**Workplace Fragrance-Free Policy\***

**Background**

Chemicals in fragrances are associated with a variety of adverse health effects. These health effects include asthma, allergies, sinus problems, skin rashes, and headaches.

In order to promote the health and comfort of \_ organization name \_ staff and visitors, organization name \_ has established the following Fragrance-Free Policy.

**Policy**

\_\_Organization name \_ requires that offices and other spaces used by employees remain free of scented products. Therefore:

\_Organization name\_\_ will work with building management/facilities to ensure that products used to clean and maintain the building are fragrance-free and that employee exposure to cleaning chemicals is limited. Use of cleaning products other than those approved and purchased by \_ organization name or building management\_ is prohibited.

\_Organization name \_ staff and visitors are required to refrain from wearing or using any scented products while on the premises. These include, but are not limited to, perfume, cologne, body sprays, aftershave, scented lotion, scented hair products, scented deodorants, and similar products.

Use of air fresheners, plug-ins, and candles is prohibited in the facilities and vehicles owned and operated by \_ organization name \_.

\_ Organization name \_ staff should inform visitors of this policy. Sample language to send to visitors: “Our workplace has a fragrance-free policy. Please do not wear or use any of the following during your visit to our facilities: perfume, cologne, body sprays, aftershave, scented lotion, scented hair products, scented deodorants, and similar products. Thank you.”

Violations of this Fragrance-Free Policy by employees will be handled through standard disciplinary procedures.

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**Employer Signature Date**

**Questions?** Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions regarding this policy.

\*Customize as needed.