

### **Scent-Free Policy**

LOHC has a number of clients and volunteers who suffer from sensitivities to chemical odours. Therefore, we are obligated to provide those individuals with an environment that is as inoffensive as possible. In order to achieve that goal, we follow these guidelines:

1. Any staff person working within LOHC offices is not permitted to wear scents, i.e. perfume, aftershave, scented hairsprays, deodorants, etc
2. In our letter of introduction, mailed to new clients, we highlight the fact that some clients have negative reactions to scents and ask that they refrain from using same on the day of their appointment.
3. We provide ongoing education to other LAMP staff and clients about chemical sensitivities.
4. We ask that other staff at LAMP, who do wear scents, to check with our office before entering our offices to see if we have clients that may have a negative reaction. We will arrange to meet outside of our offices as need be.

LOHC recognizes that we cannot control whether all individuals concerned follow our requests. We hope that ongoing education will eventually limit the amount of scents that are brought into LAMP's working environment.

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