



## POLICY DIRECTIVE

Policy:	<b>DOC 1.3.42 FRAGRANCE-FREE WORKPLACE</b>
Effective Date:	11/17/2010 <span style="float: right;">Page 1 of 1</span>
Revision Date(s):	06/01/2015; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

### I. POLICY

The Department recognizes that employees and visitors to our workplace may have sensitivity to or allergic reactions to 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. REQUIREMENTS

#### 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 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

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 about this policy should be directed to Human Resources.