

Baystate Health

Fragrance Free Policy

I. POLICY:

Baystate Health strives to maintain a workplace environment that is conducive to efficiency and productivity and free from unnecessary distractions. As part of that effort, Baystate Health generally requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Recognizing that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant products, Baystate Health's goal is to be a fragrance-free workplace.

II. PURPOSE:

Recognizing that patients, employees, volunteers, medical staff and visitors to our facilities may have sensitivity and/or allergic reactions to various fragrant products, personal fragrant products (fragrances, perfumes, colognes, lotions, powders and other similar products) are not to be worn. Chemicals used for cleaning or maintaining our facilities, agents used in patient care and personal and personnel hygiene will emit the lowest fragrance as available for use

III. SCOPE:

All Baystate Health Employees, Physicians, Volunteers, Residents, Students and Temporary Staff. Employees who put on their Baystate Health issued identification badge, are officially "in uniform"; professionally dressed and/or wearing their role-specific uniform.

IV. PROCEDURE:

To ensure that Baystate Health is a fragrance-free workplace, employees are prohibited from bringing onto the premises natural or artificial scents that could be distracting to others. Scented personal products (such as fragrances, perfumes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri and similar items) are also not permitted in the workplace. Scented products for building maintenance hygiene or patient care will be kept to a minimum and replaced with fragrance free alternatives when they become acceptable and available.

V. ACCOUNTABILITIES:

- Each employee is accountable for understanding and abiding by the expectations of maintaining a fragrance free work environment.
- Managers are accountable for ensuring that employees meet the standards for this policy.
- Employees who present for duty out of compliance with this policy may be asked to leave the work area until they are compliant with the above outlined standards. Repeated offenses of these standards will result in corrective action up to and including termination of employment.
- Purchasing services will oversee the selection and approval of products for patient care and employee hygiene that may contain scents and provide advice in the

Effective: October 4, 2019

selection process, aiming for fragrance free alternatives that are acceptable whenever possible.

- Building maintenance and repair product purchases will include scent as criteria for exclusion, whenever feasible.
- Certain individual aromatherapy therapy oil products may be utilized as part of a homeopathic medical treatment plan.