	Title:	Scent-free Workplace		
	Number:	HR – 004		
	Revision Date:	November 25, 2020	Approved by:	Corporate Leadership Team
	Revision Number:	1	Area:	Corporate
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1.0 Purpose and Scope

- 1.1 The City of Welland acknowledges its responsibility in providing a healthy environment for staff, clients and public. Therefore, the City wishes to limit the exposure of staff, clients and public to chemical substances and asks that all staff refrain from using, wearing, and bringing scented products and materials into the City's properties and buildings.

2.0 Definitions


- 2.1 **Scents** - the smells or odours from colognes and aftershaves, fragrances and perfumes, lotions and creams, shampoo and hair conditioners, hairsprays, deodorants, potpourri, industrial and household chemicals, soaps, cosmetics, air fresheners and deodorizers, oils, candles, some types of garbage bags, building material, upholstery fabrics, carpeting, combustion exhausts, dry-cleaning residue, newsprint and inked papers.
- 2.2 **Fragrance-free/Scent-free** – means that there have been no fragrances added to the cosmetic product, or that a masking agent has been added in order to hide the scents from the other ingredients in the product.

3.0 Background

- 3.1 Fragrances and scented products are everywhere in our society. Scents may cause or exacerbate health problems in some people. The severity of the symptoms can vary. Some people report mild irritation while others have more severe symptoms and must give up many normal activities.

4.0 Policy

- 4.1 City staff shall set the standard by not wearing scented personal care products.
- 4.2 City staff are expected to communicate this policy and provide explanation to other staff, clients or the public who are using scented products or bringing in scented products to the workplace.
- 4.3 Anyone that may be identified as a source of a scent, will be requested to refrain from the use of specific scented products and/or asked to substitute a personal care product with a scent-free product. The individual identified as the source of

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the scent may be sent home (with or without pay depending on the circumstance) to remove the scent prior to re-entering the workplace.


- 4.4 The City of Welland will maintain, as reasonably practicable, scent free buildings and work environments and eliminate the use of products where scent or other properties are known to cause health problems.
- 4.5 Staff with concerns about scents or other odours associated with products used while performing job duties should contact the immediate supervisor or manager to determine if there is an appropriate product substitution available.
- 4.6 Staff with concerns about potential symptoms caused by exposure to fragrances should refer themselves to an appropriate health care practitioner.
- 4.7 Information regarding this policy will be provided to all new employees.
- 4.8 Managers are responsible for ensuring employees comply with this policy. Continued non-compliance of the policy by employees may result in progressive discipline.

5.0 Exceptions to Scent-free Restrictions

- 5.1 Under certain circumstances, The City of Welland may need to make exceptions to this policy in order to effectively maintain or repair work sites and/or buildings, (e.g., painting, varnishing, floor stripping, roofing etc.). In these cases, every attempt will be made to utilize low odour paints and other materials.
- 5.2 To maintain a scent-free environment, any staff who are responsible for purchasing and receiving products must ensure, to the best of their ability, that the product does not emit strong vapours or odours that may affect scent sensitivities. This may be done through evaluation of the Safety Data Sheets (SDSs) or product prior to purchasing.
- 5.3 If there are budgetary implications, facilities staff will advise their Manager or General Manager on the proposed corrective action before proceeding.

6.0 Legislation

- 6.1 Canadian Human Rights Act (R.S.C., 1985, c. H-6)

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Revision History

Date	Description of Change	Initials
November 5, 2020	<ul style="list-style-type: none"> Revision to Scent-Free Workplace 	AD