

 <b>Confederation</b> COLLEGE <b>COLLEGE PRACTICE</b>	Number: 4-4-18	# of Pages: 2
	Originator:	Human Resources Services
	Approved By:	Senior Team
	Replaces:	November 23, 2010
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<b>FRAGRANCE FREE COLLEGE</b>		

## 1 PURPOSE

The College recognizes that exposure to products containing fragrances can trigger serious health reactions in individuals with asthma, allergies, migraines, or chemical sensitivities.

Further to the College's *Health and Safety Policy, Human Rights Policy and Accessibility and Accommodation Policy*, the following guidelines, are intended to reduce the use of products containing added fragrances, in support of a safe and healthy learning and teaching environment.

## 2 DEFINITIONS

"Fragrance-free" in the context of these guidelines refers to measures taken to reduce the use of products containing fragrances.

"Unscented" products, in contrast to "scent -free" products, may contain fragrances used as masking agents.

"Scented products" have naturally occurring scents (like motor fuel, cooking odours) that cannot be masked or eliminated and are not included in this practice.

"Unscented products" cannot be detected and are not included in this practice.

## 3 IMPLEMENTATION

3.1 Individual members of the College community will avoid the use of the following products:

- perfume, cologne, or aftershave;
- personal care products containing fragrance, such as soaps, hand lotions, deodorants, hair products, body powders, sprays and lotions, makeup, shaving cream, sunscreen; and
- laundry products containing fragrance, such as fabric softeners and laundry detergents.

3.2 Individual members of the College community will refrain from introducing the following products into College facilities:

- air fresheners, room deodorizers, potpourri;
- candles containing fragrances; and
- personal care products containing fragrances.

3.3 Managers of College facilities responsible for renovations and construction will provide building occupants with advanced notice (including schedules) of renovation, construction or other activities that may generate nuisance odours (e.g. paint, glue, etc.).

3.4 Notwithstanding the foregoing, should an individual require accommodations for a disability related to the exposures to fragrances, or other nuisance odours, his or her Manager, Dean or Director will

make appropriate arrangements for accommodations, further to the College's *Human Rights Policy 4-2-2* and *Accessibility and Accommodation Policy 4-4-16*.

3.5 Notices will be posted in public areas stating that the College is a fragrance-free community. The notice will include a contact number for inquiries or concerns. The notice will be:

*Confederation College is a fragrance-free environment.  
Please do not use products containing fragrance while in our buildings.*

3.6 These guidelines apply to all members of the College, including:

- employees;
- students;
- volunteers;
- patrons, clients, customers and lessees;
- visitors; and
- contractors.

3.7 All employment advertisements for the College will state that each facility is fragrance-free.

3.8 All rental and lease agreements will state that each facility is fragrance-free.

3.9 All service contracts will state that each facility is fragrance-free.

#### **4 EDUCATION**

The College will provide information on the website related to the health effects of fragrances and resources to assist staff, students and visitors to be fragrance free.