

**TOWN OF CARLYLE
POLICY MANUAL**

POLICY DESCRIPTION:

Scent Free Premises

POLICY NUMBER:

SCE 0010

DATE APPROVED: May 29, 2013

DATE REVISED:

RESOLUTION # 10

RESOLUTION #

Purpose of Policy: Due to the health concerns arising from exposure to scented products, the Town of Carlyle has instituted this policy to provide a scent-free environment for all employees and visitors.

1. The use of scented products will not be allowed within the Town Office portion of the Civic Center, as well as all common areas of the Civic Center, at any time.
2. Employees will be informed of this policy through signs posted at the entrance to the Town Office, and in the policy manual.
3. Visitors will be informed of this policy through signs clearly posted at the entrance to the Town Office and on the bulletin board, as well as a notice on the Town's letterhead and other printed material wherever appropriate.