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Policy Title: Scent Sensitivity

Last Approved: October 2023

BACKGROUND

The Association supports a scent sensitive environment.

APPLICATION

This policy applies to all employees and visitors who are asked to be mindful of the use of strong scented products and materials. This policy applies to the Association offices and events.

POLICY STATEMENT

To limit exposure employees and visitors are encouraged to:

- Use non-scented body products (e.g. perfume, cologne, lotions, scented hair products, etc);
- Refrain from the use of items that give off scents (i.e. any type of air fresheners, flowers, candles, etc);
- Use the least toxic cleaning products, disinfectants and paints that are commercially available and store these products in tightly closed, ventilated areas away from employees and visitors; and
- When the Association is made aware of a person with a scent sensitivity attending the office or event, employees must refrain from using scented products that may cause an allergic or scent sensitivity response.

Process for Requesting Duty to Accommodate:

Scent-related concerns/risks pertaining to an employee's health should be addressed through the Duty to Accommodate process as follows:

The employee must:

- a. Demonstrate there is a disability verified by a medical practitioner; and
- b. Identify the need for accommodation through their Director;

All medical information supplied by the employee will be treated as confidential by the Association. Employee's personal information will only be provided to those necessary in the accommodation.

REFERENCES