

**Policy Number: Administrative 2004-01**  
**Coverage: Scent Free Policy**

**Notice of Intent:** 2004 / 12 / 06

Y M D

**Effective Date:** 2004 / 12 / 07

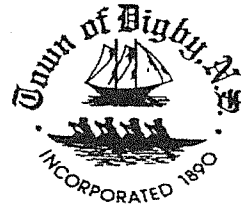
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**Council Approval:** 2005 / 01 / 04

Y M D

*Linda Truscott*

Clerk



## **SCENT FREE POLICY**

### **Policy**

Due to health concerns arising from exposure to scented products, the Town of Digby wishes to provide a scent free environment for all employees and visitors of the Town Hall.

#### ***1.0 Specific Objectives***

- 1.1 All Employees are encouraged to:
  - (a) discontinue use of scented products such as perfumes, aftershave, hair spray and other such products when at the Town Hall.
  - (b) use low-scent or non-scent cleaning and building products.
- 1.2 Employees are expected to be respectful of fellow employees and to govern themselves accordingly.
- 1.3 Supervisors are expected to assist in resolving any issue rising out of scents in the workplace.

*Where there is any conflict between the policies adopted by the Town of Digby and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the provincial or federal government, collective agreements or the provincial or federal statute shall supersede such other policies.*

**2.0 Responsibilities**

2.1 The Council (or its designated committee) will:

- a. review, amend, and adopt changes in the town *Scent Free Policy*

2.2 The Town Clerk (or designate) will:

- a. ensure the implementation of the *Scent Free Policy*
- b. recommend changes to the *Scent Free Policy* where considered appropriate
- c. consider employee suggestions submitted under the program
- d. monitor the effectiveness of the *Scent Free Policy*