

CDBA-NB Inc. Policy and Procedure			
Chapter:	General	PP No.	G 3.1
Section:	Health and Safety	Issued:	Feb 2015
Subject:	SCENTED PRODUCTS IN THE WORKPLACE	Effective:	Jan 2015
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	
Approved by:	CDBA-NB Inc. Board of Directors	Issued:	

1. POLICY

- 1.01 The use of scented products and fragrances by an individual is a matter of personal choice; however, CDBA-NB Inc. reserves the right to require an employee/Board Member to discontinue the use of a particular scented product or products in order to accommodate other’s sensitivity to such products.
- 1.02 Employees and Board Members are expected to minimize their use of and to be courteous and respectful in their use of scented products and fragrances.
- 1.03 CDBA-NB Inc. shall endeavor to use only unscented cleaning products, where possible, and where not possible, to use the scented product only in places or at times when few people will be exposed to the product’s scent.

2. PURPOSE

- 2.01 The purpose of this policy is to establish a procedure to deal with accommodation issues that may arise when an Employee/Board Member shows adverse symptoms from exposure to scented products in the workplace.

3. SCOPE

- 3.01 This policy applies to all Employees and Board Members.

4. RESPONSIBILITY

- 4.01 The Executive Director is responsible for:
 - (a) Communicating this policy to Employees/Board Members and ensuring that Employees/Board Members understand the expectations arising from the policy.
 - (b) Responding to the Employee/Board Members complaints about scents and fragrances to Employees/Board Members requests for accommodation;

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Issue to:	All Manual Holders	Page:	2 of 3
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(c) Mediating disputes between Employees/Board Members, as they arise, encouraging employees to resolve disputes co-operatively, 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 co-operatively, the wishes of the complainant shall take precedence.

4.02 Each Employee/Board Member is expected to be sensitive to the concerns and needs of fellow Employee/Board Members/Consumers with respect to the use of scented products and fragrances.

5. DEFINITIONS

None.

6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Human Rights Act of New Brunswick

7. PROCEDURE

7.01 Employees/Board Members/Consumers suffering from scent-related symptoms should bring the issue to the attention of the Executive Director. Scent related symptoms may include, but are not limited to headaches, dizziness, lightheadedness, nausea, fatigue, weakness, insomnia, malaise, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficult with concentration, skin irritation.

7.02 The Executive Director will attempt to alleviate the effect of the scent(s) on others, either by removing the scented product(s) from the work area, or requiring a fellow employee to cease using scented product.

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Subject:	SCENTED PRODUCTS IN THE WORKPLACE	Effective:	Jan 2015
Issue to:	All Manual Holders	Page:	3 of 3
		Replaces:	
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8. ATTACHEMENTS
None.