



Policy #: OHS-002
TITLE: Scent Sensitive
Date issued: June 29, 2009
Date last revised: _____
Authorization: Chief Executive Officer

1.0 OBJECTIVE

Exposure to perfume and other scented products has become a major health problem for many, and may trigger asthma attacks, migraine headaches and severe allergic reactions. The Nova Scotia Human Rights Commission protects people with environmental sensitivities by considering discrimination complaints by persons with chemical sensitivities on the basis that they have a disability.

In an effort to ensure a healthy work environment for all employees, this policy is to reduce/eliminate the use of scented products in the workplace for and by all employees and visitors.

2.0 DEFINITIONS AND ACRONYMS

- 2.1. **Employees** – For the purposes of this policy, “employee” refers to anyone in the employ of ISI, and/or is contracted to work on ISI premises.
- 2.2. **Scent Free** – There have been no fragrances added to the product, or that a masking agent has been added in order to hide the scents from the other ingredients in the product.
- 2.3. **Products** – Includes any and all items that will be used, stored or will temporarily exist in any of our offices or spaces.
- 2.4. **Services** – Such as cleaning, maintenance, renovations, etc., where scented products may be used in any of our offices or spaces.
- 2.5. **Personal** – Such as shampoo and conditioners, hairsprays, deodorants, colognes and aftershaves, fragrances and perfumes, lotions and creams, etc.
- 2.6. **Professional** – Such as cleaners, chemicals, soaps, deodorizers, air fresheners, some types of garbage bags, etc.

3.0 POLICY

- 3.1. All employees are required to consider *scent-free* options when making purchasing decisions for *products* and *services*, *personal* and/or *professional*, in any of our offices or spaces.
- 3.2. All staff and visitors are requested to refrain from wearing perfume, scented aftershave lotions, perfumed hair spray and other scented personal care products.
- 3.3. All employees are responsible for notifying all people they invite to the ISI premises of our Scent-Sensitive Policy.
- 3.4. All supervisors are responsible for promoting a scent-sensitive work environment by ensuring all employees are aware of, understand, and adhere to the Scent-Sensitive Policy.
- 3.5. Failure to comply with any portion of this policy will result in discipline, up to and potentially including termination.



4.0 REVISION HISTORY

Issued: _____

Revised: _____