

 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	HR-10	Board of Directors
	Policy Name	Approval Date
	Scent-free Workplace Policy	January 12, 2018
	Responsible	Scheduled Review
	Executive Director	January 2019

Purpose

A fragrance-free environment supports the maintenance of a safe and healthy workplace. Artificial scents from personal care products, air fresheners, candles, and chemical cleaners are reported to adversely affect the health of some individuals. Some of the symptoms of exposure to these scented products can include headaches, dizziness, lightheadedness, nausea, fatigue, weakness, insomnia, numbness, upper respiratory issues, shortness of breath, skin irritation, malaise, confusion, and difficulty concentrating.¹

The students' union recognizes the hazards of these scented products and cleaning chemicals, and so the purpose of this policy is to provide a fragrance-free environment for all workers and visitors so as to protect the health and safety of our colleagues and the public.

Scope

This policy applies to all workers (including student executives and volunteers), board members, and visitors accessing Capilano Students' Union workspaces (including the desk at the Members Centre).

Principles

- 1. We provide our team with scent-free workspaces.** We expect that all offices and spaces used by staff, student executives, board members, and volunteers remain free of scented products. We do not use air fresheners or scented candles, at any time, in our spaces.
- 2. We use discretion with personal care products.** We expect that scented personal care products are not to be used or worn in facilities operated by the Capilano Students' Union. (Scented personal care products can include shampoos and conditioners, hair sprays, deodorants, colognes and aftershaves, fragrances and perfumes, lotions and creams, potpourri, soaps, cosmetics.²)
- 3. We only use approved cleaning products.** We expect that only cleaning products that are approved for purchase by Capilano University or the Capilano Students' Union are used for cleaning personal workspaces; the use of any other cleaners is prohibited.
- 4. We hold ourselves accountable.** Violations of this policy by employees may be subject to disciplinary action, up to and including dismissal. Student executives, board members, and committee members, and volunteers who violate this policy may be subject to such disciplinary action as the board may determine.

Delegation

The board delegates the administration of this policy, and the authority to create code of conduct procedures and programs to support and advance this policy, to the executive director.

¹ *Fact Sheet: Scent-free Policy for the Workplace*, Canadian Centre for Occupational Health and Safety (November 24, 2017).

² *Ibid.*

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Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

Related Laws, Policies, and Procedures

[Workers Compensation Act, RSBC 1996, c. 492](#)

Endorsement

[original signed]
Christopher Girodat
Executive Director

[original signed]
Perry Safari
President