

Village of Mantua, Ohio
ORDINANCE 2024-13

AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK IN ORDER TO IMPLEMENT A FRAGRANCE-FREE WORKPLACE POLICY AND DECLARING AN EMERGENCY.

WHEREAS, this Council has previously passed Ordinance 2010-24, the Village of Mantua Employee Handbook, which contains the Village's policies and guidelines relating to employees; and

WHEREAS, in order to comply with the Americans with Disabilities Act requirement to accommodate employees with sensitivities to chemical scents and other fragrances when such sensitivities interfere with major life activities such as breathing, concentrating and working, this Council desires to implement a "Fragrance-Free Workplace Policy"; and

WHEREAS, Ordinance 2010-24 should be amended in order to address this concern.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Mantua, Portage County, Ohio, two-thirds or more of the members elected thereto concurring, that:

SECTION 1. Section 7.21 of Ordinance 2010-24 is hereby enacted as set forth in "Exhibit A", attached hereto and incorporated herein by reference.

SECTION 2. It is hereby found and determined that all formal action of this Council concerning and relating to the passage if this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in a meeting open to the public in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared an emergency measure in order to include a necessary policy within the Village of Mantua Employee Handbook at the earliest time possible, and shall become effective immediately upon proper approval by this Council.

PASSED in Council this 20th day of February, 2024.

ATTEST:

Tammy Meyer, Mayor

Maryann Fabian, Fiscal Officer

I hereby certify the above Ordinance was duly posted as required pursuant to Mantua Village Codified Ordinances Section 123.01 for no less than two consecutive weeks, beginning on the _____ day of _____, 2024.

Approved as to Legal Form:

Maryann Fabian, Fiscal Officer

Michele Stuck, Solicitor

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“Exhibit A”

Section 7.21 Fragrance-Free Workplace Policy

A fragrance-free environment promotes a safe and healthy workplace. Products and chemicals related but not limited to personal care, hygiene, air freshening, and cleaning can emit fragrant or aromatic properties which adversely affect a person’s health. People with allergies and asthma report certain odors, even in small amounts, can cause asthmatic symptoms, headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. The Village of Mantua recognizes the hazards caused by exposure to scented products and chemicals and is dedicated to providing a safe and healthy workplace; therefore, the Village of Mantua aims, whenever possible, to maintain a fragrance-free environment for all employees and visitors. The Village of Mantua will work to follow best practices to limit employee exposure to aforementioned products and chemicals, and will expect property management to ensure, whenever possible, that the workplace is free from fragrance, and that all persons who enter or engage with Village properties observe this policy.

A. Policy

1. The Village of Mantua expects all offices and spaces used by employees and visitors to remain free from scented products.
2. Personal care and hygiene products that are fragrant or aromatic are not to be worn in facilities or vehicles owned and operated by the Village of Mantua.
3. Use of fragrant or aromatic air freshening products (flammable, meltable, or otherwise) is prohibited from facilities and vehicles owned and operated by the Village of Mantua.
4. Use of fragrant or aromatic cleaning products is prohibited in personal work spaces, and employees are to use products purchased by the Village of Mantua.

B. Procedure

1. Employees and visitors will observe the Fragrance-Free Policy, which shall be posted at or within properties owned and operated by the Village of Mantua.
2. Any violations by employees of this policy will be subject to standard disciplinary procedure. Visitors who violate this policy may be asked to vacate the property.