

Scent & Allergy Policy

Purpose / Intent

Although scented products are often enjoyed, their overuse can be detrimental to the health and workplace enjoyment of many people. The Alma Mater Society (AMS) is not a scent-free environment; however, we do ask that you avoid the use of strong perfumes and heavily scented products while at work.

In addition, many employees have certain allergies that we must be mindful of. This policy outlines the AMS's approach to accommodating for employee allergies to ensure the workplace is safe for everyone.

We ask for everyone's cooperation in our efforts to accommodate employee health concerns and minimize unnecessary workplace discomfort.

Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

Policy

1. Scent

The AMS requires employees to limit the level of perfumes, colognes and other scented products such as air fresheners. It may be difficult to gauge the level of scent you may be wearing as it is common to become desensitized. Please exercise restraint when using scented products such as colognes, perfumes and body lotions. Wherever possible, we encourage our staff and visitors to use unscented or fragrance-free products.

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

- Headaches
- Dizziness
- Light-headedness
- Nausea
- Fatigue

- Weakness
- Insomnia
- Malaise
- Confusion
- Loss of appetite
- Depression
- Anxiety
- Numbness
- Upper respiratory symptoms
- Shortness of breath
- Difficulty with concentration
- Skin irritation

In addition, employees are expected to maintain personal hygiene. This includes using deodorant / anti-perspirant to minimize body odors and maintain oral hygiene (brushing teeth).

2. Allergy

Employees have a right to feel safe when at work. As a result, employees with food allergies are encouraged to report them. In cases where an existing allergy is reported, fellow employees are asked to refrain from bringing those substances into the workplace.

Monitoring

Monitoring for compliance with this policy will be carried out by...

Responsibility and/or contact person	HR Office
Approved by	Board of Directors
Date initially approved	January 31, 2023
Date last revised	January 31, 2023
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	N/A
Policies superseded by this policy	N/A