

Scent-Free Workplace Policy

Intent

Leads shall provide a scent-free workplace for all employees, students, contractors, volunteers and visitors. Leads has adopted this policy to address health concerns related to the use of scented products.

Scope

This policy applies to all Leads employees, students, contractors, volunteers and visitors.

This Policy Will:

1. Outline potential health hazards associated with scented products;
2. Identify scented products that are prohibited by this policy;
3. Determine procedures for cooperation with the scent-free policy.

Guidelines

Multiple Chemical Sensitivity (MCS) is a condition triggered by exposure to chemicals in the environment. Some triggers linked to MCS include:

- Cologne;
- Perfumes;
- Scented body sprays;
- Hair spray;
- Lotions;
- Scented powder;
- Cleaning and laundry supplies;
- Second-hand tobacco smoke;
- Potpourri, new carpets; and
- Many other scented products

Scented products may adversely affect a person's health, and some or all of the following symptoms may occur:

- Headaches
- Asthma
- Increased sensitivity to odours
- Bloating or other intestinal problems
- Flu-like symptoms
- Dizziness
- Light-headedness
- Nausea
- Fatigue
- Weakness
- Insomnia
- Malaise
- Confusion
- Loss of appetite
- Depression
- Anxiety
- Numbness
- Short and Long term memory loss
- Upper respiratory symptoms
- Shortness of breath
- Difficulty with concentration
- Persistent skin rashes and sores
- Skin irritation
- Ear, nose and throat problems

Allergic and asthmatic individuals, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.

The severity of these symptoms can vary. Some people report mild irritation while others are incapacitated and/or must give up many 'normal' activities in order to avoid exposure, such as going to public places.

Procedure

To accommodate individuals with MCS symptoms and to improve indoor air quality, individuals are to refrain from wearing chemical-based scented products at the Leads head office and satellite offices.

Information is posted for visitors and Leads employees in high-visibility areas and on the website. Leads will work collaboratively with individuals to address concerns and support compliance with this policy.