

Title:	Scent Aware Workplace Policy	Policy Number: 400-18
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 2013-02-25	
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Review Date:	April 2026	

PURPOSE:

This policy provides guidelines for all staff and volunteers regarding the use and wearing of fragrances, scents, scented products or scented personal products at work.

SCOPE:

This policy applies to all employees, visitors, contractors, and volunteers.

DEFINITIONS:

Scented personal products - includes but not limited to body spray, deodorant, hairspray, lotions, scented soaps or hand sanitizers, and perfume.

Scented products - includes but not limited to incense, scented candles and fragrance diffusers.

POLICY STATEMENT:

The Board provides a healthy work environment to avoid discomfort for those with sensitivities or allergies. Employees, visitors, contractors, and volunteers shall refrain from wearing scented personal products or bringing scented products into the workplace.

Notice will be posted in all work areas and service points asking everyone to be respectful to this issue.

RELATED POLICIES

400-03 Health and Safety Commitment Policy
400-05 Workplace Code of Conduct