



Personal Fragrance Use Policy

As a health-related organization, it is important that we practice good hygiene and consider the health needs of others in our work area. We know that airborne irritants can trigger asthma, allergies, migraines, and other health issues such as multiple chemical sensitivities.

To avoid the possibility of exposing co-workers or visitors to potentially harmful airborne irritants, please refrain from wearing heavily scented or liberally applied lotions, aftershave, hair sprays, or colognes/perfumes.

To use scents or fragrances sparingly consider:

- Applying scents/fragrances at home or outside.
- Using one spray instead of two.
- Spraying perfume in the air and walking through it.
- Using the 2-foot radius rule: can a family member or friend smell your fragrance from more than 2-feet away from you? If yes, you may be using too much fragrance.

Valid Complaints

In order for a complaint to be valid under this policy, there must be a link between a complainant's health condition and an effect on the complainant's ability to work. This policy does not address circumstances in which an employee simply finds a co-worker's fragrance unappealing or unpleasant.

If you have a health condition triggered by a co-worker's fragrance use, you may:

Talk directly to your co-worker who has triggered symptoms. Consider addressing the following points:

- "I've noticed over the past several days that your _____ caused me to _____, which makes it difficult to _____. Would you please consider reducing the amount of fragrance you are using?"
- "I like the smell of your new fragrance, but unfortunately, it triggers my _____, which makes it difficult to _____. Would you please consider reducing the amount of fragrance you are using?"

If you are not comfortable approaching your co-worker, you may talk to your manager about your concerns. If you tried the above and nothing changed, you may also speak to your manager. Your manager will:

- Talk to the manager of the employee wearing the fragrance. Both managers will agree upon a plan of action to address the issue. This plan must include a timeline for talking to the fragrance-wearing employee and time for remediation. The complainant will receive feedback and follow-up within one week of making the original



complaint. It is optional to remain anonymous to the fragrance-wearing employee and their manager.

If a co-worker approaches you regarding your fragrance use, please do not take it personally. Remediation may include, but is not limited to:

- **Using the tips above for applying scents or fragrances sparingly.**
- **Modifying the environment to allow for both parties to perform essential functions.**

When there is no resolution

If there is no resolution, or if either employee feels their issues are not being addressed, then the issue will be taken to the section manager for action. At this point, the employees, managers and the section manager will meet to discuss all possible options. After this has happened, if the health concerns are not clear, and the need for accommodation is not obvious, the section manager may request a letter from the complainant's health care provider further explaining the health risks and issues of exposure to fragrances.

Policy Efficacy Review

The goal of the policy is to maintain a healthful and productive work environment for all employees. The worksite policy group will review this policy annually. We will obtain feedback from employees on how well this policy is being implemented.

Implementation

- Education will take place in staff meetings describing how to implement this policy.
- There will be a one-month grace period after the ratification of this policy. This grace period will provide time for discussions and modifications of personal fragrance use.

Policy ratified: _____