

 <p><b>Policies &amp; Procedures Manual</b></p>	<b># Pages:</b> <b>Page 1 of 3</b>	<b>Policy Number:</b> <b>WS-01-15</b>
	<b>Approved by:</b> <b>President's Council</b>	
<b>Section:</b> <b>WORKPLACE SAFETY AND HEALTH</b>	<b>Effective Date:</b> <b>January 13, 2020</b>	
<b>Title:</b> <b>SCENT-FREE FACILITY</b>	<b>Replaces:</b> <b>New</b>	

## POLICY STATEMENT

The University College of the North (UCN) recognizes the potential health concerns of employees, students and visitors arising from exposure to scented products. Employees, students and visitors are required to refrain from using scented products throughout all UCN owned and operated buildings.

## PURPOSE OF POLICY

Due to health concerns arising from exposure to scented products, UCN is committed to providing a scent-free environment to all employees, students and visitors. Scented products are defined as any product that produces a scent strong enough to be perceptible by others, including but not limited to cologne, aftershave lotion, perfume, perfumed hand lotion, fragranced hair products, scented oils, scented candles, laundry scent boosters and/or similar products.

Products that are required to effectively maintain or repair work sites and/or buildings, (e.g. building cleaning supplies, painting, varnishing, floor stripping, etc.) are beyond the scope of this policy. In these cases, reasonable efforts will be made to utilize substitute or alternate low odour cleaning supplies and other materials.

As provided in legislation, exceptions to this policy would include traditional spiritual, cultural and/or ceremonial practices including smudging or the burning of ceremonial medicines such as sweet grass, sage, cedar, and tobacco.

## PROCEDURES

If employees/students believe they are experiencing health concerns from a scented product in the workplace, they should:

- Self-assess to ascertain what might be contributing to their health concerns, consulting a medical practitioner if necessary.
- If they feel comfortable doing so, approach the individual who is the source of the scented product and request that they refrain from using scented products, or reduce its use,
- Bring scent sensitivity concerns forward to their Supervisor/Student Counsellor in a timely manner.
- Advise their Supervisor/Student Counsellor of the situation, or contact another level of management up to and including senior management or Human Resources/Office of the Dean of Students, if for any reason they are unable to

- discuss the problem with their immediate Supervisor/Student Counsellor.
- Consult with the Workplace Safety and Health Manager or the Workplace Safety and Health Committee.
- Cooperate in resolving situations involving use of scented products.

#### Supervisors/Deans

- Assess and identify reasonable solutions to employee/student concerns in a timely manner.
- Document the concerns brought forward by the employee(s)/student(s) and the steps being taken to resolve the issue.
- Implement and monitor solutions in a timely manner.
- Consult with UCN's Workplace Safety and Health Manager or representative and Human Resources/Office of the Dean of Students as required.

### **ASSESSMENT**

When approached by an employee/student regarding use of scented products in the workplace, the Supervisor/Student Counsellor must obtain sufficient information in order to find a reasonable solution. This will normally include:

- Discussing the nature of the concern with the affected employee(s)/student(s).
- Assessing the workplace to gather information about the scented product that has been identified as a health concern.
- Approaching the employee(s)/student(s) or parties identified as the source of a scented product to bring the matter to their attention and identify potential options for resolution.
- Consulting with the Workplace Safety and Health Manager or Committee and Human Resources/Office of the Dean of Students as required.

### **RESOLUTION AND IMPLEMENTATION**

The Supervisor/Dean will explore reasonable potential solutions to the concern that has been raised. Normally first consideration will be given to the least disruptive reasonable solution. Solutions may include one or more of the following:

- Making staff/students aware about the health concerns resulting from the use of scented products in the workplace.
- Reaching an agreement (verbally or in writing) with the employee/student who is the source of the scented product, to refrain from or to modify the use of the scented product(s).
- Displaying appropriate information and signage to notify employees, students and visitors that they are in a scent free workplace.
- Communicating the policy to employees, students and visitors as necessary.
- Identifying potential tools and equipment (e.g. air filters) to mitigate the risk of scented products causing health concerns in the workplace.
- Providing direction (in writing) to the employee/student who is the source of the scented product, to refrain from or to modify the use of the product(s) to a minimum level.
- Should there be a serious health concern requiring accommodation or a more comprehensive workplace intervention, the employee/student may be required to provide additional information from a duly qualified medical practitioner to Human Resources/Office of the Dean of Students.

A solution is not necessarily a one-time provision as it may reflect a continuum of measures, and changes to an employee/student's medical condition or working/learning conditions can trigger the need for new solutions.

Failure to comply with management direction to refrain from or modify the use of a scented product may be subject to progressive discipline up to and including termination/expulsion.

Related Policy:

CA-01-02 Smudging

AC-01-27 Student Discipline