

**Procedures:**

Employees, students, and visitors will be informed of the policy (BP 7320) through normal communication methods (e.g. website, memorandums, etc.). Any complaints or violations of this policy will be addressed as follows:

1. Meeting and discussing the policy with those involved in an effort to ensure awareness and identify fragrance specifics.
2. Requesting that the person make an effort to remove the fragrance.
3. Initiating the interactive process along with HR staff, in accordance with ADAAA (when applicable). This process may lead to physician certification(s) requests and/or a variety of reasonable accommodation options to assist in resolving the issue.

Given that chemically sensitive individuals may react to different products with widely varying degrees of severity, it is very difficult to ensure a consistently comfortable and accommodating work environment under every conceivable set of circumstances. Even so, IVC wants to minimize, to the extent possible, barriers and difficulties experienced in the workplace by employees, students, and visitors who have chemical / fragrance sensitivities. IVC also requests that all offices and spaces used by the staff and their visitors remain free of chemical-based scented products.

## Additional Informational links:

Accommodation and Compliance Series: Employees with Fragrance Sensitivity. Job Accommodation Network. <http://askjan.org/media/downloads/FragranceA&CSeries.pdf>

Pollution & Air Quality. The Lung Association. [http://www.lung.ca/protect-protegez/pollution-pollution/indoor-interieur/scents-parfums\\_e.php](http://www.lung.ca/protect-protegez/pollution-pollution/indoor-interieur/scents-parfums_e.php)

See BP 7320

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