## HYGIENE/SCENT POLICY

[Organization Name] is steadfast in its commitment to the health and safety of all employees and customers. We also require all employees to present themselves in a professional manner when representing the Company. [Organization Name] is aware that an increasing number of people are sensitive to specific chemicals or scents. Thus, all [Organization Name] employees, regardless of position or authority, must adhere to the personal hygiene and scent-free environment policy of the company.

POLICY

[Organization Name] is a professional place of business. Employees who may have in-person contact with customers, whether on our site or when working outside the office are expected to present a professional appearance.

**Hygiene**

Employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

* Maintain personal cleanliness, oral hygiene, and use deodorant / antiperspirant to minimize body odours.
* Clean and trimmed fingernails.
* Wash hands after eating or using the restrooms.

**Scents**

Scented perfumes, colognes and lotions can cause allergic reactions, migraines and respiratory difficulty for some employees or clients. To limit exposure to chemicals or scents, employees are encouraged to do the following:

* Utilize fragrance-free personal care products (perfume, cologne, lotions, scented hair products, etc);
* Avoid the use of scented items (i.e. any type of air fresheners, potpourri, and flowers);
* Before wearing newly dry-cleaned clothing to work, allow it to air out; and
* Utilize the least toxic cleaning products, disinfectants, and paints available on the market and store them in tightly sealed, ventilated areas away from staff and visitors.

Employees exposed to scented materials that are bothering them are requested to immediately remove themselves from the hazardous area and notify their immediate supervisor.

**Handwashing**

All [Organization Name] employees must wash their hands frequently with soap and water for at least 20 seconds, or use a hand sanitizer.

All employees, at a bare minimum, must wash their hands:

* Every start of shift
* Between meeting each client if possible
* Prior to interacting with other employees
* After a restroom visit
* Before and after breaks
* After a sneeze, cough, or nose blow
* When visible dirt is present on the hands
* Before getting off work

Employees are responsible for replenishing or notifying the supervisor when hand washing supplies or hand sanitizer are running low.

**Attire**

We expect that employees will use appropriate judgement when selecting their work attire.

Examples of clothing or representations that are not acceptable, even on casual days, include but are not limited to:

* Ripped or torn clothes;
* Clothing and/or tattoos that contain words or images that are racist, violent and/or clearly inappropriate;
* Dirty or unwashed clothes.

**Compliance**

Departure from appropriate grooming, hygiene and attire standards may result in employee counselling and/or disciplinary action.

Questions pertaining to these guidelines, or the appropriateness of dress and/or hygiene on a given day should be directed to management.

*Some decisions regarding dress code and/or hygiene may have human rights considerations involved. Any such circumstance will be handled on a case by case basis, always with adherence to the applicable Human Rights legislation.*