

Policy Title: Scent Free Environment

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	March 31, 2022	Effective date:	March 31, 2022
Policy Sponsor:	Vice President Administration and Finance	Date last reviewed:	March 31, 2022
Date of Mandatory Review (expiry date):	March 2027	Date of last revision of Procedures:	March 31, 2022

1. POLICY

CMCC is committed to providing a safe and healthy work and learning environment by eliminating the use of scented products and fragrances, and strongly scented flowers, as these may trigger allergic or other negative reactions.

1. All employees, students and visitors are asked to avoid using scented products and fragrances and displaying strongly scented flowers while at CMCC.
2. CMCC reserves the right to require an employee, student, or visitor to discontinue the use of a particular scented item(s) to protect those with chemical sensitivities.
3. CMCC will endeavor to use only scent free cleaning products, where possible, and where not possible, that the scented product is only used in places or at times when few people will be exposed to the product's scent.

2. PURPOSE

To increase awareness of the potential impact of fragrance(s) on the health, wellbeing, productivity and lifestyle of those affected and to institute a scent free environment for all.

3. SCOPE

All members of the CMCC community, including employees, contractors, students, patients and visitors.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Due to the health concerns arising from exposure to scented items, CMCC has instituted this policy to provide a scent free environment for all employees, students, visitors, contractors and patients. Scented items may contain fragrances that can cause mild to severe reactions in some sensitive individuals.

Potential Sensitivities or Health Hazards

Scented items may adversely affect a person's health, and some or all of the following symptoms may occur:

- Headaches
- Dizziness
- Light-headedness
- Nausea
- Fatigue
- Weakness
- Insomnia
- Upper respiratory symptoms
- Shortness of breath
- Difficulty with concentration
- Skin irritation.
- Confusion
- Malaise

The severity of these symptoms can vary. Some employees may experience mild irritation while others are incapacitated or must give up many activities (such as going to public places) in order to avoid more severe reactions.

5. RELATED POLICIES (not a comprehensive list)

- Health and Safety

6. DEFINITIONS

Concerned Party – an individual with scent/fragrance sensitivity expressing a concern with their environment.

Fragrance – mixture of synthetic or raw ingredients to produce a desired scent.

Fragrance free products – products that are free of fragrances that produce a scent.

Scent – a distinctive smell or odour.

Scent free environment – an environment free of scented items that have, or may have, a detrimental effect upon the health of other persons.

Scent free products – products that produce no detectable smell or odour, but may include odour-masking fragrances.

New Policy Approved (date):	March 7, 2019
Policy Revision History (dates):	March 21, 2022

-----**END OF POLICY**-----

7. PROCEDURES

Management will:

1. Communicate this policy to employees and students, and ensure they understand the expectations arising from the policy.
2. Implement measures to reasonably accommodate those employees and students who are affected by scented products.
3. Respond to employee and student complaints about scents and fragrances and any requests for accommodation in a respectful and considerate manner.
4. Resolve disputes co-operatively, and when necessary giving directions with respect to the application of the policy. In the event a dispute cannot be resolved co-operatively, the wishes of the concerned party shall take precedence.
5. Post notices such that visitors/patients to CMCC will be advised of this policy.

Concerned party will:

1. If comfortable, approach the individual using or having the scented item and respectfully communicate how the fragrance may cause discomfort. Be specific in describing symptom(s) and ask for the other party's understanding and cooperation on the matter.
2. Advise their Manager (for employees) or Student Services (for students) should an accommodation be required.
3. Delay treatment to a patient in the CMCC clinics pending removal of the fragrance should clinicians, interns or students be affected by a patient's use of fragrance.
4. Speak with Human Resources (for employees) or Student Services (for students) if the concern is regarding a personal hygiene issue.

Employees, Students and all Visitors (CMCC community) will:

1. Avoid using personal products containing fragrances which includes, but is not limited to, cosmetics, hair styling products, antiperspirants, deodorants, cologne, hair spray, perfume, aftershave, and body washes.
2. Avoid using products (e.g. air fresheners or potpourris) that give off chemical-based scents in their work area.
3. Avoid having strongly scented flowers in their work area.
4. Support CMCC's commitment in providing a safe and healthy work and learning environment.

The success of this policy will depend on the consideration and full cooperation of the CMCC community. All members share in the responsibility for adhering to and enforcing this policy.

New Procedure Approved (date):	March 7, 2019
Procedure Revision History (dates):	March 21, 2022

8. ATTACHMENTS

None.