



<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<i>ADMINISTRATIVE PROCEDURE</i> <b>Scent Awareness</b>	<i>ADMINISTRATIVE PROCEDURE</i> <i>NUMBER</i> <b>812</b>
<i>Directional Policy</i> <b>Healthy Schools and Workplaces - 800</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Scent Awareness

**DATE APPROVED:** February, 2019

**PROJECTED REVIEW DATE:** 2024

**DIRECTIONAL POLICY ALIGNMENT:**

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy by ensuring employees understand the requirements and expectations with respect to scents and scent sensitivities in the workplace.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Scent Awareness Administrative Procedure supports our Vision of achieving Excellence in Catholic Education by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:



## Strategic Priorities 2017-2020

### Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

### Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

The Peterborough Victoria Northumberland Clarington Catholic District School Board is committed to the health and wellbeing of students and staff. The Board's Scent Awareness Administrative Procedure is in place to ensure employees are aware of the potential impact of scents in the workplace and how to address situations where a scent sensitivity exists.

## Background

All employees are entitled to a safe and welcoming workplace. As such, the Scent Awareness Administrative Procedure provides guidance on how to deal with a scent concern in the workplace.

Exposure to scents/fragrances which can be found in products such as personal care products, cleaning products, perfume/cologne and essential oils, can create significant health problems for individuals who live with a scent sensitivity. For these individuals, exposure to scents can result in significant health problems such as asthma attacks, migraine headaches, severe allergic reactions, inability to concentrate, loss of consciousness, or seizures.

## Process for Addressing and Responding to Scent Issues

1. If an employee has a scent sensitivity, they should endeavor to address a concern by speaking to the individual(s) who is/are scented. The employee will address the individual who is scented in a cordial and respectful manner. The employee should inform the individual who is scented of what the effects are on

their health and how it is impacting them at work. The employee should ask the individual who is scented to refrain from wearing scents in the workplace.

2. If the employee is not comfortable addressing his/her concern with the individual(s) who is/are scented, they must immediately inform their own supervisor of the concern. The supervisor of the employee with the concern will meet with the employee to understand concerns, the impact the scent issue is having on their health, and discuss next steps. The supervisor of the employee or designate will address the individual who is scented in a cordial and respectful manner. The supervisor should inform the individual who is scented of what the effects are on the affected employee's health and how it is impacting them at work. The supervisor should ask the individual who is scented to refrain from wearing scents in the workplace.
3. Should the above not prove effective, the supervisor will create a scent safe workplace plan for the employee. This could include reinforcing the need to refrain from wearing scents at work at a staff meeting, a memo to appropriate stakeholders regarding scents, and/or addressing individuals who are known to wear scented products in the employee's workplace.
4. The supervisor will also offer the option of posting the Board's 'Scent Free Area' poster in offices or classrooms the affected employee is known to occupy.
5. The employee and the supervisor will continue to have dialogue regarding the employee's health and the effectiveness of the plan. Should the employee's health continue to be affected by scents in the workplace, the matter may be referred to the Board's Wellness Coordinator. The Board's Wellness Coordinator will then address the issue through the Board's [Workplace Accommodation Administrative Procedure 503](#).

## **RESPONSIBILITIES:**

### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Healthy Schools and Workplaces Directional Policy.
- Reviewing the Scent Awareness Administrative Procedure as part of its regular policy and procedures review cycle.

### **The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

**Superintendents are responsible for:**

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

**Principals, Vice-Principals, Managers and Supervisors are responsible for:**

- Ensuring staff and students who they supervise are aware of the requirements under this Administrative Procedure.
- Listening and documenting an employee's concerns with respect to a scent concern.
- Ensuring that students and staff members in the workplace are aware of and comply with this procedure.
- Discussing the issue of scents in the workplace with staff and/or students in an open dialogue with the focus being on education of the impact of scents on some individuals.
- Implementing the scent safe workplace plan as necessary.

**Staff are responsible for:**

- Attempting to address any concerns with respect to scents if they feel comfortable doing so.
- Advising their supervisor of their sensitivity to scents and collaborating in potential resolves.
- Refraining from wearing scented products in a workplace where a scent sensitivity has been identified.
- Participating in the development of a workplace accommodation plan when required.

**PROGRESS INDICATORS:**

Students and staff remain healthy and ready for learning and work.

**DEFINITIONS:**

**Scent/fragrance** - a chemical or additive that creates an aroma or odour. These are found in a wide range of products including perfume, essential oils, aftershave, deodorant, soap, air fresheners, fabric softeners, laundry detergents, facial tissues, candles and maintenance products.

**Scent-free product** - a product labelled unscented, scent-free or fragrance-free by the manufacturer.

**REFERENCES:**

[PVNC Catholic District School Board Vision, Mission and Strategic Priorities](#)  
[Workplace Accommodation Administrative Procedure 503](#)