

Scented Products in the Workplace Policy



1. POLICY

- XYZ Co. respects an individual right to choose and use scented products and fragrances. XYZ Co, however, reserves the right to require an employee to stop using a scented product (s) to accommodate another employee's sensitivity to such scented product or fragrance.
- It is expected that employees are expected to be courteous and respectful in their use of scented products and fragrances in the workplace.
- XYZ Co. shall endeavor to ensure that the scented product be only used in places, or, at times when few people will be exposed to the scented product while at the same time endeavor to use only unscented cleaning products.

2. PURPOSE

- The purpose of this policy is to establish a procedure to deal with accommodation issues that may arise when an employee shows adverse symptoms from exposure to scented products in the workplace.

3. SCOPE

- This policy applies to all employees.

4. RESPONSIBILITY

- to ensure that employees fully understand the expectations of the policy by effectively communicating the policy to employees.
- to deal swiftly and appropriately to employees requesting for accommodation following employee complaints about scents and fragrances.
- to employ constructive mediation techniques between employees as disputes surface by encouraging employees to resolve disputes in a co-operatively and civil manner. Supervisors when it is found necessary, give employees directions with respect to the application of the policy.
- The wishes of the complainant shall take precedence if a dispute cannot be resolved co-operatively.
- An employee who uses scented products or fragrances must be sensitive and mindful of fellow employees who are sensitive to those scented products and

fragrances. .

5. DEFINITIONS

None.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Human Rights Code (British Columbia)

Workers Compensation Act (British Columbia)

SPP HR.6.01.BC – Health and Safety Principles

SPP HR.5.04.BC – Workplace Accommodation based on Disability.

7. PROCEDURE

- The issue of scent-related symptoms affecting employees should be brought to the attention of supervisors as soon as possible. Scent-related symptoms are many and include, but are not limited to headaches, dizziness, light-headedness, nausea, fatigue, weakness, insomnia, malaise, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficulty with concentration, skin irritation.
- Supervisors will use their best efforts to eliminate the effect of the scent(s) on employees as follows:
- Make sure as much as possible that the scented products are removed from the employee's work area; or
- Require a fellow worker to stop using a scented product; or
- Find some other means to accommodate the needs of the scent-sensitive employee.

8. ATTACHMENT

None.