



Policy # 92 - G

Scented Products in the Workplace

Approved by the Reeve and Clerk
Ratified by the Council of Minden Hills

March 26, 2015

Definitions and Interpretation Rules

1. **“Municipal Buildings”** means any enclosed structure owned by the Corporation of the Township of Minden Hills.
2. **“Scented Product”** means any product designed to impart or mask a scent, including but not limited to perfumes, colognes, aftershaves, lotions and creams.
3. **“Staff”** means any individual employed by the Township of Minden Hills.
4. **“Supervisor”** means a member of the Management team with authority to oversee its own department and its employees.

Purpose

A policy to discourage scented products in the workplace.

General

WHEREAS, the Township of Minden Hills promotes an indoor work environment that supports optimal health and wellbeing for employees and members of the public;

AND WHEREAS, the quality of the indoor work environment may affect human health as scented products can produce health-related symptoms;

AND WHEREAS, members of the public enter municipal buildings on a regular basis and may be sensitive to scents, or may cause sensitivity to an employee;

AND WHEREAS, the Township of Minden Hills has a responsibility to ensure a healthy and safe work environment in accordance with the *Occupational Health and Safety Act*.

Scope

The terms and procedures set out in this Policy shall apply to all municipal buildings

Guiding Principles

NOW THEREFORE the Council of the Corporation of the Township of Minden Hills enacts as follows.

Notices

That signs specifying an area is a scent free environment be posted in visible locations at the entrance of each municipal building.

Employee Violation

1. Employees are to respect scent sensitivities and refrain from using and wearing scented products in the workplace.
2. Complaints of scents are to be addressed in a cordial manner.
3. Continued use of scented products by an employee after a complaint is to be addressed by a Supervisor.

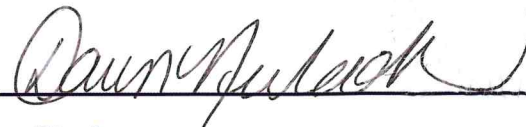
Member of the Public Violation

1. Members of the public entering municipal buildings are to respect scent sensitivities and refrain from using and wearing scented products.
2. Complaints of scents are to be addressed in a cordial manner.
3. Staff is to inform members of the public of the policy and signage posted at the entrances.
4. Staff is authorized to discontinue the dialogue with any member of the public who has used a strong scented product.
5. Staff, with approval from a Supervisor, may ask any member of the public who has used a strong scented product to exit the building.

Adopted by Council this 26th day of March, 2015.



Reeve



Clerk

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Schedule “A”
Scented Products in the Workplace Policy

Signage for Entrances

In buildings where sensitivity to scented products may be an issue, the following sign is to be posted near entrances.

