



ARCHDIOCESE OF REGINA

Policy Name:	Scented Products in the Workplace	Number:	S4-28
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
References:	<i>Saskatchewan Employment Act Chapter S-15-1</i>	Date Revised:	

Policy Statement: The use of scented products and fragrances by an individual is a matter of personal choice. However, the Archdiocese reserves the right to require an employee to discontinue the use of a particular scented product or products in order to accommodate another employee's sensitivity to such products.

Responsibility: Supervisors are responsible for:

- (a) Communicating this policy to employees and ensuring employees understand the expectations arising from it;
- (b) Responding to employee complaints about scents and fragrances and to employee requests for accommodation
- (c) Mediating disputes between employees as they arise, encouraging employees to resolve disputes cooperatively, and when necessary to resolve a dispute, giving employees directions with respect to the application of the policy. In the event a dispute cannot be resolved cooperatively, the wishes of the complainant shall take precedence.

Each employee is expected to be sensitive to the concerns and needs of fellow employees with respect to the employee's use of scented products and fragrances.

Procedure:

- a) Employees are expected to minimize their use of and to be courteous and respectful in their use of scented products and fragrances while attending at the workplace.
- b) The Archdiocese of Regina shall endeavor to use only unscented cleaning products, where possible, and when not possible, to use scented products only in places or at times when few people will be exposed to the products' scents.
- c) Employees suffering from scent-related symptoms should bring the issue to the attention of their immediate supervisors. Scent-related symptoms may include, but are not limited to headaches, dizziness, lightheadedness, nausea, fatigue, weakness, insomnia, malice, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficulty with concentration, and skin irritation.

- d) Supervisors will attempt to alleviate the effect of the scent(s) on the employee, either by removing the scented product(s) from the employee's work area, requiring a fellow employee to cease using a scented product, or by implementing some other solution to accommodate the needs of the scent-sensitive employee.