

INNISFIL PUBLIC LIBRARY



SUBJECT: EMPLOYMENT – SCENT-FREE POLICY

Policy No: E-2014-13

Date: May 20, 2014

Review Date: May 2017

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PURPOSE

The purpose of this policy is to provide guidelines for all staff and volunteers with respect to the wearing of fragrances, scents, or scented personal products at work.

POLICY

General

The Innisfil Public Library Board wishes to reinforce its commitment to the well-being of its staff, volunteers, and customers, while at work and/or within all library facilities.

Application

All staff and volunteers.

Guidelines

In the interest of a healthy work environment and to reduce discomfort for staff, volunteers, or customers with sensitivities or allergies, the Library Board supports a scent-free workplace by asking staff and volunteers to refrain from wearing fragrances, scents, or scented products at work.

The policy is communicated at the time of employment or engagement, through signs posted in work areas and through supervisors and managers verbally informing their staff and volunteers.

The Library Board cannot ensure that public areas will be scent-free and is not asking customers to comply with this policy, although signs may be posted asking the public to be sensitive to this issue.

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Related Policies:

Health & Safety Policy

Approved by the Innisfil Public Library Board, May 20, 2014
Motion Number: 2014.38

Supersedes Policy #E-2011-02, approved February 22, 2011, Motion #2011.13 &
Policy #2008-02, approved January 21, 2008, Motion #2008.04 &
Policy #2004-03, approved March 8, 2004, Motion #2004.24.