

# Low Scent

<b>Policy Name</b>	Low Scent
<b>Policy Type</b>	Health and Safety
<b>Policy Number</b>	E-04
<b>Creation Date</b>	April 2017
<b>Revision Date</b>	
<b>Board Policy</b>	1.4.7 Health and Safety

## POLICY

Due to the health concerns arising from exposure to scented products, Catholic Family Services of Peel-Dufferin (CFSPD) has instituted this policy to provide an environment free from scent for all employees and visitors.

All staff, students, volunteers, contractors and clients (individuals) are asked to refrain from using, wearing, and bringing scented products at CFSPD office locations. Compliance with this policy relies on cooperation of all individuals. CFSPD will endeavour to purchase and utilize low scent products when possible.

## PROCEDURE

A. To limit exposure individuals are encouraged to:

- Use non-scented body products (e.g. includes but is not limited to perfume, cologne, lotions and scented hair products).
- Refrain from the use of optional items that give off scents [i.e. air freshener (solid and spray), potpourri and flowers].
- Air-out recently dry-cleaned clothing before wearing to work.
- Use the least toxic cleaning products, disinfectants and paints that are commercially available and store these products in tightly closed, ventilated areas away from staff and visitors.

B. Notifications

- Signage informing staff, clients and visitors of these guidelines will be posted at all office locations.
- Staff, interns, students, volunteers and contractors will be informed of this policy during orientation sessions.

C. Resolution of complaints of exposure:

1. ***What do you do when a co-worker/client brings or is wearing scented product in the workplace and it is causing you problems? (i.e. headache, trouble breathing, nausea, etc.)***

Approach your co-worker/ client in a positive manner and share your concerns about the scented product being in the workplace. Express how the scented products are affecting your health. Cooperation and understanding will be the solution and the problem will be resolved.

2. ***What if I'm approached about the scented product?***

It is okay to feel surprised and taken aback. Listen to your co-worker/client in a non-defensive way. Listen to the problems that the fragrance is causing to their health. Be willing to cooperate and comply with the low scent policy.

3. ***What if approaching a co-worker/client about a scented product in the workplace does not resolve the situation?***

Talk to your supervisor about your concerns. Explain to your supervisor what you have tried to do in an attempt to resolve the issue.

4. ***What will my supervisor do when I complain about the scented product problem?***

Your supervisor will discuss your concerns with the supervisor of the person(s) involved and explain the health concerns that have arisen regarding the scented product. Both supervisors will create a plan of action to resolve the issue.

The supervisors will document and inform all parties of what has been agreed.

5. ***What happens when the individual(s) continue to not comply with the low scent policy and/or the plan of action that was created?***

The supervisor will speak to the individual(s) and direct them to the compliance of this policy and the agreed plan of action. Any violations of this policy will be handled through the standard disciplinary procedure.