



**DEPARTMENT OF CORRECTIONS  
MONTANA WOMEN'S PRISON  
OPERATIONAL PROCEDURE**

Procedure No. MWP 1.3.42	Subject: <b>FRAGRANCE FREE WORKPLACE</b>
Reference: DOC Policy No. 1.3.42	Page 1 of 1
Effective Date: August 19, 2020	
Signature: /s/ Jennie Hansen, Warden	

**I. PURPOSE**

The Montana Women's Prison recognizes that staff, visitors and inmates in our facility may have sensitivity to or allergic reactions from various fragrant products and therefore encourages all to refrain from wearing or using scented products while in the facility.

**II. DEFINITIONS**

None

**III. PROCEDURES**

**A. Limited Use of Fragrant Products**

1. Fragrant personal products (perfumes, colognes, lotions, powders, and other scented products) are to be worn sparingly by staff, visitors and volunteers.
2. If a scent offends or disturbs a staff, visitor, or inmate, management will order the person 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.

**IV. CLOSING**

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

**V. ATTACHMENT**

None