**Fragrance Free Workplace Policy**

**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.

**Policy**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 irritating to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri and similar items) are also not permitted in the workplace.

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

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