

# **Scent-Free Workplace Policy**

## SUMMARY

**Casa Foundation For International Development** (the “Business”) is committed to maintaining a safe, healthy, and comfortable work environment for our employees and visitors. Accordingly, and as a result of medical concerns, the Business has instituted a Scent-Free Workplace Policy (the “Policy”) for all employees and visitors.

## SCOPE

The Policy applies to all employees at the Business.

## DEFINITIONS

“Scent”	The smells or odours from ingredients and/or chemicals in a product
“Scented products”	Any product containing a scent, including but not limited to the following: <ul style="list-style-type: none"><li>• shampoo, conditioners, and hairsprays</li><li>• deodorants</li><li>• colognes and aftershaves</li><li>• fragrances and perfumes</li><li>• lotions and creams</li><li>• potpourri</li><li>• industrial and household chemicals</li><li>• soaps</li><li>• cosmetics</li><li>• air fresheners and deodorizers</li><li>• oils</li><li>• candles</li><li>• diapers</li><li>• some types of garbage bags</li><li>• laundry fragrance beads and dryer sheets</li><li>• cleaning products</li></ul>

## POLICY STATEMENT

The use of scented products by employees or visitors is not allowed in the workplace at any time. For greater clarity, such products should also not be brought into the workplace.

## CONTRAVENTIONS OF THE POLICY

Scented products may cause a variety of allergic reactions or health problems, the severity of which can vary greatly. Examples of possible reactions or health problems include but are not limited to the following:

- headaches
- dizziness/light-headedness
- nausea
- fatigue
- weakness
- insomnia
- numbness
- upper respiratory symptoms
- shortness of breath
- skin irritation
- malaise
- confusion
- difficulty with concentration

Accordingly, all employees and visitors present in the workplace are required to cooperate and abide by the Policy.

If an employee or visitor is found to be in contravention of the Policy, depending on the situation, they may be asked to wash or remove the scent with an unscented wipe, change their clothes, or remain in a separate room.

Repeated contraventions of the Policy by employees may lead to disciplinary action.

## **REPORTING CONCERNS**

If you have any concerns that this Policy is being contravened, notify your manager.

In addition, if you are unsure whether a certain product is acceptable in the workplace, speak to your manager.

## **REVIEW OF THE POLICY**

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

**ACKNOWLEDGEMENT & AGREEMENT**

I acknowledge that I have read, understand, and agree to abide by the Scent-Free Policy.

**SIGNATURE:** \_\_\_\_\_  
Employee

**NAME:** \_\_\_\_\_  
Print

**DATE:** \_\_\_\_\_