



# CHECKLIST FOR ENTERPRISES

# BEFORE PREGNANCY

This checklist compiles the legal obligations, but also additional actions you can take (see “tips”) to make your organisation more family-friendly. Obviously, you start by reviewing what is necessary and possible at your company. This checklist is not exhaustive but a first tool to get started.

- ✓ Contact the (external) prevention advisor and occupational physician for a [risk analysis](#).

This analysis identifies the risk factors and hazards that (may) be present in specific work processes and work situations in the company, including for pregnant workers. Based on this, prevention measures need to be worked out in the context of a comprehensive prevention plan.

Also provide a **suitable area** for new mothers to discreetly breastfeed or express, in hygienic conditions (for this, see [checklist no. 4: ‘Breastfeeding’](#)).

- ✓ Inform yourself about the **legal obligations** concerning pregnancy, such as maternity leave, birth leave, parental leave, benefits, protection against discrimination and so on.

You can find more information on the website of the [National Institute for Health and Disability Insurance](#), the website of the [National Employment Office](#), or with your social secretariat. Also consult the [other checklists](#) for more information.



**TIP** Integrate all pregnancy-related measures into your **personnel policy**.

Collect all agreements and arrangements regarding pregnancy and parenthood in an internal work regulations or information folder which is always accessible to all your employees.

- ✓ Inform your employees (including board/management) about your **pregnancy policy**. Inform them, and specifically your female employees, about the results of the risk analysis carried out and the preventive measures taken.

For example, make it a permanent item on the agenda of an internal consultation (e.g. staff meeting) where matters around work-life balance can be discussed. It is also possible to use the organisation's intranet or other online channels, or to incorporate it into the work regulations.

- ✓ **Do not discriminate pregnant workers.**

Pregnancy is a protected ground in the Gender Act of 10 May 2007. This means that pregnant employees cannot be treated unfavourably on account of their pregnancy.

Discrimination in the workplace can take **various forms**, including different treatment, harassment, ineligibility for a promotion, not hiring someone because she is/may become pregnant, dismissing someone because of prolonged absence during maternity leave, and so on. You can conduct prevention campaigns to raise awareness among your workers or to help them discern prejudices and discriminatory behaviour.

More information can be found in the brochure '[Pregnant at work. Guide for Employees and Employers to Discrimination-Free Treatment](#)'.



**TIP** Discuss work-life balance during your induction, assessment or development interviews.



**TIP** Inform your workers and employees (including board/management) about **pregnancy discrimination** and the procedures that have been drawn up in this regard.

You can also address this in your **personnel policy** to enable your employees (including board and management) to identify pregnancy discrimination, for example during job interviews, complaints or when an employee on their team announces her pregnancy.

