

SCENT FREE ENVIRONMENT

PURPOSE

This policy provides guidelines for staff and volunteers regarding the use and wearing of fragrances, scents, scented products, or scented personal products at work.

Due to health concerns arising from exposure to scented products, West Perth Public Library endeavors to eliminate or minimize as much as possible the use of products and fragrances whose scent or other properties are known to trigger allergic or other hazardous reactions.

Although the Library cannot ensure that public areas will be scent-free, it will endeavour to educate the public about the potential impact on the health of certain people (including staff members) through exposure to scents

DEFINITIONS

Scented personal products – includes but is not limited to body spray, deodorant, hairspray, lotions, scented soaps or hand sanitizers, and perfume.

Scented products – includes but not limited to incense, scented candles, and fragrance diffusers.

Smudging – a First Nation, Metis, and Inuit cultural tradition, which involves the burning of any of the Sacred Medicines.

Sacred Medicines – Cedar, sage, sweetgrass, and tobacco, used in First Nations' ceremonies. They have a historical and cultural value to the spirit, physical & emotional well-being of Indigenous peoples in North America.

RESPONSIBILITY

Employees & Volunteers

1. Employees and volunteers will avoid the use of synthetic fragrances as much as possible when scheduled to work at the library.
2. If an employee or volunteer reports to work wearing an overtly synthetic fragrance, they may be asked to make every reasonable attempt to remove the scent or fragrance.
3. Employees and volunteers with scent sensitivities will advise the CEO of their particular sensitivity to ensure that proper precautions and accommodations are made to reduce the likelihood of exposure.
4. Whenever possible, the source of a synthetic fragrance used in the workplace will be removed. If the source cannot be removed, an affected employee may have to be accommodated.
5. When a product cannot be removed, or an employee refuses to remove it, the CEO may follow up with the employee or volunteer to advise of this policy.

Library Users

1. When Library staff become aware that a Library user is wearing an overtly synthetic fragrance while in the Library, the employee may direct their attention to the Scent Free signage and advise them of the policy. Library users will not be asked to leave the library except in extreme or extenuating circumstances.

COMMUNICATION

1. Signage informing staff and visitors of this policy will be posted at all entrances and other designated areas.
2. This policy will be posted on the Library website.
3. Community partners and individuals renting space at the Library will be informed of this policy prior to their use of the space.

SCENTS RELATED TO CULTURAL OBSERVANCES

The Library respects and supports Indigenous cultural and spiritual practices and acknowledges that smudging, the use of tobacco, and other Sacred Medicines are integral to the traditions of First Nations, Metis, and Inuit peoples. These practices are permitted within public spaces and workplaces in accordance with the Province of Ontario's *Smoke-Free Ontario Act*. As such, smudging, the use of tobacco, and other Sacred Medicines are allowed in the Library.

The Library also recognizes that some individuals may be sensitive or allergic to smoke, and is committed to maintaining a clean and healthy air environment. To balance these considerations, Library staff and CEO must be notified in advance of any cultural observances that would cause scents, including smudging or Sacred Medicine use.

The Library is dedicated to fostering a spirit of cooperation, mutual respect, and understanding while honouring both the cultural practices and the need for a healthy environment.

RELATED DOCUMENTS:

West Perth Public Library Policy OP-05: *Code of Conduct*.

West Perth Public Library Policy OP-11: *Health & Safety*.

Government of Ontario. *Smoke-Free Ontario Act, 2017, S.O. 2017, c.26, Sched. 3, s. 19 (1)*.

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