



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No.: DOC 1.3.42	Subject: FRAGRANCE-FREE WORKPLACE
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 3: Human Resources	Effective Date: Nov 17, 2010
Signature: /s/ Mike Batista, Director	Revised: 06/01/2015

I. POLICY

The Department of Corrections recognizes that employees and visitors to our workplace may have sensitivity to or allergic reactions from various fragrant products and therefore encourages employees to refrain from wearing or using scented products while on duty.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

None

IV. DEPARTMENT DIRECTIVES

A. Limited Use of Fragrant Products

1. Fragrant personal products (perfumes, colognes, lotions, powders, and other scented products) are to be worn sparingly by employees.
2. If a scent offends or disturbs an employee, customer, or vendor, management will order the employee to cease using the scent.
3. Other fragrance products (scented air diffusers, potpourri, scented candles, sprays/deodorizers and other similar items) are prohibited.

B. Reasonable Accommodation

1. Employees should contact the Office of Human Resources if a reasonable accommodation is required for bona fide health reasons regarding their reaction to scented products used by coworkers or to scent(s) emitted as a result of business processes.

V. CLOSING

Provisions of this policy not required by statute will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Office of Human Resources.

VI. REFERENCES

None

Policy No. DOC 1.3.42	Chapter 1: Administration and Management	Page 2 of 2
Subject: FRAGRANCE-FREE WORKPLACE		

VII. ATTACHMENTS

None