

How to Handle 'Scent-Sensitive Situations'

For Administrators/Supervisors

If you are a supervisor and you have an employee in your department who suffers from health problems triggered by scents:

- Be proactive. Talk to the employee so he or she knows that you are approachable about the subject. If the employee reports a problem to you, respond as quickly as possible.
- Determine how the employee may be relocated away from the scent that is causing the problem.
- Discreetly approach the individual who is wearing the scent and politely discuss the problem. Point out that the Dufferin-Peel Catholic District School Board has an ongoing Scent Sensitivity Awareness Campaign and encourage the employee to visit this web site for more information.
- Follow-up with the employee who is experiencing a reaction with an account of what has been done on her/his behalf. Continue to monitor the situation until the problem has been corrected.

If the problem persists, please contact the Health and Safety Department, the Health Promotion and Wellness Department or a representative of your employee association.