

	Policy No.	Approval Authority
	HR-10	Board of Directors
	Policy Name	Approval Date
	Scent-Reduced Office	August 9, 2024
	Responsible	Scheduled Review
	Executive Director	2 years

Purpose

The purpose of this policy is to recognize that chemical and artificial scents used in personal care products, air fresheners, and chemical cleaners can cause adverse health effects for workers, and to provide a scent-reduced workplace.

Scope

This policy applies to all workers (including student executives) and visitors accessing on-site Capilano Students' Union workspaces (including at CSU Member Services). This policy does not apply to the use of scented products at workers' home workstations.

Definitions

In this policy:

"scented product(s)" means artificially or chemically scented products including cleaning products, space fragrance products such as air fresheners or candles, and personal care products such as shampoos and conditioners, hair sprays, deodorants, colognes and aftershaves, fragrances and perfumes, lotions and creams, potpourri, soaps, or cosmetics.

Principles

1. **Scent-Reduced Offices:** The Capilano Students' Union is committed to providing scent-reduced shared working spaces for workers, and to educate workers and visitors on how to support and keep safe our scent-sensitive colleagues.
2. **Personal Responsibility:** We expect that workers use restraint and discretion in the use of scented products in shared working spaces.
3. **Open Communication:** Where workers regularly work in close proximity to one another, we encourage open communication about the use of scented products to proactively address any concerns around scent sensitivity. Where a worker is too uncomfortable to discuss a concern directly with a coworker, the worker is expected to engage their supervisor or the executive director for support.
4. **Cleaning Products:** Only cleaning products that have been reviewed and approved for purchase by Capilano University or the Capilano Students' Union are

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used for cleaning shared working spaces. Where the use of a strongly-scented cleaning product is required for occupational safety and health purposes, as much notice as is reasonably possible must be provided to workers, and we will provide reasonable accommodations for workers who are scent-sensitive.

5. **Accountability:** We understand that conversations about scent sensitivity and the use of scented products can be deeply personal, so the Capilano Students' Union takes an educational approach to non-compliance, with intentional or repeated violations being addressed under the [board ethics and conduct policy](#) (BD-01) or the [standard of conduct policy](#) (HR-08).

Delegation

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

Review and Monitoring

The executive committee monitors compliance with this policy through annual monitoring reports from the executive director and provides an annual report on organizational compliance to the board of directors.

The executive director must bring this policy to the joint health and safety committee every two years for consultation. The executive committee reviews the joint committee's feedback and recommendations and the executive director's responses and recommends necessary policy updates to the board.

Related Laws, Policies, and Procedures

- [Workers Compensation Act](#) (British Columbia)
- [Health and Safety Policy](#) (HR-01)