



# Milk Stork Benefit: Acceptable Use Policy Template

## How to Use This Template

This template is designed to help your company implement and communicate your Milk Stork benefit policy. Below are key guidelines that ensure fair and responsible use of the benefit.

### Steps to Implement Your Acceptable Use Policy

1. **Customize the policy** below based on the specifics of your Milk Stork benefit offering. Ensure your policy aligns with what is turned on in your Milk Stork Employee Portal and who has access to it.
2. Format it using your company's standard policy template. If you do not have one, simply remove this introduction and add your logo before sharing.
3. Communicate the policy:
  - a. Email employees (ideally during benefit launch or annual open enrollment).
  - b. Post it on your intranet or HR portal.
  - c. Include a link in the Milk Stork Employee Portal Instructions and Benefit Terms sections.
4. Review the policy annually to keep it up to date.

Please reach out to [clientassistance@milkstork.com](mailto:clientassistance@milkstork.com) with any questions.

## Milk Stork Benefit Policy

### Who is Eligible?

Full-time employees and their spouses are eligible for use of Milk Stork benefits while lactating or sourcing breast milk for a dependent child.

## How to Access the Benefit

- Employees can order eligible products through the **Milk Stork Employee Portal at: [INSERT UNIQUE LINK]**
- Only **approved products** listed on the Employee Portal are covered. Purchases outside the portal on Milk Stork's Retail Shop are not eligible for coverage or reimbursement.
- Employees must use their **company email address** for access. Employees on parental leave may use an approved alternative email address.
- Spouses may place orders using the employee's login credentials.

## What's Covered?

**Milk Stork supports parents and caregivers in navigating life and work events while ensuring continued access to breast milk for their babies, including:**

- **Work-related travel** requiring time away from your child.
- **Relocation** impacting breast milk storage or transportation.
- **Breast milk sharing and supply continuity** for children.
- **Personal use** that supports continued breastfeeding while away from your child.

## What's Not Covered?

The benefit **must not** be used for:

- Ordering products not listed in the Employee Portal.
- Reselling or distributing breast milk for commercial use.
- Ordering and using shipping labels for any purpose other than shipping breast milk in coolers provided by Milk Stork.
- Any fraudulent use or claims related to breast milk transportation.

## Ensuring Fair Use

To maintain benefit integrity, the company may review usage patterns to ensure compliance. Misuse of the benefit may result in suspension or termination of access, reimbursement requests, or in some cases, disciplinary action.

## Policy Updates & Support

The policy is effective as of **[insert effective date]** and will be active until otherwise noted.

For questions about your **Milk Stork benefit**, contact **[HR CONTACT NAME at name@email.com]** or visit **[HR PORTAL/INTRANET LINK]**