

PETS AT WORK ACKNOWLEDGEMENT

Employees working in offices who are permitted to bring pets to work, per the [Company X] Pets At Work policy, must review and sign this acknowledgment form regardless of whether they will be bringing a pet to work with them.

The following are some examples of the Pets At Work policy requirements. Please read the complete policy for additional guidelines.

- Employees who choose to bring their pets to work should understand that the work environment is essentially a public area. Be advised that all employees bringing a pet to work do so at their own risk.
- Any animal brought to work has to be legal to own as a pet in the given county, city, and state, be domesticated, and must have the appropriate license/permit where required. Wildlife (raccoons, skunks, squirrels, etc) are not permitted.
- [Company X] reserves the right to deny certain pets' access to Company property if the Company believes it is in the best interest of people and other pets or if the pet's owner is not adhering to company policy.
- Employees must take full responsibility for the actions of their pet while they are at work. This includes, but is not limited to:
 - Paying any costs associated with damage to company property caused by their pet.
 - Paying any costs associated with fights between pets and/or injury to another employee caused by their pet.
- Employees are responsible for making sure their pet is always up to date on all required vaccinations.
- Because birds may carry a zoonotic illness (psittacosis) that can be transmitted to humans, employees wishing to bring a bird may do so only after (1) providing veterinary test results that show the bird is free of psittacosis and (2) receiving necessary approval from Human Resources. Veterinary test results should be emailed to the Human Resources team for review and approval. Updated testing results for psittacosis must be submitted at least annually, absent any other disease symptoms. A bird with psittacosis or any other contagious disease is not permitted in the workplace.
- With the exception of dogs using the dog park (where available), all pets must be on a leash or otherwise properly restrained at all times while on [Company X] property (inside or outside) and/or securely contained within the employee's workspace.
- Workspace permitting and at the discretion of the employee's manager/coworkers sharing space, employees may have enclosures for small companion animals as long as all enclosures otherwise meet restrictions listed in the [Company X] Pets At Work policy.
- Workspace permitting and at the discretion of the employee's manager/coworkers sharing space, employees may have a 10-gallon or less aquatic tank as long as the tank otherwise meets restrictions listed in the [Company X] Pets At Work policy.
- Habitats or habitat equipment that requires electricity must be approved by [Company X Facilities/Maintenance Team] before use. Facilities will ensure electrical needs will not conflict with workspace electrical needs/safety. Employees should submit a Maintenance Request and have the habitat checked within one week of setting it up in their workspace.

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- Employees are responsible for notifying their manager and/or Human Resources of any aggressive or inappropriate behavior of their pet or someone else's pet while on Company property, regardless of whether the behavior resulted in injury.
- Employees should not bring their pets to work if they are aware of their pets having recently interacted with someone who has tested positive for COVID-19.

By signing below, I acknowledge that I have read and understand the Pets At Work policy. If I elect to bring a pet to work at any point, I will abide by the guidelines listed in the Pets At Work policy.

Additionally, if I ever witness pet/human behavior or interaction that causes me concern for humans or other pets at work, I will report this to my manager and/or Human Resources immediately.

Employee Name

Date

Employee Signature