



# TOLEDO FIRE & RESCUE DEPARTMENT



## AD-15 Scent Free Workplace

### AD Manual

**Date Revised: 09/03/2024**

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### Purpose

Recognizing that employees and visitors to our office may have sensitivity or allergic reactions to various fragrance products, the Toledo Fire and Rescue Department - Administration Building is a fragrance-free workplace. The purpose of this policy is to limit the exposure of employees and visitors to fragrances and to ensure a safe, scent free workplace environment for all. This policy applies to all employees in Support Services of the Toledo Fire and Rescue Administration Building.

### Policy/Procedure:

In considering the health needs and concerns of those sensitive and non-sensitive employees alike, employees are prohibited from using or wearing scented personal products such as fragrances, perfumes, colognes, lotions and soaps. Other scented products such as candles, potpourri, air fresheners 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 assigned Employee Relations Specialist in the Department of Human Resources.

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**Disciplinary Action:** Violation of this policy may result in discipline in accordance with the applicable collective bargaining agreement and/or Section 2101 of the Toledo Municipal Code.

**Responsibility:** Department leadership is responsible for observing, following, and enforcing compliance with this policy. The Toledo Fire and Rescue Department- Support Services and Department of Human Resources are responsible for enforcing this policy.

**Effective Date:** This policy shall take effect immediately upon signature and be enforced thirty (30)

days following the date of issuance.

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