

Document title:		Maternity and Breastfeeding Support Policy
Approving authority:		Board of Directors
Related policies:		Compensation and Benefits Policy Work From Home Policy Maternity and Paternity Leave Policy Work Schedule and Breaks Policy Australian Business Compliance Policy Flexible Working Hours Policy Respectful and Inclusive Workplace Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Purpose

This Maternity and Breastfeeding Support Policy aims to provide a supportive and inclusive work environment for pregnant employees and breastfeeding mothers at ITAC. The policy outlines provisions for reasonable accommodations, flexible working arrangements, and breastfeeding facilities.

2. Pregnancy Accommodations

ITAC will make reasonable accommodations for pregnant employees to ensure their health, safety, and well-being during pregnancy. Accommodations may include adjustments to work schedules, modified duties, or provision of additional equipment. Pregnant employees should consult with their supervisor to discuss their needs.

3. Maternity Leave

Employees are entitled to maternity leave in accordance with applicable Australian laws and ITAC's leave policies. Pregnant employees should provide written notice of their intention to take maternity leave, including the expected start and end dates.

4. Flexible Working Arrangements

ITAC supports flexible working arrangements for employees returning from maternity leave or who are breastfeeding. Such arrangements may include changes to working hours, part-time work, or

remote work options. Requests for flexible working arrangements should be submitted in writing to the employee's supervisor.

5. Breastfeeding Support

ITAC is committed to providing a supportive environment for breastfeeding employees. Suitable facilities will be provided for breastfeeding mothers, including a private, clean, and comfortable space for expressing milk, access to refrigeration for milk storage, and a sink for cleaning pumping equipment. Employees should discuss their breastfeeding needs with their supervisor.

6. Confidentiality and Privacy

ITAC will treat all pregnancy and breastfeeding-related information with sensitivity and confidentiality. Employees are encouraged to communicate openly with their supervisor to ensure appropriate support is provided.

7. Review and Modification

This policy will be reviewed periodically to ensure compliance with relevant legislation and best practice guidelines. Any changes to the policy will be communicated to all employees.
