

Kaiser Permanente

Fragrance-free Workplace Policy

To help promote a healthier and more enjoyable work place, the management team and space committee have put together a department policy regarding the use of fragrant products.

Please read the following..

If you have any questions or concerns regarding this document please feel free to contact myself or [XXXX].

Fragrance-free Workplace Policy

STATEMENT OF POLICY

We recognize that exposure to strong scents and fragrances in the environment can cause discomfort, as well as directly impact the health of some individuals. Since we hope to support a healthful environment for employees, physicians, and visitors, it is the intent of Quality and

Operations Support to strive for a fragrance-controlled workplace. Therefore, for the comfort and health of all, use of scents and fragrant products by QOS employees, other than minimally scented personal care products, is strongly discouraged.

APPLIES TO:

- All employees

DEFINITIONS:

- Fragrances are any product which produces a scent, strong enough to be perceptible by others, including but not limited to colognes, perfumes, after shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

PROCEDURE:

- Fragrances and scented products that are perceptible by others, in addition to the user, are not to be worn in the department.
- Any employee with concerns about scents or other odors associated with products used while performing job duties should contact his/her manager.
- Any employee with concerns about potential symptoms caused by exposure to fragrances should contact his/her manager.

RESPONSIBILITY:

- Department heads and managers/supervisors are responsible for encouraging staff to comply with this policy.
- It is the responsibility of all employees for supporting this policy.