
MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-55

SUBJECT: **Scent-Free Workplace Policy**

SECTION: Personnel

APPLIES TO: All Regular Employees

EFFECTIVE: June 19, 2019

55.1 **INTENT**

The Municipality of Sioux Lookout has adopted this policy to address health concerns related to the use of scented products within the workplace. The Municipality of Sioux Lookout is a scent-free environment and prohibits the use of any scented products at any time, in any of the Municipal owned office and public buildings, as they may cause adverse physical effects that threaten the ongoing health and safety of our staff, visitors and the public at large.

We ask for everyone's cooperation in our efforts to accommodate employee health concerns, and minimize unnecessary workplace health and safety hazards.

55.2 **POLICY**

The Municipality of Sioux Lookout is committed to eliminating scented products from the workplace, and requires the cooperation of all employees and visitors to accomplish this. The Municipality of Sioux Lookout urges employees to be considerate of their co workers and visitors and refrain from using or wearing scented products while at work or prior to coming to work.

The following scented products are prohibited from use on the Municipality of Sioux Lookout properties (this list is not exhaustive):

- Shampoo, conditioners and hairspray;
- Cologne, aftershave, perfume, and other fragrances;
- Lotions, creams;
- Industrial and household chemicals;
- Air fresheners, incense and deodorizers;
- Oils, including essential oils and roll-ons;
- Scented garbage bags; and
- Recreational cannabis products that may give off a strong scent, including unburnt dried cannabis, oils, pipes, and other paraphernalia.

55.3 **COMPLIANCE AND ENFORCEMENT**

- Employees must abide by this policy and avoid using scented products from the prohibited products list.
- Visitors and the Municipal employees will be informed of this policy through signs posted at the entrances and elevators and stairwell's, or by their host.
- This policy will be enforced by management employees and Human Resources in the event of a dispute.
- Violation of this policy will be addressed through Municipal Policy 3-13 *Progressive*

Disciplinary Action. Other corrective actions such as counseling, treatment or training may also be prescribed as a result of a violation of this policy.

55.4 **ACKNOWLEDGEMENT AND AGREEMENT**

I, (employee name), acknowledge that I have read and understand the Municipality of Sioux Lookouts' Scent-Free Workplace Policy. Further, I agree to adhere to this policy and if I am in a supervisory role, I will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face corrective action up to and including termination of employment.

Name:

Signature:

Date:

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NO. 55-19

**BEING A BY-LAW TO AMEND BY-LAW NO. 50-05,
BEING A BY-LAW TO ADOPT PERSONNEL POLICIES FOR
THE MUNICIPALITY OF SIOUX LOOKOUT**

WHEREAS The Council of The Corporation of the Municipality of Sioux Lookout passed By-law No. 50-05, Being a By-law to Adopt Personnel Policies for the Municipality of Sioux Lookout on November 16, 2005; and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable to further amend By-law No. 50-05, as amended;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1. THAT Personnel Policy No. 3-55, Scent-Free Workplace be adopted; and
2. THAT this By-law shall come into force and take effect on the date of its Third Reading and final passing

READ A FIRST, SECOND AND THIRD TIME THIS NINETEENTH DAY OF JUNE, 2019.



Doug Lawrance, Mayor



Brian P. MacKinnon, Municipal Clerk