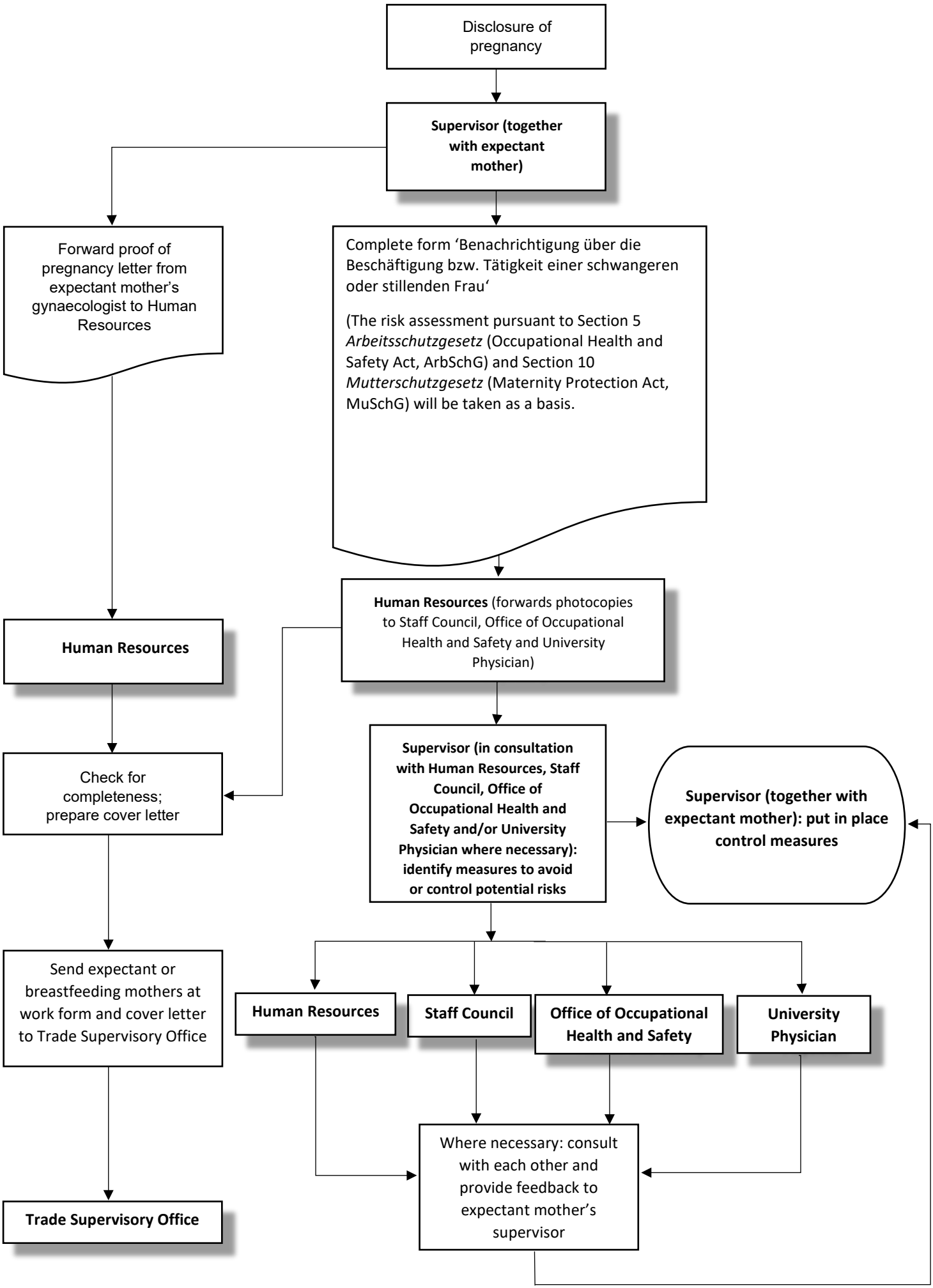
Disclosure of pregnancy
Supervisor (together with expectant mother)
Forward proof of pregnancy letter from expectant mother's gynaecologist to Human Resources
Complete form 'Benachrichtigung über die Beschäftigung bzw. Tätigkeit einer schwangeren oder stillenden Frau'
(The risk assessment pursuant to Section 5 *Arbeitsschutzgesetz* (Occupational Health and Safety Act, ArbSchG) and Section 10 *Mutterschutzgesetz* (Maternity Protection Act, MuSchG) will be taken as a basis.
Human Resources
Human Resources (forwards photocopies to Staff Council, Office of Occupational Health and Safety and University Physician)
Check for completeness; prepare cover letter
Supervisor (in consultation with Human Resources, Staff Council, Office of Occupational Health and Safety and/or University Physician where necessary): identify measures to avoid or control potential risks
Supervisor (together with expectant mother): put in place control measures
Send expectant or breastfeeding mothers at work form and cover letter to Trade Supervisory Office
Human Resources
Staff Council
Office of Occupational Health and Safety
University Physician
Where necessary: consult with each other and provide feedback to expectant mother's supervisor
Trade Supervisory Office