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Fragrance/Scent-Safe Workplace Policy

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Revised:

OBJECTIVE

Manheim Township strives to maintain a workplace environment that is conducive to efficiency and productivity and free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance in the workplace as well as a clean and professional workspace that is appropriate for the workplace setting and for the work that is being performed. Recognizing that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant/scent products, Manheim Township is a Fragrance/Scent-safe workplace.

The objective of this policy is to develop a broad awareness of the potential hazards of wearing or using scented products around individuals who may be sensitive.

POLICY

To ensure that Manheim Township is a fragrance/scent-safe workplace, employees are prohibited from bringing onto the premises natural or artificial scents that could be distracting or irritating to others. Scented personal products such as fragrances, colognes, lotions, and powders that are perceptible to others shall not be worn by employees. The use of air fresheners, plug-ins, incense, and candles is prohibited in facilities and vehicles owned and operated by the Township.

Employees required by medical necessity to use products that contain odors perceptible to others may request a reasonable accommodation from their Supervisor, Manager, or the Human Resources (HR) Department. Any employee with a concern about scents or odors should contact a manager or the HR Department.

PROCEDURE

1. Staff, including volunteers, who experience discomfort, an adverse allergic or medical reaction to a fragrance shall bring this issue to the attention of their supervisor. The supervisor will then be responsible for initiating an investigation.
2. The Supervisor will, as soon as practicable, contact the individual sponisible for the fragrance/scent and address the issue with him/her.
3. If the situation is unresolvable and a change in work location cannot be supported, the exposed employee shall complete an Incident Report. The incident report is to be submitted to the Human Resources Department for further investigation and to initiate corrective action.
4. If an employee, including a volunteer, chooses not to correct his/her conduct, appropriate action shall take place up to and including termination of employment.