



**Anchor Land Holdings Inc.**  
**Breastfeeding Policy**

Anchor Land Holdings Inc. recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding.

Anchor Land Holdings Inc. provides facilities and the support necessary to enable mothers in their employment to balance breastfeeding/breastmilk expression with their work.

Provision of facilities and support includes:

- Lactation breaks. Lactation breaks are compensable breaks. Anchor Land Holdings Inc. will allow mothers to express breast milk in the designated company lactation station during breaks or as the need arises.
- Flexibility for breastmilk expression breaks. There is flexibility for mothers to take lactation breaks during their workday. These can be negotiated between the mother, employee representative and supervisor.
- Facilities include: clean, private area, with comfortable chair, hand washing facilities, storage area for coolers, a refrigerator
- Access to breastfeeding information. Staff and employees are made aware of this policy. All women who are going on maternity leave will be provided with information on how they can combine breastfeeding and work once they return to work.

Employees who are considering breastfeeding can make arrangements for use of the breastfeeding facilities and other supports before going on maternity leave. She has to notify the HR Department and the Clinic of her intent to use the breastfeeding and other arrangements by filing up the form applying for use of lactation facilities.

Approved by:

**MYLEEN POLICARPIO**

Asst. HR Manager

Members:

**KARIZZA VILLACORTE**

HR Officer

**GISELLE PALAPAL**

Company Nurse/HR Asst.