

Operational Policy

Policy Title:	Applies to:		Reference #
Scent Sensitive Workplace	All Employees		005-00 Replaced by 118-HR-15
Approved by:	Dates:		Total # of Pages
Human Resources Department	Effective:	03-Mar-08	3
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Authority:			
People and Organizational Culture			

1.0 Purpose

Reduce the emission of scents in the workplace in an effort to improve air quality in an office or facility environment. Provide guidance to all employees in reducing the use of scented products in the workplace.

2.0 Scope

This policy applies to all employees of the City of Regina, volunteers working on behalf of the City of Regina, and individuals in fee for service contracts with the City of Regina.

3.0 Definitions Scent Sensitive

All employees are to understand that the City of Regina is adopting a scent sensitive policy to help ensure all employees have an environment to work in that does not expose them to overbearing scents.

This is not a scent free workplace policy.

4.0 Policy

The City of Regina recognizes the importance of employee health and wellness and as such, will promote the responsible use of scented products in the workplace. The objective is to allow all employees to exercise their personal preferences in their appearance and presentation while at work, without affecting the health of co-workers through the use of heavily scented personal products. This policy will also be applied where possible to the products used within the corporation to clean and maintain facilities, or that are used to provide services to the public.

5.0 Roles & Responsibilities

Management and Supervisor

- Provide periodic reminders of the *Scent Sensitive Policy* in your workplace to ensure air quality is acceptable to all employees.
- Ensure all new employees to your work area are informed of this policy during their orientation to the workplace.
- Be prepared to provide an unbiased assessment on whether or not the scent that is present does permeate the work area beyond the arms length of the employee wearing the scent.
- Once all necessary steps have been taken and the employee continues to bring forward a claim that scents in the workplace are affecting their health or ability to perform their work. The Manager will consult with a People and Organizational Culture Consultant – Workplace Health and Safety Branch to proceed with requesting a *Medical Verification of Illness* from the affected employee, and determine if there is a need for a possible workplace accommodation.

Employees wearing scented products

- Select and use scented products with the intent that the scented product will not be detected within an arms length distance from their body.
- Ensure that the scented product will not linger or fill the work area with residual scent once you have left that work space.
- Be respectful of fellow workers when approached about your use of scented products in the workplace. When discussing the use of your scented products with a co-worker the discussion is to be respectful. If the issue cannot be resolved through mutual agreement. Advise your immediate supervisor of the situation and ask for assistance in the resolve.

Employees who may experience a reaction to a scent in the workplace

- Discuss your scent sensitive condition with your supervisor and fellow workers before it becomes an issue. This can be done at your orientation to a new work area, or at a staff meeting.
- If you experience a reaction to a scent in the workplace, be respectful but bring your concern to the attention of the co-worker wearing the scented product. If the issue cannot be resolved by mutual agreement. Advise your immediate supervisor of the situation and ask for assistance.

People and Organizational Culture

- Advise all candidates applying for employment of the City of Regina's *Scent Sensitive Policy*.
- Remind candidates who are invited to participate in an employment interview of the City of Regina's *Scent Sensitive Policy*.
- Include in the new employee orientation information package a copy of this policy.

6.0 Guidelines

Along with the responsible use of scented personal hygiene products there are other steps that can be taken to improve air quality in the workplace.

- Use odourless products to clean and freshen up your office.
- Replace scented marking pens with odourless types.
- Ensure that all products that are being stored for re-cycling or to be returned to the vendor for rebate are enclosed in a sealed plastic bag to prevent fumes from migrating into the workplace.
- Eliminate sources of dampness. Over-watering of plants, humidifiers that over humidify and spills of liquids can encourage the growth of mould.
- Do not treat plants in the work area with chemicals.
- Select plants without flowers as their scent can be a source of an allergic reaction.
- Do not block the air vents with books, files or plants. This causes the air flow to be restricted resulting in reduced comfort levels.
- Ensure filing cabinets or other furniture is away from heating and ventilation systems to allow them to function as designed.
- Periodically clean your work station to reduce the amount of dust accumulation.
- To reduce the creation of dust in the workplace, remove, recycle or archive all unnecessary paper from offices and adjacent areas.
- Smokers must minimise the smell of smoke on their clothing that will be hung in the workplace.
- Smoke away from entrances, building intake vents and public walkways into your office or building.
- If you participate in physical activity during the work day, ensure your gym clothes do not contribute to the scents in the workplace.
- Advise business contacts, contracted workers and the visiting public that the City of Regina does appreciate the responsible use of scented products. In an effort to protect our workers you may be asked to refrain from using scented products due to the health concerns of our employee(s).

7.0 Reference Material

Government of Canada, *Cosmetics Regulations* 2007. www.hc-sc.gc.ca/index
Scented Products Education and Information Association of Canada (SPEIAC).
www.cctfa.ca/scented/policy_workplace_scents.html

8.0 Revision History

Date	Description of Change	Approval Required (y/n)
01-Mar-2008	Initial Release.	No
01-May-2014	Review	No
01-Apr-2015	Review	No