



## **Scent-Free Workplace Policy**

### **Intent**

Nipissing First Nation has adopted this policy to address health concerns related to the use of scented products at the workplace. Fragrances from personal care products, air fresheners, reed diffusers, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms.

Nipissing First Nation is a scent-free environment and prohibits the use of any scented products at any time, as they may cause adverse physical effects that threaten the ongoing health and safety of our staff, clients, and visitors.

Nipissing First Nation recognizes the hazards caused by exposure to scented products and cleaning chemicals and we have a policy to provide a fragrance-free environment for all employees and visitors to keep a safe and healthy workplace environment. This policy applies to both employees and non-employee visitors of Nipissing First Nation.

In consideration to health needs and concerns of all employees, and to provide a healthy work environment for all employees, we ask for everyone's cooperation in our efforts to accommodate and minimize unnecessary workplace health and safety hazards.

### **Definitions**

**"Scented"** in this policy means the smells or odours from cosmetics such as perfumes, make-ups, shampoos, deodorants, colognes etc, or from other products such as air fresheners, cleaners, detergents, candles, diffusers etc.

**"Fragrance Free or Unscented"** 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 cosmetic.

### **Policies**

1. Nipissing First Nation expects that all offices and spaces used by the staff, their visitors, volunteers and contractors remain free of scented products.
2. Personal care products including but not limited to cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn in the facilities owned and operated by Nipissing First Nation including company owned vehicles.
3. Use of air fresheners, reed diffusers, candles or other scented non-personal care products are prohibited from the facilities owned and operated by Nipissing First Nation including company owned vehicles.

4. Use of cleaning products other than those purchased or supplied by Nipissing First Nation or its departments are prohibited.
5. Vendors, contactors, etc. entering NFN facilities are to be notified in advance that the organization and facility is a scent-free environment. Vendors' products are to be low or no scent.

## **Procedure**

- Employees must abide by this policy and avoid using scented products.
- Visitors and Nipissing First Nation employees will be informed of this policy through signs posted at entrances.
- This policy will be enforced by management, employees and human resources department in the event of a dispute.
- Notices that waxing, shampooing, painting, or spraying will be conducted will be posted one week beforehand so that affected personnel can make arrangements or have their duties modified during that time.
- Staff with known medical conditions or potential allergic reactions to scent or scented products are asked to self-identify and notify their manager/supervisor or Health and Safety Representative.
- Adverse physical reaction must be immediately reported, followed up by submission of Incident Report, and immediate corrective action including investigation, elimination, mitigation of source to take place
- Each building will display appropriate signage to advise staff and all non-staff members the organization is scent free. Approved signage will be posted in all departments.
- This policy will be reviewed from time to time and can be changed because of experience or new knowledge.
- Exemption to this policy are scents resulting as by product of smudge or burning of traditional medicines used in cultural practices
- Any questions pertaining to this policy should be directed to human resources.

*Approved this 1<sup>st</sup> day of December, 2020.*