



<b>SUBJECT:</b> Fragrances	<b>EFFECTIVE:</b> Jan. 15, 2008 <b>REVIEWED:</b> May 2011 <b>REVISED:</b>
<b>CATEGORY:</b> 200 <b>POLICY NUMBER:</b> 200.22	<b>CROSS REFERENCE:</b>

**Purpose**

To reduce potential health impacts on co-workers.

**Definitions**

**Strong Fragrances:** These are fragrances easily detected to the average person. This could include cologne, perfume, scented lotion, aftershave, etc. Exceptions are made for prescription medications, such as ointments that have a strong odor.

**Scope**

Applies to all city employees.

**Policy**

Wearing strong fragrances while on the job or in city facilities is not allowed.

**Responsibilities**

**Supervisors:**

- Monitor the workplace.
- Take corrective action should there be any violation of this policy.

**Employees:**

- Comply with this policy
- Bring any potential violations of this policy to the attention of their supervisor or the human resources director.