

- x An employer failing to make the same allowances or reasonable adjustments for a person in a similar situation based on their gender-related identity, appearance, mannerisms or other gender-related characteristics of the person; for example, failing to make allowance for lactation arrangements for an employee who does not identify as a woman.

UNSW understands that many employees will return to work while they continue to breastfeed and acknowledges the value of providing them with support. To ensure the University provides a supportive environment for breastfeeding, UNSW complies with a biannual audit to achieve accreditation from the Australian Breastfeeding Association as a recognised Breastfeeding Friendly Workplace.

3. Breastfeeding Guidelines

3.1. Breastfeeding Facilities

The University is committed to providing employees who are breastfeeding with access to appropriate facilities. Such facilities include:

- x a clean, private room with power point, lockable door and comfortable chair
- x access to a refrigerator, hand washing facilities and pump storage area.

Many of the facilities required to support breastfeeding are already available in the workplace. Any facility used for breastfeeding-related activities must meet appropriate health and safety standards and be clean and hygienic.

When new facilities are being planned consideration will be given to the provision of facilities for breastfeeding employees as outlined in this guideline.

3.2. Parents' Rooms

UNSW provides the following Parents' Rooms at Kensington Campus, all of which are fully equipped to support breastfeeding staff, students and visitors. Rooms are kept locked and access to the rooms must be arranged in advance to ensure the privacy and security of room users. Access can be arranged by emailing jd.cards@unsw.edu.au.

Building Code	Building Name	Level	Room Number
C20	Morven Brown	G	G51
G17	Electrical Engineering	G	G08
J17	Ainsworth Building	L1	1Q09
E26	Biological Sciences -		

3.4. Flexible Work Options

A breastfeeding employee can negotiate flexible work arrangements (such as Flex Place, Flex Schedule and Flex Hours) with their supervisor taking into account both the employee's and the work unit's needs. If after discussing your individual needs with your supervisor a workable solution cannot be found please contact your HR Business Partner in the first instance to assist with the facilitation of a suitable arrangement.

3.5. Individual Needs of Breastfeeding Employees

The University recognises that the individual needs of the parent and baby will vary and is committed to providing work arrangements that will meet the needs of the employee as well as operational requirements.

3.6. Support from Supervisors

Supervisors should be aware of UNSW's obligation to adhere to the Sex Discrimination Act 1984 (Cth) and its commitment as an employer to support employees with breastfeeding responsibilities, particularly through the accommodation of reasonable requests for flexible work arrangements, including accommodating the need for lactation breaks or time to enable breastfeeding of children. Supervisors need to ensure the health and safety requirements, particularly those specific to breastfeeding employees are addressed.

3.7. Support from Work Colleagues

Support from colleagues is crucial to providing an inclusive workplace for breastfeeding employees. All employees have a responsibility to treat employees who are breastfeeding with respect and dignity.

3.8. Access to Breastfeeding guidelines

These guidelines will be communicated on the UNSW HR Hub page and on the UNSW Equity, Diversity and Inclusion pages, and will be communicated to staff at pre- and post-parental leave workshops and in UNSW's Parenting Booklet.

3.9. Protection from Unlawful Discrimination or Harassment

Being treated unfairly or harassed at work, e.g. teased or mocked because you are breastfeeding, is against the law. Federal and State anti-discrimination legislation provide protection against discrimination and harassment for breastfeeding employees. If you experience unwanted or harassing

Accountabilities				
Responsible Officer	Deputy Vice-President Equity Diversity and Inclusion			
Contact Officer	Manager, Diversity and Inclusion			
Supporting Information				
Legislative Compliance	This Guideline supports the University's compliance with the following legislation: Sex Discrimination Act 1984 (Cth)			
Parent Document (Policy and Procedure)	Equity, Diversity and Inclusion Policy			
Supporting Documents	UNSW Parenting Booklet			
Related Documents	Children on Campus Staff Complaint Procedure			
Superseded Documents	Breastfeeding Guidelines, v3.0			
File Number	2021/045524			
Definitions and Acronyms				
Breastfeeding Facilities	Includes the range of facilities needed to enable breastfeeding employees to breast feed, express breastmilk or engage in an activity necessary to the act of breastfeeding. Many of the facilities required to support breastfeeding are already available in the workplace.			
Lactation Break	A break taken by a breastfeeding employee to breastfeed, express milk or otherwise engage in an activity necessary to the act of breastfeeding.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0		2003	2003	New document
2.0	Vice-President, University Services	13 August 2012	1 September 2012	Full review
2.1	Head, Governance Support	7 November 2013	7 November 2013	Section 4
2.2	Administrative update by Acting Head of Governance	16 November 2015	16 November 2015	Section 3.2
2.3	Vice-President, Human Resources	10 January 2017	20 December 2016	Section 2.3 amended and template refresh
3.0	Vice-President, Human Resources	4 December 2018	4 December 2018	Full review
4.0	Deputy Vice-Chancellor Equity Diversity and Inclusion	15 December 2021	15 December 2021	Full review