



## How to Conduct a Corporate Self-Evaluation

If your organization is ready to expand support for working, pumping moms, the first thing we recommend you do is evaluate your current environment and the needs of your employees. We've put together a handy checklist to help guide you through the process:

- Review the federal [Fair Labor Standards Act \(FLSA\)](#) to ensure you are complying with the national required accommodations for breastfeeding mothers at work.
- Research whether your state and/or local laws provide additional requirements for employers to support pumping employees, and ensure you are in compliance. Check out [Mamava's handy resource](#) for this!
- Survey your employees; get real feedback from your workforce, whether they are currently pregnant or not. Create a focus group, hold interviews, and/or offer a survey (we have a [survey template](#) you can use as a starting point). Ask them what they need and expect as far as support when they pump breast milk for their baby at work.
- Tour your facility to ensure your lactation space meets the standards your employees deserve.
  - Is it private and secure (e.g., locks on the doors, window coverings, no cameras inside)?
  - Is it a dedicated space only used by breastfeeding employees?
  - Is it near running water and a refrigerator for milk storage?
  - Is it regularly cleaned and sanitized on a schedule along with other common areas?
  - Is the space comfortable, with seating, a surface to place a pump, and access to electrical outlets?
  - Can employees get to the space quickly and conveniently from their work areas?
  - Can it be accessed directly by moms, or do they need to get permission first?
- Consider whether you should provide additional benefits for pumping employees.
  - Should you purchase products like a multi-user pump and cleaning supplies for your lactation space?
  - Do your employees have benefits that enable access to Lactation Consultants for support?
  - Do you cover the cost of shipping breast milk for employees who must travel for their job?
- Evaluate what kind of culture and policy training is offered to HR leaders, as well as managers and supervisors who may directly manage pumping employees.
- Designate someone in HR to manage your lactation support program, including communication about the policy, onboarding materials, facilities coordination, and regular benefits review.

Congratulations on taking this important step in supporting the working moms in your organization!  
For additional information or help creating a pumping space, visit [www.kinbenefits.com](http://www.kinbenefits.com).