



Notice Regarding Fragrance Sensitivity **Effective May 2, 2019**

Purpose

Given that chemically sensitive individuals may react to different products with widely varying degrees of severity, it is very difficult to ensure a consistently comfortable and accommodating work environment under every conceivable set of circumstances. Even so, it is the responsibility of the Philadelphia Housing Development Corporation ("PHDC") to minimize to the extent possible the barriers and difficulties experienced in the workplace by both employees and clients subject to chemical and/or fragrance sensitivities. To reasonably accommodate PHDC employees who have documented chemical sensitivity to fragrances, PHDC requests that all offices and spaces used by employees and visitors remain free of chemical-based scented products. This will help to create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles, cleaning products, etc. 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. PHDC will also work with building management to ensure that products used to clean the workplace are fragrance-free and follow best practices to limit employee exposure to cleaning chemicals.

Procedures

1. PHDC expects that all offices and spaces used by staff and visitors, including company owned vehicles remain free of scented products.
2. We ask that employees minimize the use of scented personal care products such as cologne, perfume, aftershave lotion, scented lotion, fragranced hair products and/or similar products in the facilities operated by PHDC, including company owned vehicles. This does not include deodorant or bath soap.
3. Employees are strictly prohibited from using air fresheners, plug-ins, candles and candle warmers, spraying perfumes and aerosols, and/or similar products in the facilities operated by PHDC, including company owned vehicles.
4. The use of cleaning products, other than those purchased by PHDC and the building management are prohibited for cleaning personal workspaces.
5. Employees will be informed of the PHDC Fragrance Sensitivity Notice through posted signs, including in company-owned vehicles.
6. Visitors will be informed of the PHDC Fragrance Sensitivity Notice by their hosts, the meeting invite, email correspondences and posted signs.

Please use the following sample email signature when inviting guests: "In accordance with PHDC's Fragrance Sensitivity Notice, thank you for not wearing any of the following during your visit: cologne, perfume, after shave lotion, scented lotion, fragranced hair products, and/or similar products. Our chemically-sensitive co-workers and clients thank you."