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| Category: Operations | Responsible Owner: VP - Operations | Effective Date: September 12, 2019 |
| Policy/Form Number: 9.3 | Final Approval Body: Board of Governors | Policy/Form Name: Scents on Campus |

A: POLICY

Columbia College encourages all members of the College community to avoid the use of scented items while on campus.

B: PURPOSE/COMMITMENT

Columbia College is committed to the health, safety and well-being of the College community (employees, students, visitors, contractors and members of the public who are present on College grounds and facilities and who participate in College sponsored activities). It is recognized that the presence of scented items may negatively affect certain individuals.

C: SCOPE

This policy applies to all members of the College community who are present in the interior of the Main and North campuses of Columbia College or on exterior College property of the Main campus.

D: PROCEDURES

1. The College community will be informed of this policy through signs posted in buildings, in the Employee Handbook, at Student and Staff Orientation sessions, and on the Student Portal.
2. College community members who have a sensitivity or allergy to scents are encouraged to inform their supervisor and work with their supervisor to develop and implement a workable solution which could include the posting of information around their desk, e.g. *Please do not wear scented products during my office hours*. Members should seek further direction from the Manager of Human Resources if scent-related problems persists.

E: REGULATIONS

Accommodation will be made for those with scent-related allergies and sensitivities and whose health is at risk. Personal scent preferences will not be accommodated.

Links to Other Related Policies, Documents and Websites

Canadian Centre for Occupational Health and Safety - Scent Free Policy for the Workplace

https://www.ccohs.ca/oshanswers/chemicals/iaq_intro.html

Langara College <https://langara.ca/campus-facilities/security/pdf/scent-free-guideline-november-2013.pdf>

KPU <https://www.kpu.ca/hr/ohs/scent-awareness>

Simon Fraser University – Scents in the Workplace <http://www.sfu.ca/srs/ehs/air-quality/scents-workplace.html>

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

- APPROVALS:

IF APPLICABLE:

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| Chair, OHSEC Robin Hemmingsen | Date: |
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APPROVAL FOR ALL POLICIES:

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| Responsible Owner: Brenda Louie <i>B Louie</i> | Date: <i>Sept. 13-2019</i> |
| Principal or Designate: Robin Hemmingsen <i>R Hemmingsen</i> | Date: <i>Sept. 16, 2019</i> |
| Chair, Board of Directors: Michael Metcalf <i>M Metcalf</i> | Date: <i>Sept 13/2019</i> |

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| Proposed Review Date: | Dates(s) revised: | Replaces Policy/Form Number: |
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