



POLICY TITLE: SCENT-FREE WORKPLACE POLICY

POLICY NUMBER: 2024 – 02

VERSION NUMBER: Final

DATE APPROVED:

EFFECTIVE DATE:

Policy Statement:

The purpose of this policy is to ensure a healthy, safe, and comfortable environment for all employees, clients, and visitors. Fragrances and scented products can cause serious health issues for individuals with sensitivities or allergies. This policy aims to minimize exposure to such substances in the workplace.

Policy Scope:

This policy applies to all employees, contractors, visitors, and clients within our workplace premises, including offices, meeting rooms, break rooms, and shared spaces.

Policy:

1. Prohibited Products:

- The use of perfumes, colognes, and other scented personal care products (e.g., body sprays, lotions, hair sprays) is not recommended in the workplace.
- Employees are encouraged to choose unscented or fragrance-free versions of hygiene products such as deodorants, soaps, shampoos, and conditioners.
- The use of air fresheners, scented candles, potpourri, and other fragrance-dispensing devices is prohibited in all work areas.

2. Expectations for Visitors:

- Clients, visitors, and contractors are expected to refrain from wearing strong scents when visiting our premises.
- Signs will be posted at entry points to remind all visitors of our scent-free policy.

3. Responsibilities:

- **Employees** are responsible for adhering to this policy and ensuring their personal products are scent-free.
- **Managers** should ensure compliance with this policy and address any concerns or complaints related to fragrances promptly.



- **Chief Administrative Officer** will provide guidance on implementing this policy and will support employees who experience sensitivities or health issues due to exposure to scents.

4. Accommodation for Health Needs:

- Employees with medically diagnosed sensitivities or conditions related to fragrances should inform their supervisor or the Chief Administrative Officer for appropriate accommodations.
- Management will work with affected individuals to implement reasonable accommodations, such as adjusting workspaces or increasing ventilation.

5. Non-Compliance:

- Non-compliance with this policy will be addressed according to our organization’s disciplinary procedures. Employees may be asked to wash off strong scents or change clothes if necessary.

Effective Date:

This policy is effective as of [Date] and will be reviewed annually to ensure its effectiveness.

Contact:

For more information or if you have any questions about this policy, please contact the Chief Administrative Officer.

Version Log:

Version Number	Amendment Description	Approved By	Approval Date

Annotation for Official Policy Book

This is to certify that the foregoing is a true and accurate copy of the Scent Free Policy for the Rural Community of Fundy Shores, which was adopted by Council at its duly convened meeting held 13th day of the November, 2024.

Linda N. Sullivan Brown
Chief Administrative Officer/Clerk
Rural Community of Fundy Shores

Date