

Scent Reduction Workplace Initiative

Original Implementation Date	1996	Approved by	
Date of Last Revision	April 12, 2012	Approved by	CAO & Senior Management Team
Date of Last Revision	May 19, 2016	Approved by	John Traves Q.C., Acting CAO
Effective Date of Last Revision	May 19, 2016	Approved by	

1 - Business Practice Name

Scent Reduction Workplace Initiative

2 - Purpose

Halifax Regional Municipality is committed to the provision of a healthy and safe environment for all employees and visitors and recognizes the potential health concerns of individuals who experience environmental sensitivities.

3 - Scope

This applies to all HRM employees.

4 - Procedures

Employees are expected to be respectful of fellow employees who may experience allergies or sensitivities to fragrances found in perfumes, hair sprays, deodorants, creams and other personal grooming products.

All employees are encouraged to:

1. Choose personal care products that are low-scent or scent-neutral when in the workplace.
2. Use low-scent or non-scented cleaning products at HRM locations.

Managers and supervisors are expected to review individual circumstances and provide direct assistance in resolving issues arising out of the use of scents in the workplace.

5 - Related Policies and Practices

Suggested guidelines for dealing with workplace scent sensitivity issues can be found on the HRM Intranet under Health & Wellness (“Be Scent-Aware”):

<http://intranet.halifax.ca/BusinessUnits/HumanResources/HealthWellnessScentNeutralWorkplace.html>

<http://intranet.halifax.ca/BusinessUnits/HumanResources/HealthWellnessScentFreeDealingWithIssues.html>

6 - Contact

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