



Policy Number and Title:	500.106 Fragrance Free Environment Policy		
Approval Authority:	Board of Regents	Date Effective:	11/22/2019
Responsible Office:	Administration	Responsible Office Contact:	President's Office

1. POLICY STATEMENT/REASON FOR POLICY

Due to health concerns arising from exposure to fragrant scented products, BMCC is committed to providing a fragrance free environment for all employees, students, and visitors.

2. ENTITIES AFFECTED BY THIS POLICY

This policy applies to all employees, students, and visitors.

3. WHO SHOULD READ THIS POLICY

All employees, students, and visitors.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:
<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

- Amended: 11/22/2019
- Next Review Date: 11/20/2022
- BMCC reserves the right to revise policies at any time.

7. THE POLICY

Fragrance-free Policy Statement

A fragrance-free environment helps create a safe and healthy workplace. “Fragrances” are any product which produces a scent, strong enough to be perceptible by others, including but not limited to personal care products, air fresheners, aerosols, incense, and scented candles/plug-ins and/or similar products.

Exposure to fragranced products can make it difficult to impossible for some employees to function effectively at work. Fragrances from personal care products, air fresheners, incenses, and scented candles/plug-ins have been associated with adversely affecting a person’s health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms, including asthma attacks.¹

Bay Mills Community College (BMCC) will follow best practices to limit employee exposure to fragrant chemicals. BMCC recognizes the hazards caused by exposure to scented products within enclosed indoor environments and we have enacted this policy to provide a fragrance-free environment for all employees and visitors to keep a safe and healthy workplace environment.

1. This policy applies to employees, students, and visitors of BMCC.
2. Bay Mills Community College (BMCC) expects that all offices, classrooms, and spaces used by the staff, students, and visitors remain free of fragrant scented products.
3. Use of air fresheners, aerosols, incense, scented candles/plug-ins and vaping products are prohibited within all facilities owned and operated by BMCC, including all college vehicles.
4. Exempted from this policy are traditional native American smudging practices.
5. We have a voluntary fragrance free consideration for employees and students that work in our shared and open office workspaces and use fragrant personal care products.

We ask that you kindly consider the health and well-being of your coworkers. If you are able, please refrain from wearing and/or spraying fragrant personal care products such as perfumes, cologne, and scented products in the work areas.

This consideration will help to ensure that our space is accessible and available to all members of our community—including those who have Multiple Chemical Sensitivities (MCS) or other allergies. The health effects of fragrances for some people, especially those with asthma and other respiratory disorders, can trigger the need for emergency medical treatment.²

5. Any employee or student who is found in violation of this policy on BMCC property will be issued a warning and any further violation of this policy will result in progressive discipline.

¹ Steinemann, A. (15 July 2019). *Ten questions concerning fragrance-free policies and indoor environments*, [Building and Environment, Volume 159](https://www.sciencedirect.com/science/article/pii/S0360132319302148), 106054, p. 2. Retrieved from URL <https://www.sciencedirect.com/science/article/pii/S0360132319302148>.

² Id. p. 3