

City of Richmond

Administrative Manual

SUBJECT: Fragrances in the Workplace

SECTION: Human Resources Management

POLICY NUMBER: AP 306

INITIAL DATE PREPARED: March 27, 2009

I. Purpose

The City of Richmond is dedicated to ensuring that its employees and members of the public are able to provide and receive City services. The City recognizes that exposure to strong scents and fragrances in the workplace may impact the health of certain individuals who have sensitivity to strong scents and fragrances and deny them access to City services.

II. Policy

- A. Out of respect to those individuals that may have sensitivity to strong scents and fragrances, it is the desire of the City to minimize the barriers and difficulties experienced in the work place by both employees and members of the public who have chemical and/or fragrance sensitivities. Therefore, for the comfort and health of all, the City discourages employees from wearing heavy scents and fragrance products, other than minimally scented personal care products.
- B. Fragrances are defined as any product which produces a scent strong enough to be perceived by others including but not limited to colognes, perfumes, after-shave products, lotions, powders, and hair care products.

III. Procedure

Any employee with concerns about the effects of scents or other odors while performing job duties should contact ~~Robyn Kain~~, City of Richmond Risk Manager.