

Management Guidelines for the Use of Lactation Rooms

Approved at the Office of Student Affairs' Executive Meeting on October 3, 2011
Approved at the Office of Student Affairs' Executive Meeting on November 16, 2016
Ratified by the Dean of Student Affairs on December 16, 2016

- I. To make it easier for the University's faculty and staff to continue to breastfeed after giving birth, lactation rooms were set up and the Management Guidelines for the Use of Lactation Rooms (hereinafter referred to as the Guidelines) were formulated in accordance with the breastfeeding policy of the Department of Health under the Executive Yuan (now the Ministry of Health and Welfare) and the Act of Gender Equality in Employment.
- II. The opening hours of the lactation rooms are from Mondays to Fridays between 8:00 and 22:00 during term time, and from Mondays to Fridays between 8:30 and 16:30 during summer and winter vacations.
- III. Service is provided to breastfeeding faculty and staff, as well as visitors, of the University.
- IV. How to access a room: Please borrow the key to a lactation room from the Health Section of the Office of Student Affairs or the Student Affairs Section of the Division of Continuing Education during opening hours. After entering the room, a user can lock it and put a "Room Occupied" sign on the door. She should take her personal belongings with her and turn off the light and the air conditioner before she leaves. She should also return the key after use.
- V. All items in a lactation room are public property. Please use them with care. Don't take them out of the room or move them around. A user shall pay compensation for damage to any items.
- VI. When using a lactation room, a user should keep it clean for the benefit of others. She can store her breast milk in the refrigerator, and take it with her after work (class). Please do not leave breast milk in the refrigerator overnight.
- VII. Only breast milk or breastfeeding products can be stored in the refrigerator in a lactation room. Don't store other products. Please label the stored breast milk with your name and a date. If expired breast milk is found or a stored product fails to comply with regulations, the management has the right to dispose of it. You should not object to such disposal.
- VIII. A lactation room should not be used for purposes other than breastfeeding (such as eating and drinking, taking a break, or personal discussion). Those who are not breastfeeding should not enter the room at discretion.
- IX. The Health Section (ext. 2242 or 2243) of the Office of Student Affairs is responsible for the management of lactation rooms. Should you have any questions, please do not hesitate to contact the management.
- X. If a user violates any provisions of the Guidelines, the management has the right to take away her right to use a lactation room.

XI. The Guidelines become effective after being approved at the Office of Student Affairs' Executive Meeting and ratified by the University President. Amendments must follow the same procedure.