

Scent Reduction Policy

Original Implementation Date:	1996	Approved by:	
Date of Last Revision:	April 12, 2012	Approved by:	CAO & Senior Management Team
Effective Date of Last Revision:	May 19, 2016	Approved by:	John Traves Q.C., Acting CAO

1 – Policy Name

Scent Reduction Policy

2 – Purpose

This Policy outlines expectations related to the use of scented products in the workplace.

3 – Objectives

Halifax Regional Municipality (The Municipality) is committed to providing a healthy and safe environment for all employees and visitors and recognizes the potential health concerns of individuals who experience environmental sensitivities related to the use of scented products.

4 – Scope

This Policy applies to all employees and volunteers of Halifax Regional Municipality.

5 – Definitions

In the context of this document:

Fragrance free/ unscented/ odourless means that no scents or fragrances have been added to a product or that a masking agent has been added to hide the scents from other ingredients in the product.

Scents means a distinctive odour often associated with a fragrance or chemical product.

6 – Roles and Responsibilities

Directors/Managers/Supervisors

Directors/Managers/Supervisors are responsible for:

- Informing employees of the expectations under this Policy.

- Ensuring adequate and appropriate placement of scent-free signage throughout the workplace.
- Providing support to individuals reporting physical symptoms related to the use of scented products.
- Working collaboratively to identify possible solutions to scent issues by directly approaching employees wearing or using scented products to discuss concerns.
- Contacting Human Resources Business Partner for further guidance if scent related issues persist.

Employees

Employees are responsible for:

- Being respectful of fellow employees who may experience allergies or sensitivities to scents in the workplace.

7- Policy Regulations

- A. All employees are expected to use products that are fragrance free/ unscented/ odourless or low scent when in the workplace. This includes but is not limited to scents found in perfumes, colognes, hair sprays, deodorants, make up/cosmetics, creams and other personal grooming products as well as air fresheners, essential oils, etc.
- B. Directors, managers and supervisors should make reasonable efforts to ensure the use of low odor office products where possible.
- C. All employees should refrain from using scents in Municipal facilities.
- D. If they are comfortable, employees should approach a person wearing a scent or using a scent to resolve any issues in a professional manner.
- E. Respond to employees positively and professionally, should they approach you about a scent you are wearing or using that may be causing health related symptoms.
- F. When a direct approach to resolving a scent-issue is not possible or has proven ineffective, report the issue to your immediate supervisor and/or manager.

8 – Repeal

Scent Reduction Workplace Initiative

9 – Effective Date

May 19, 2016

10 – Related Policies and Practices

N/A

11 – Policy Review

Review every 2 years

12 – Contact

Human Resources Business Partner

13 – Attachments

Suggested guidelines for dealing with workplace scent sensitivity issues can be found on the Intranet:

https://intranet.halifax.ca/BusinessUnits/HumanResources/Documents/Dealingwithscentsensitivityissuesintheworkplace_updateJan2018.pdf