

# Fragrance-Free Fact Sheets: Managers and Staff

## what can you do as a manager or staff member?

*You have the opportunity to create a positive and inclusive space for all employees and visitors. This fact sheet will equip you with specific steps you can take to create a safer environment.*

### Personal Changes

- Reduce and limit your use of fragranced products whenever possible.
- Read ingredient labels before buying personal care products and household cleaning products. Watch out for “fragrance,” “scent,” or “parfum” ingredients, which are likely to contain hazardous chemicals.
- Be aware that some products marketed as “unscented” still contain fragrance. This is often identified as a “masking scent” on the ingredient list. It is a neutral-smelling synthetic fragrance designed to hide the smell of other ingredients in the product.
- If this seems overwhelming, try to instead choose products with fewer synthetic ingredients. Use phone apps like The Household Products Database, Skin Deep, or Think Dirty to help easily identify which products are safest.

### Implementing Policies

- Write a fragrance-free policy asking all employees, clients, and visitors to refrain from using scented products in your office or at your events. Example policies are available online from the American Lung Association: <http://action.lung.org/site/DocServer/fragrance-free-workplace.pdf>.
- Use a variety of communication methods:
  - Include information in office notices, newsletters, and presentations
  - Attach or link resources to office-wide emails
  - Post the full fragrance-free policy where other important announcements and information are located
- To ensure a greater commitment from all, let employees know why these policies are in place, why it is necessary to adhere to them, and clear up any misconceptions by providing educational resources to staff.
- Maintain regular communication with employees about the changes; they may have ideas, needs, or concerns that have not been addressed.

### Office Spaces

- Use an air purifier rather than air fresheners or scented candles.
- In some cases, the space may be cleaned with fragrance-free chemicals or less harsh cleaning agents. Ask your custodial staff if they have natural alternatives.
- Substitute fragranced office supplies with fragrance-free or low-odor alternatives. Common offenders are markers, cleaning wipes, hand soap, dish soap, hand sanitizer, surface disinfectant, carpet shampoos, or tissues.
- When using outside facilities, request that they be kept free of air fresheners or other sources of fragrance, including plug-in air fresheners, automatic bathroom sprays, candles, aerosol air fresheners, soap, cleaners, and hand sanitizers.

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## Visitors

- Post fragrance-free signs outside on or near the office entry to inform new visitors.

Example: This is a Fragrance-Free Space

Please refrain from wearing scented products such as perfume, cologne, and fragrant personal care products while using this space.

We aim to maintain a welcoming and accessible environment for everyone who uses this space. Please refrain from wearing scented products such as perfumes/colognes, scented lotions, clothing with strong detergent scents, etc. while using this space as they can trigger serious health issues for those with fragrance allergies. We appreciate your cooperation in making this area accessible!

More info on how to be fragrance-free and why can be found here:

<http://sharetheair.ucla.edu>

- When scheduling office meetings, remind others of the policy; fragrances are designed to linger and may make the space inaccessible for later visitors.

**Example:** Please be aware that this is a fragrance-free office. To provide an accessible environment, we ask that you refrain from wearing scented products such as perfume/cologne or strongly scented personal care products during your visit. Thank you for your consideration of all members of our community. For more information on being fragrance-free, visit <http://sharetheair.ucla.edu>.

## What to do if a visitor arrives wearing fragrance?

- Place an air purifier in the meeting space, open windows, or, if possible, relocate meetings to an outdoor location.
- Make sure the fragrance-free policy is brought to their attention in a polite manner the next time they are invited to the space.

## How to encourage employees to get on board

- Lead by example—explain the changes you've personally made and encourage small changes first.
- Emphasize that being fragrance-free is an accessibility issue and that the use of fragrances can exclude those who are already marginalized.
- Listen to their concerns and develop compromises that will work for your workplace.

