

PURPOSE

The purpose of the Scent Free Workplace Policy is to outline the expectations of employees in regard to scents in the workplace that supports the Municipality's commitment to a healthy workplace.

OBJECTIVES

The objective of the Scent Free Workplace Policy is to create a healthy work environment by minimizing the health concerns arising from the exposure to scented products and disagreeable odours.

SCOPE

All employees, and contractors hired by the Municipality, fall within the scope of this policy and must adhere to the policy statements contained within this document.

DEFINITIONS

| Term | Definition |
|---------------------|---------------------------------|
| Scent free/No Scent | Absence of a disagreeable odour |
| Fragrance | Odour emitted from a product |

POLICY STATEMENT

It is the policy of the Municipality of East Hants to provide a scent free work environment in order to accommodate staff who suffer from allergies, migraines or sensitivities to fragrances found in perfumes, hairsprays, deodorants, creams and many other personal products, as well as, cleaning products.

All Municipal employees shall:

1. discontinue the use of scented products such as perfumes, aftershave, hair spray and other such scented products when on Municipal work locations; and,
2. use non-scent cleaning and building products while on Municipal work locations.

Directors and Supervisors are expected to assist in resolving any issues arising out of the use of scented products in the workplace. This may include bringing unresolved issues to the attention of the HR Officer.

GOVERNANCE

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|-------------------------|--|
| Directors & Supervisors | Directors and Supervisors will: <ul style="list-style-type: none"> a. review and address complaints brought to their attention in a timely and appropriate manner; and, b. ensure their staff are aware of the Municipality's scent free workplace policy. |
| Employees | Employees will: <ul style="list-style-type: none"> a. support the contents within this policy; and, b. notify their Supervisor/Director of issues arising from the use of scented products in the workplace. |
| HR Officer | The HR Officer will: <ul style="list-style-type: none"> a. address any issues or complaints brought to his/her attention in an appropriate and timely manner. |
| Policy Owner | The policy owner (see Version Log) is responsible for reviewing the policy on a yearly basis for relevancy and potential updates. |

VERSION LOG

| Version Number | Amendment Description | Amendment/Policy Owner | Approved By | Approval Date |
|----------------|--|----------------------------|-------------|------------------|
| 1 | Approval of Policy | Director of Administration | CAO | January 1, 2004 |
| 2 | Changed from scent reduced to scent free | HR Officer | CAO | December 9, 2013 |