

ALLERGY/SENSITIVITY FREE ENVIRONMENT POLICY

In the Synod and Episcopal offices, Ottawa

The Incorporated Synod of Ottawa cannot guarantee an allergy/sensitivity free environment. However the executive staff will endeavour to work with employees to provide a healthy environment, where possible. Reducing the work environment of fragrances that are controllable and raising employees' awareness of the problem will assist in preventing potential employee problems related to fragrance sensitivities.

- The executive staff will make accommodations for employees who are sensitive to fragrances, by developing an informational campaign to raise employees' awareness of the issue, asking them to keep the use of their favourite fragrances to a minimum during working hours.
- The effectiveness of the air ventilation systems will be evaluated to make certain they are working well and are at their full capacity.
- Arranging for cleaning personnel to purchase and use fragrance-free soaps and cleaning products will also be considered.
- If an employee suffers from a diagnosed environmental allergy/sensitivity requiring special consideration, the following actions are recommended:
 - a) Avoid exposure when possible. You should speak with your supervisor to achieve assistance in identifying and modifying your risk of exposure. You may be asked to provide medical documentation with diagnosis indicating your allergy/sensitivity. This medical information will be required to support any accommodations.
 - b) You should consider informing those close to you in the workplace about your allergy/sensitivity. While your exact medical diagnosis is your private information, informing others allows for appropriate, prompt action if you should develop problems.

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