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| Policy Name: | Scent Reduced Workplace Policy | | |
| Policy No: | 5.9 | Approval Authority: | Board of Governors |
| Volume: | 5. Office of Human Resources | Responsible Executive: | Vice President, Finance & Administration |
| Chapter: | 9. Scent Reduced Workplace | Responsible Office: | Human Resources |
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Policy Statement

Medical evidence shows that scented products may be harmful to those with allergies, environmental sensitivities or chronic heart or lung disease. In support of NSCAD’s commitment to the provision of a healthy and safe environment for faculty, students, employees, and visitors, NSCAD will implement and maintain a scent reduction policy. As well, wherever possible, NSCAD will purchase or use reduced or non-scented products. Staff is expected to communicate this commitment to the attention of the individuals who are using scented products. This should be done in a cordial and respectful manner.

Reason for Policy

This policy is designed to eliminate the presence of personal or commercial scented products which may adversely affect faculty, students, employees and visitors. Success of this policy will depend upon the thoughtfulness, consideration and co-operation of all involved. Faculty, students and employees will have a responsibility to follow and maintain it.

Policy Applies to

This Policy applies to all faculty, students, employees and contractors/vendors while they are engaged in university activities, at all times when on the university premises.

Who Should Read this Policy

- All members of the university community
- Any individuals with management or supervisory responsibilities
- All regular staff and faculty members
- Students
- Contractors/Vendors

Contacts

- Department of Facilities Management
- Human Resources Department
- Office of Student Experience
- Office of Academic Affairs & Research
- Office of Finance & Administration

Definitions

n/a

The Policy

1. Faculty, employees and students demonstrate consideration for others by using unscented personal care products, including but not limited to refraining from use of perfumes, colognes, and heavily scented aftershave lotions, hairspray, and deodorant.
2. Faculty, employees and students shall inform supervisors of any sensitivities or allergies they may have to particular products present in the workplace.
3. Faculty, managers, technicians and supervisors will inform employees/students in the area of a particular concern brought forward by a member of the NSCAD community, while maintaining strict confidentiality.
4. Faculty, managers, technicians and supervisors will speak with affected employees whenever a particular concern is raised.
5. Faculty, managers, technicians and supervisors will ask the employee or students concerned to use scent-free products.
6. Where the use of scented products is indicated for medical or other legitimate reasons, the supervisor of the area will seek to accommodate the employees or students concerned.
7. Wherever possible, low-odour products will be used in renovation and maintenance work.
8. Faculty, managers, technicians, and supervisors will be consulted prior to renovations and maintenance work in their areas concerning possible impacts of products to be used in planned work. Material Safety Data sheets (MSDS) will be referenced, and recommended controls will be implemented.
9. Where low-odour products are not available or for other reasons cannot be substituted in renovation and maintenance activity, and potentially affected employees are present in the work area, administrative controls, including scheduling of maintenance and temporary relocation of employee or students will be considered and implemented as required.
10. Office products that have odours (e.g., photocopier cartridges) are to be tightly sealed and properly stored.
11. Air vents should remain unobstructed by books, files, plants or other objects. Inadequate ventilation and air exchange can also contribute to increased exposure to fumes and odours, and decrease indoor air quality.

Forms and Tools

n/a

Scent Reduced Workplace Policy: <https://navigator.nscad.ca/wordpress/wp-content/uploads/2018/12/5.9-Scent-Reduced-Workplace-Policy-3.pdf>