, in contrast to the US\$130 million spent in the United States.¹ As a result, infant formula value growth in sales in the Philippines increased an average of 5.1 per cent per year between 2003 and 2009.²

Like all commercial companies, the bottom line of milk companies is profit. Each formula milk sale corresponds to a mother who stopped breastfeeding or a baby who is not exclusively breastfed. Conversely, each successful breastfeeding mother is one potential long term consumer lost. Those using formula were 6.4 times more likely to stop breastfeeding before 12 months.³

The goal of optimal infant feeding will always be in conflict with the goal of milk companies. There is a need to protect mothers and babies from potential conflicts of interest that may arise from implementing the Workplace Lactation Programme. Republic Act 10028 mandates workplace compliance with Executive Order 51.

Establishments shall take strict measures to prevent any direct or indirect promotion, marketing, and/or sales of infant formula and/or breastmilk substitutes, as well as artificial teats and bottles, within lactation stations and activities involving women and children whether related to breastfeeding promotion or not.

Milk companies and manufacturers/distributors of artificial teats and bottles are prohibited from holding or sponsoring classes towards women and children, whether they are related to infant feeding or not.

Disclosure Statement

Individuals involved in the planning and implementation of the Workplace Lactation Programme may sign a Disclosure Statement to signify their commitment to protecting, promoting and supporting breastfeeding in the workplace.

1. Head of the department under which the Workplace Lactation Programme is being managed
2. Members of the team managing or implementing the Workplace Lactation Programme
3. The nurse or whoever is in charge of the lactation space
4. Resource persons or funding agencies external to the establishment

1 V. Uy: "Breastfeeding rate in RP at 34 for past 5 years UNICEF" in *Philippine Daily Inquirer* (07 September 2010).

2 H.L. Sobel et al.: "The economic burden of infant formula on families with young children in the Philippines" in *Journal of Human Lactation* (2012, Vol. 28, No. 2), pp. 174-180. Exchange rate used was US\$1 = Php 52.

3 H.L. Sobel et al.: "Is unimpeded marketing for breast milk substitutes responsible for the decline in breastfeeding in the Philippines? An exploratory survey and focus group analysis" in *Social Science & Medicine* (2011, Vol. 73, No. 10), pp. 1445-1448.

Workplace Lactation Programme SAMPLE DISCLOSURE STATEMENT

(company/business/office name) requires employees/
partners involved in the Workplace Lactation Programme to sign this Disclosure Statement to ensure
compliance with the provisions of Executive Order 51 (The Milk Code) and RA 10028 (Expanded
Breastfeeding Promotion Act).

The Workplace Lactation Programme cannot involve any activity or entity that relates to the production,
marketing, distribution or sale of breast milk substitutes, infant foods, baby bottles and artificial nipples.

In reference to the statement above, the undersigned hereby volunteer the following information:

I certify that as an employee/partner/resource person involved in the planning and/or implementation
of the Workplace Lactation Programme:

- ☐ I am not in any way engaged in any business, profession or occupation that relates to the
production, manufacture, marketing, distribution or sale of breastmilk substitutes and infant
foods, as well as baby bottles and artificial nipples.
- ☐ I have not received gifts or sponsorships whether directly or indirectly from entities that relate
to the production, manufacture, marketing, distribution or sale of breast milk substitutes, infant
foods, baby bottles and artificial nipples.
- ☐ I have not been involved directly or indirectly with any promotion or display of breastmilk
substitutes, infant foods, baby bottles and artificial nipples in any activity/services related to
women and children.

I certify that the information provided above is true, correct and complete to the best of my knowledge.
In addition, I certify that I will make future and further disclosure/s as my personal interest/s change.

I have reviewed and agree to abide by the Workplace Lactation Policy of _____
(company/business/office name).

Name _____
Signature over Printed Name, Position

Date _____

Training and Programme Management Tools developed through the Nutrition Security and Maternal Protection (NSMP) Project

From January 2013 to August 2015, the International Labour Organization (ILO) with funding from the United Nations Children's Fund (UNICEF) and the European Union (EU) implemented the Nutrition Security and Maternity Protection through Exclusive and Continued Breastfeeding Promotion in the Workplace (NSMP) Project aiming to advance women's rights to maternity protection and to improve nutrition security for Filipino children through the promotion of exclusive breastfeeding in the workplace.

Through this effort, city governments of Iloilo, Naga and Zamboanga received technical assistance from partner agencies to implement breastfeeding in the workplace initiatives.

Partner agencies developed these tools with standards set by the Department of Health (DOH), UNICEF and the World Health Organization (WHO).

Peer Educators Training Tools

- Training of Exclusive Breastfeeding Peer Educators for the Informal Economy (NAPC)
- Training of Exclusive Breastfeeding Peer Educators for Workers in the Formal Sector [Trade Union Congress of the Philippines (TUCP) and the Federation of Free Workers (FFW)]
- Maternal and Child Health/Exclusive Breastfeeding in the Workplace Peer Education Training Course for HR Practitioners [Employers Confederation of the Philippines (ECOP)]

Programme Management Tools

- Baseline Survey, Monitoring and Evaluation Tools for Exclusive and Continued Breastfeeding in the Workplace for the Informal Economy (NAPC)
- Baseline Survey and Monitoring Tools for Exclusive and Continued Breastfeeding in the Workplace for Formal Workplace Settings (ECOP)
- Breastfeeding in the Workplace Program Management Training Course for Business Firms (ECOP)
- Breastfeeding in the Workplace for the Informal Economy Program Management Training Modules (NAPC)
- Monitoring and Evaluation Tool Training Module on Exclusive Breastfeeding for Workers in the Informal Economy (NAPC)

Directory of Implementing Partners

National Anti-Poverty Commission (NAPC)

Modules can be accessed through the NAPC Gender and Development focal person and the sector representative of NAPC-WIS, especially those developed in collaboration with ALLWIES.

MWSS-LWUA Complex, Katipunan Avenue,
Quezon City 1105

Telephone: 426-5028 / 426-5019 /
426-4956 / 426-4965

Fax: 927-9838

E-mail: info@napc.gov.ph

Employers Confederation of the Philippines (ECOP)

3rd Floor ECC Bldg., 355 Sen. Gil Puyat Ave.,
Makati City 1200

Telephone: 890-4847 / 897-5295 /
895-8576 / 890-9483

Fax: 895-8576

E-mail: secretariat@ecop.org.ph

Trade Union Congress of the Philippines (TUCP)

Unit 601, Marbella II Bldg., Roxas Boulevard,
Malate, Manila 1004

Telephone: (632) 263-2270

E-mail: secltucp@gmail.com

Alliance of Workers in the Informal Economy/Sector (ALLWIES)

Club House 5 Primarosa East Subdivision, Brgy.
Buhay na Tubig, Imus 4103, Cavite

Telephone: (046) 875-1383 / 850-5233
(Suntel Wireless)

Telefax: (046) 543-1410

E-mail: sgtesiora@gmail.com

Federation of Free Workers (FFW)

1943 Taft Avenue, Malate 1004, Manila

Telephone: (632) 521-9435 / (632) 521-9464 /
(632) 400-6656

Fax: (632) 400-6656

E-mail: acasper1951@yahoo.com
dabigdyul@gmail.com

Sample Workplace Lactation Programme provisions in a Collective Bargaining Agreement

Collective Bargaining Agreements (CBAs) can serve as instruments for addressing the rights and responsibilities of both the employers and the workers. CBAs can include provisions supportive of breastfeeding in the workplace in accordance with Republic Act 10028.

Sample Collective Bargaining Agreement Provisions

Article ____ : Workplace Lactation Programme

Section 1. Pursuant to The Expanded Breastfeeding Promotion Act of 2009 (Republic Act 10028) and its Implementing Rules and Regulations, the Company shall establish a Workplace Lactation Programme.

Section 2. The Company shall implement an education program on the benefits of exclusive and continued breastfeeding for all its employees.

Section 3. The Company shall provide a lactation station or corner for the use of lactating employees, with the following minimum specifications: accessible, with ample privacy, with access to clean water, comfortable seats, table and a cooler or refrigerator

Section 4. Breastfeeding employees will be granted paid lactation breaks that may be over the minimum period of 40 minutes every day for the purpose of expressing breastmilk, on top of the existing allowed breaks.

Section 5. Planning and implementation of such activities will be conducted with due consideration of provisions in the Philippine Milk Code of 1986 (Executive Order 51). The Company shall take strict measures to prevent any direct or indirect promotion, marketing, and/or sales of infant formula and/or breastmilk substitutes, as well as artificial teats and bottles, within lactation stations and activities involving women and children whether related to breastfeeding promotion or not.

Sample Local Ordinance on Exclusive and Continued Breastfeeding in the Workplace

The International Labour Organization (ILO) in partnership with the United Nations Children's Fund (UNICEF) and funding from the European Union (EU) implemented the *Nutrition Security and Maternity Protection through Exclusive and Continued Breastfeeding Promotion in the Workplace* (NSMP) Project aiming to advance women's rights to maternity protection and to improve nutrition security for Filipino children through to the promotion of exclusive and continued breastfeeding in the workplace.

Through this project, city governments of Zamboanga City, Naga City and Iloilo City received technical assistance from partner agencies to implement breastfeeding in the workplace initiatives.

Local ordinances adopting the workplace provisions of Republic Act 10028 to create a local policy framework for the provision of breastfeeding support for women workers were enacted in the three cities.

Zamboanga City

"An enabling ordinance on the expanded promotion of exclusive and continued breastfeeding in the workplace and providing penalties thereof" (2011)

"An ordinance amending certain sections of City Ordinance No. 377, series of 2011, otherwise known as An enabling ordinance on the expanded promotion of exclusive and continued breastfeeding in the workplace and providing penalties thereof" (2014)

Naga City

"An ordinance requiring all government agencies/offices and private establishments and institutions in the City of Naga to establish breastfeeding corners or lactation stations in their offices/establishments/institutions including their instrumentalities and providing the mechanism for enforcement and prescribing penalties for violations thereof" (2011)

Iloilo City

"An Ordinance adopting a customized promotion of exclusive and continued breastfeeding in the informal workplaces" (2010)

The 2011 local ordinance for Zamboanga City is featured in this section.



Republic of the Philippines
OFFICE OF THE SANGGUNIANG PANLUNGSOD
CITY OF ZAMBOANGA

ORDINANCE NO. 377

**AN ENABLING ORDINANCE ON THE PROMOTION OF BREASTFEEDING IN THE WORKPLACE
AND PROVIDING PENALTIES THEREOF**

Author: HON. LILIA M. NUÑO

Co-Authors: HON. MYRA PAZ V. ABUBAKAR
HON. ROMMEL S. AGAN
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HON. LUIS R. BIEL III
HON. JAIME U. CABATO
HON. REYNERIO S. CANDIDO
HON. VINCENT PAUL A. ELAGO
HON. BENJAMIN E. GUINGONA III
HON. CESAR L. JIMENEZ, JR.
HON. RODOLFO R. LIM
HON. JOANNA MARI D. MAS
HON. ABDURAHMAN B. NUÑO
HON. PERCIVAL S. RAMOS
HON. EDUARDO T. SAAVEDRA, JR.
HON. MELCHOR REY K. SADAIN

EXPLANATORY NOTE

WHEREAS, The 1987 Constitution of the Republic of the Philippines mandates the State to protect and promote the right to health of the people and instill health awareness among them;

WHEREAS, Section 16 of Republic Act 7160 provides that the Local Government shall ensure and promote the general welfare of its constituents, to include among others, the promotion of health and safety;

WHEREAS, The Philippines has adopted the World Health Organization (WHO) and United Nations International Children's Emergency Fund (UNICEF) "2002 Global Strategy on Infant and Young Child Feeding" which recommends exclusive breast milk feeding for newborn, and with continued breastfeeding in combination with complimentary feeding for infants and young children from six (6) months onward;

WHEREAS, The use of breast milk which is widely recognized as the best source of nutrition for babies, promotes the development of emotional bonding between the mother and child, bestow upon the newborn infant protection against infection, provides the mother natural contraception after delivery and protect the mother from closely spaced pregnancy.

NOW, THEREFORE, be it enacted, as it is hereby enacted by the Sangguniang Panlungsod of Zamboanga City in session assembled, that:

SECTION 1. TITLE – This Ordinance shall be known as the “Promotion of Breastfeeding in the Workplace and Providing Penalties Thereof.”

SECTION 2. DECLARATION OF POLICY – The City of Zamboanga shall adopt the national policy of rooming-in and breastfeeding in order to encourage, protect and support the practice of breastfeeding.

It shall create an environment where basic physical, emotional and psychological need of the mothers and infants are fulfilled.

The City shall likewise protect working mothers by providing safe and healthy working conditions, taking into account the maternal functions, facilities and opportunities that will enable mothers to combine family obligations with work responsibilities.

Towards this end, the city shall promote and encourage continues breastfeeding and provide specific measures that would enable nursing mothers to continue expressing their milk and/or breastfeeding their infants or young child.

SECTION 3. DEFINITION OF TERMS:

3.1 Cup feeding – the method of feeding an infant using a cup the content of which can be any type of fluid.

3. 2 Breastfeeding – is the method of feeding an infant directly from the human breast.

3.3 Breast milk – is the human milk from the mother.

3.4 Breast milk substitute – any food being marketed or otherwise represented as partial or total replacement of breast milk whether or not suitable for that purpose.

3.5 Expressed breast milk – is the human milk which has been extracted from the breast by hand or by breast pump, which can be fed to an infant using a dropper, a spoon, or a cup.

3.6 Expressing milk – is an act of extracting human milk from the breast by hand or by pump into a container.

3.7 Formula feeding – is the feeding of a newborn with infant formula usually by bottle feeding. It is also called artificial feeding.

3.8 Health Institutions – are hospitals, health infirmaries, health centers, lying-in centers, or puericulture centers with obstetrical and child health services.

3.9 Health personnel – are professionals and workers who manage and/or administer the entire operations of health institution and/or who are involved in providing maternal and child health services.

3.10 Health workers – all persons who are engaged in health and health related work, and all persons employed in all hospitals, sanitaria, health infirmaries, health centers, rural health units, clinics, and all other health related establishments, whether government or private and shall include medical, allied health professional administrative support personnel employed regardless of their employment status.

3.11 Infant – is a child with the zero (0) to twelve (12) months of age.

3.12 Lactation Station – private, clean, sanitary, and well-ventilated room or an area in the workplace or public place where nursing mothers can wash up, breastfeed or express their milk comfortably and store this afterward. Also known as breastfeeding room/area/station.

3.13 Non-health facility, establishment or institution – public places and workplaces.

3.14 Private sector organizations – refer to privately owned companies, corporations, associations, foundations, and the like.

3.15 Public sector – the portion of society controlled by national, state or provincial and local governments.

3.16 Public place – enclosed or confined areas such as schools, public transportation terminals, shopping malls, and the like.

3.17 Rooming-in – the practice of placing the newborn in the same room as the mother right after delivery up to discharge to facilitate mother-infant bonding and to initiate breastfeeding. The infant may either share the mother's bed.

3.18 Workplace – refers to the work premises, whether private enterprises or government agencies, including their subdivisions, instrumentalities and GOCC's.

3.19 Young child – is a child from the age of twelve (12) months and one (1) day up to thirty-six (36) months.

3.20 Nursing Employee – any female worker, regardless of employment status, who is lactating or breastfeeding her infant and/or young child.

SECTION 4. SCOPE/APPLICABILITY – The provision of this Ordinance shall apply to all private enterprises, government agencies, including their subdivisions and instrumentalities, and all government owned and controlled corporations in the City of Zamboanga.

However, upon application to, and determination by the Director of the Department of Labor and Employment for the private sector, and Chairperson of the Civil Service Commission for the public sector, health and non-health facilities, establishment and institution may be exempted for a renewable period of two (2) years from Section 4 of this Ordinance, where the establishment of lactation stations is not feasible or necessary due to the peculiar circumstances of the workplace or public place taking into consideration, among others, the number of women employees, physical size of the establishment and the number of women who visit the establishment or office.

SECTION 5. ESTABLISHMENT OF LACTATION STATIONS – The City of Zamboanga mandates all private enterprises, government agencies, including their subdivisions and instrumentalities, and government-owned and controlled corporations in the City of Zamboanga to establish a lactation station with necessary equipment and facilities, such as lavatory for hand-washing, unless there is an easily accessible lavatory nearby; refrigeration or appropriate cooling facilities for storing expressed breast milk; a table; comfortable seats where the mother can hand express breast milk; electrical outlets for breast pumps and other items shall also be provided, the standards of which shall be defined by the City Health Office. The lactation station shall be clean, well ventilated, comfortable and free from contaminants and hazardous substances, and shall ensure privacy for the women to express their milk and/or in appropriate cases, breastfeed their child. In no case, however, shall the lactation station be located in the toilet.

SECTION 6. LACTATION PERIODS – Nursing mother employees are entitled to break intervals in addition to the regular time-off for meals to breastfeed or express milk. The employee shall notify her immediate supervisor before leaving her station.

These intervals which include the time it takes an employee to get to and from the workplace to the lactation station shall be counted as compensable hours worked. The duration and frequency of breaks may be agreed upon by employees and employers but in no case shall such intervals be less than 40 minutes for every 8 hour working period. Usually, there could be 2-3 breast milk expressions lasting to 15-30 minutes each within a workday.

SECTION 7. ACCESS TO BREASTFEEDING INFORMATION – Employers shall ensure that the staff and employees shall be made aware of this Ordinance. That all pregnant employees shall be provided with information on how they can combine breastfeeding and work once they return to work. The employers shall coordinate with the City Health Office in order for them to avail of the breastfeeding program for working mother.

SECTION 8. INCENTIVES AND AWARDS SYSTEM - The City Health Office shall create an award system in order to strengthen compliance of this Ordinance subject to existing laws, rules and regulations.

SECTION 9. BREASTFEEDING AWARENESS MONTH – In order to raise the awareness on the importance to promote breastfeeding, the month of August in each and every year shall be known as the "Breastfeeding Awareness Month".

The City Health Office shall be the lead agency in the celebration of Breastfeeding Awareness Month through the inclusion of BF awareness month in the monthly health events.

SECTION 10. IMPLEMENTATION AND MONITORING – The City Health Office shall be the lead agency in the implementation and monitoring of the provision of this Ordinance for this purpose. The Chief Executive shall create a multi-sectoral monitoring team composed of the following persons or their duly authorized representative, but not limited to:

1. City Health Officer - Chairman
2. City Nutrition Action Officer
3. City Social Welfare and Development Officer
4. Licenses and Permits Officer, Office of the City Mayor
5. Representative from the NGO to be appointed by the City Mayor
6. City Treasurer
7. City Engineer
8. City Schools Division Superintendent, Dep-Ed.
9. Regional Director, Department of Health
10. Regional Director, DOLE
11. Regional Director, CSC
12. City Director, DILG
13. City Police Director

The monitoring team shall have the following functions:

1. Monitor compliance of this Ordinance.
2. Develop and provide information and educational materials on the benefits of Breastfeeding/breast milk.
3. Conduct training and seminar programs on breastfeeding.
4. Submit reports on the status of implementation of this Ordinance to the City Mayor and the City Health Office.

SECTION 11. PENALTIES – The following penalties shall be imposed on violation of the Ordinance.

Any private non-health facility, establishment and institution which unjustifiably refuses or fails to comply Sections 5, 6 and 7 of this Ordinance shall be imposed a fine of:

First offense – P1,000.00 plus warning to be issued by the City Health Office

Second offense – P2,000.00 and non-extension of sanitary permit

Third offense – P5,000.00 and the cancellation or revocation of business permits or licenses to operate.

In all cases, the fine imposed should take into consideration, among others, the number of women employees, physical size of the establishment, and the average number of women who visit the establishment.

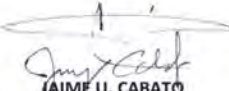
SECTION 12. FUNDING – The City Government shall allocate substantial amount from the Gender and Development Fund for the effective implementation of this Ordinance.

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SECTION 13. SEPARABILITY CLAUSE – If for any reason, any part or provision of this Ordinance is declared null and void, other parts or provisions which are not affected shall continue to be in full force and effect.

SECTION 14. EFFECTIVITY CLAUSE – This Ordinance shall take effect in accordance with the provisions of the Local Government Code.

ENACTED: July 27, 2011, as an urgent measure.


JAIME U. CABATO
Temporary Presiding Officer

ATTESTED:


ZENAIDA C. JAYME
City Secretary

APPROVED:


CELSO L. LOBREGAT
City Mayor

Jdramirez 07-27-11

Additional Resources

The Laws

1. **The Philippine Milk Code of 1986 (Executive Order 51)**
Adopting a national code of marketing of breastmilk substitutes, breastmilk supplements and related products, penalizing violations thereof, and for other purposes
2. **Department of Health (DOH) Administrative Order No. 2006-0012 (Revised Implementing Rules and Regulations of Executive Order 51)**
Revised implementing rules and regulations of Executive Order 51, otherwise known as the “Milk Code”, relevant international agreements, penalizing violations thereof, and for other purposes
3. **The Expanded Breastfeeding Promotion Act of 2009 (Republic Act 10028)**
An Act expanding the promotion of breastfeeding, amending for the purpose Republic Act No. 7600, otherwise known as “An Act providing incentives to all government and private health institutions with rooming-in and breastfeeding practices and for other purposes”
4. **Implementing Rules and Regulation (IRR) of RA 10028 (2011)**
5. **Rooming-in and Breastfeeding Act of 1992 (Republic Act 7600)**
An Act providing incentives to all government and private health institutions with rooming-in and breastfeeding practices and for other purposes

Policy Directives

1. **Department of Interior and Local Government (DILG) Memorandum Circular 2011-054**
Implementation and monitoring of the national policy on breastfeeding and setting-up of workplace lactation program
2. **Department of Labor and Employment (DOLE) Department Order 2015-143**
Guidelines governing exemption of establishments from setting up workplace lactation stations
3. **DOH Department Circular No 2009-0228**
Guidelines for the monitoring of Milk Code activities
4. **Administrative Order No. 97-341**
Implementing the Philippine Health Promotion Program through Healthy Places
5. **Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA) and Department of Budget and Management (DBM) Joint Circular No. 2012-01**
Guidelines for the preparation of annual Gender and Development (GAD) plans and budgets and accomplishment reports to implement the Magna Carta of Women

Breastfeeding and infant feeding: seeing the big picture

1. Breastfeeding on the Worldwide Agenda

Findings from a landscape analysis on political commitment for programmes to protect, promote and support breastfeeding (United Nations Children's Fund (UNICEF) 2013)

2. Improving Child Nutrition

The achievable imperative for global progress (UNICEF 2013)

For health workers and mothers

1. Breastfeeding: A winning goal for life. Overcoming obstacles and making an empowered choice (World Health Organization (WHO) – Western Pacific Region Office (WPRO) 2014)
2. Infant and Young Child Feeding Counselling Cards (DOH/UNICEF 2012)
3. Safe preparation, storage and handling of powdered infant formula Guidelines (WHO/Food and Agriculture Organization of the United Nations (FAO) 2007)

For health workers

1. Early Essential Newborn Care Clinical Practice Pocket Guide by the World Health Organization (WHO – WPRO 2014)
2. Baby-friendly hospital initiative: revised, updated and expanded for integrated care. Section 3, Breastfeeding promotion and support in a baby-friendly hospital: a 20-hour course for maternity staff (WHO/UNICEF 2009)
3. A guide for health workers to working within the International Code of Marketing of Breastmilk Substitutes (UNICEF – United Kingdom 2013)

