SCENT FREE POLICY

[Organization Name] strives to keep its workplace environment efficient and productive, free of unnecessary distractions and annoyances.

As part of that effort, employees are generally expected to maintain a neat and clean appearance appropriate for the workplace setting and the work being performed.

Recognizing that employees and visitors to our offices may be sensitive or allergic to various fragrant products, [Organization Name] has implemented a scent-free workplace policy.

PURPOSE

The purpose of this policy is to ensure all workplace environments must be sanitary and safe for both employees and visitors. [Organization Name] wants to limit the exposure of workers, volunteers, and customers to scented products.

DEFINITION

According to the Canadian Centre for Occupational Health and Safety, “there is no exact definition for scent-free, fragrance-free or unscented. Products labelled as unscented may actually contain ingredients that are used to mask or hide the smell of other ingredients.”

It is important to remember that some products that claim to be "scent free" may simply have masked the scent with an additional chemical.

Some products that are considered to contain scents:

* shampoo and conditioners
* hairsprays
* deodorants
* colognes and aftershaves
* fragrances and perfumes
* lotions and creams
* potpourri
* industrial and household chemicals
* soaps, detergents, fabric softeners
* cosmetics
* air fresheners and deodorizers
* oils
* candles
* diapers
* some types of garbage bags

SCOPE

This policy applies to all employees, contract workers, and temporary staff of [Organization Name].

POLICY

[Organization Name] expects the following:

* All offices and public spaces used by staff and visitors are free of scented products.
* Personal care products such as cologne, perfume, aftershave lotion, scented lotions, fragranced hair products, and/or similar products are not permitted to be worn in [Organization Name] facilities or vehicles, or only minimally.
* The use of air fresheners and candles is prohibited in [Organization Name] facilities, including company-owned vehicles.
* Cleaning personal workspaces with cleaning products other than those purchased by [Organization Name] is prohibited.
* Employees and staff should observe personal hygiene guidelines such as brushing teeth, using deodorant, bathing daily, washing hands and trimming nails.
* Employees, staff, and visitors are prohibited from smoking within the company premises except in designated areas.
* Employees who are medically required to use products with perceptible odours to others may request a reasonable accommodation from their supervisor, manager, or the human resources (HR) department.

PROCEDURE

* Employees will be informed of the SCENT-FREE POLICY through signs posted throughout properties owned and operated by [Organization Name] including company owned vehicles.
* Visitors will be informed of the SCENT-FREE POLICY by their hosts, the meeting invite, email correspondences, and signs posted throughout properties owned and operated by [Organization Name] including company owned vehicles.
* Any violations of this policy will be handled through the disciplinary action process.