

Date Approved : October 22, 1998

Date of Last Revision: August 13, 2002

Approved by : Board of Directors

Date of Last Review: July 10, 2003

SUBJECT: NO SCENTS, NO PETS POLICY

Approved by: Management Team

SEOCHC wishes to ensure that its facilities are accessible to employees, volunteers, clients and members of the general public who have environmental or animal sensitivities, by establishing a "no scents" and a "no pets" policy. It is acknowledged that a growing segment of the population experiences a variety of adverse reactions to environmental agents or pet allergens at levels well below those that are deemed to affect average persons. This Centre is committed to minimizing the impact of such sensitivities, by taking deliberate steps to reduce the number of agents in premises under our control.

The following steps will be undertaken:

- ◆ No animals will be permitted access to the Centre; signage shall be posted announcing the "No Pets" policy.
- ◆ All persons seeking access to the Centre's premises (staff, volunteers, collateral contacts, clients, members of the public, guests, etc...) shall be discouraged from wearing perfume, after-shave, scented personal toiletries and cosmetics, hair spray and gel, and other scented products. Signage shall be posted throughout the Centre's premises announcing this policy and introducing a "scent-free" zone. Regular users of the Centre's premises will be made aware of the Centre's "No Scent" policy and will be asked to comply.
- ◆ When purchasing office supplies, preference shall be given to those which have the lowest content of volatile chemicals.
- ◆ Non-toxic, water-based markers shall be used.
- ◆ The Centre shall ensure the use of "tolerated" unscented cleaning and maintenance products
- ◆ The Centre shall locate photocopiers in well vented areas, shall raise staff awareness of risks associated with office equipment and supplies, and provide appropriate ventilation to dilute unavoidable office pollutants.