

Sample Fragrance-free Policy

A fragrance-free environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms. [EMPLOYER] will work with building management to ensure that products used to clean the workplace are fragrance-free and follow best practices to limit employee exposure to cleaning chemicals. [EMPLOYER] recognizes the hazards caused by exposure to scented products and cleaning chemicals and we have a policy to provide a fragrance-free environment for all employees and visitors to keep a safe and healthy workplace environment. This policy applies to both employees and non-employee visitors of [EMPLOYER].

Policies

1. [EMPLOYER] expects that all offices and spaces used by the staff and their visitors remain free of scented products.
2. Personal care products such as cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn in the facilities owned and operated by [EMPLOYER] including company owned vehicles.
3. Use of air fresheners and candles are prohibited from the facilities owned and operated by [EMPLOYER] including company owned vehicles.
4. Use of cleaning products other than those purchased by the [EMPLOYER or BUILDING MANAGEMENT] are prohibited for cleaning personal workspaces.

Procedure

1. Employees will be informed of the [EMPLOYER] Fragrance-free Policy through signs posted throughout properties owned and operated by [EMPLOYER] including company-owned vehicles.
2. Visitors will be informed of the [EMPLOYER] Fragrance-free Policy by their hosts, the meeting invite, email correspondences and signs posted throughout the properties owned and operated by [EMPLOYER].

Sample Email Signature for guests: *"This is a fragrance-free workplace. Thank you for not wearing any of the following during your visit: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, and/or similar products. Our chemically-sensitive co-workers and clients thank you."*

3. Any violations of this policy will be handled through the standard disciplinary procedure.

[INSERT SIGNATURE]

SIGNATURE CEO or PRESIDENT

[INSERT DATE]

DATE

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