**Sample Fragrance Free Workplace**

This sample Fragrance-Free Workplace Policy prohibits employees from wearing or bringing into the workplace natural or artificial scents, including perfumes, colognes, lotions, scented candles, potpourri and similar items, that are perceptible to others. The policy is intended to protect individuals with sensitivities or allergies to fragrances and products that emit scents. It provides that employees with a medical necessity for lotions or skin creams that emit odors or scents may request a reasonable accommodation.

## Objective

[Company Name] strives to maintain a workplace environment that is conducive to efficiency and productivity and free from unnecessary distractions and annoyances. As part of that effort, the company generally requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Recognizing that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant products, [Company Name] is a fragrance-free workplace.

## Procedures

To ensure that [Company Name] is a fragrance-free workplace, employees are prohibited from bringing onto the premises natural or artificial scents that could be distracting or annoying to others. Personal fragrant products (fragrances, colognes, lotions, powders and other similar products) that are perceptible to others should not be worn by employees. Other fragrant products (scented candles, potpourri and similar items) are also not permitted in the workplace.

Employees required by medical necessity to use medicinal lotions or skin creams that contain odors perceptible to others may request a reasonable accommodation from their supervisor, manager or the human resource (HR) department.

Any employee with a concern about scents or odors should contact his or her manager or the HR department.