

Pets At Work Corporate Policy Template

XX-XX-XX

OVERVIEW

Purpose

This document (“P&P”) outlines the policies and procedures for office employees who wish to bring their pets to work. The policies described in this P&P are designed to protect the health and safety of all humans and animals, ensure that pets are well cared for, and allow the workplace to be both an enjoyable and productive environment for all employees and pets. [Company X] encourages employees to foster the human-animal bond by permitting employees in appropriate work environments to bring pets to work, such as [Insert preferred animal types].

Audience

The primary audience for this P&P includes office employees at [Insert relevant locations].

Non-employees, including but not limited to all temporary employees, contractors, visitors, and vendors, are not currently permitted to bring pets to [Company X] office locations.

Revision History

Date	Rev. No.	Summary of Changes
XX/XX/2021	XX	Template Created

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POLICY

Employees working in offices at the [Insert relevant locations] are typically permitted to bring their pets to work.

- [Insert exceptions to the pets at work rule, along with justification (e.g. safety)] Requests for an exception should be reviewed with Human Resources.

Department leadership is responsible for holding subordinates accountable to this policy.

All employees are required to read and sign the Pets At Work Policy Acknowledgement during the new hire process, regardless of whether they are bringing a pet to work with them.

[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 parent is not adhering to company policy.

Employees who choose to bring their pet to work with them have a responsibility to their co-workers to minimize the potential for distractions or disruptions caused either directly by the pet or by the presence of the pet that may interfere with co-workers' ability to do their job. Should coworkers complain about distraction from an employee's pet, the employee's manager and HR will determine if the pet can continue to come to work.

Employees sharing a collaborative workspace must collectively agree to allow a pet in the space before the pet is brought to work. This includes a discussion of whether multiple pets can share the same space. If employees in a collaborative space cannot agree about a pet/pets in the space, they should consult with their manager as needed.

- Pet dividers (gates that separate a work area) may be available for some collaborative spaces. These dividers can be requested (where available) via [Company X's Facilities/Maintenance Team]. For any gates not provided by [Company X's Facilities/Maintenance Team], it is recommended that employees check with [Company X's Facilities/Maintenance Team] to ensure the gate meets the desired requirements for the intended space.

Employees must take full responsibility for the actions of their pet while they are at work. This includes but is not limited to damages to company property caused by their pet and/or paying any costs associated with fights between pets.

Types Of Pets Allowed At Work

Dogs

Employees are allowed to bring up to two dogs to the workplace at a time, with leader approval, and as long as all other requirements specified in this policy are met (with regard to limited disruption, agreement from coworkers nearby/sharing space, adequate workspace size, safety, cleanliness, etc.).

Employees bringing two dogs to work may only take one dog to the dog park at any time (if applicable).

Employees may walk two leashed dogs around the campus and/or in appropriate outside areas (excluding dog parks), as long as both dogs remain calm and the employee can maintain appropriate control of both dogs to ensure safety of pets and employees at all times.

Employees are encouraged to review the Self-Assessment Guides available online if there is any question about their dog's readiness to visit the workplace.

Companion Animals

Workspace permitting and at the discretion of the employee's leader and coworkers sharing space, employees may have enclosures for small companion animals as long as all enclosures otherwise meet restrictions listed in this policy and in [Company X's general workplace guidelines].

In addition to what is listed in the Pet Care and Maintenance section of this policy, habitats must:

- Be securely positioned on a stationary surface (not on the floor or rolling cabinet).
- Not exceed the height of cubicle walls.
- Not exceed the depth of the desk surface (i.e. hang over the edge of the desk).
- Ensure the pet has adequate space and the habitat meets the minimum species-appropriate requirements for that pet. Employees can reference Care Sheets on petco.com or another reputable source for recommended habitat sizes.

Given space limitations in most workspaces, larger companion animals (such as rabbits and guinea pigs) may not have enough space to live in a habitat housed at [Company X] and therefore are not recommended.

Aquatics

Workspace permitting and at the discretion of the employee's leader and coworkers sharing space, employees may have a 10-gallon or less freshwater aquatic tank, as long as the tank otherwise meets restrictions listed in this policy and in [Company X's general workplace guidelines].

Aquatic tanks must:

- Be free of water leaks.
- Be securely positioned on a stationary surface (not on the floor or rolling cabinet).
- Not exceed the height of cubicle walls.
- Not exceed the depth of the desk surface (i.e. hang over the edge of the desk).

Ensure the aquatic life has adequate space and the aquarium meets the minimum species-appropriate requirements for the aquatic life. Employees can reference Care Sheets on petco.com or another reputable source for recommended habitats.

General Restrictions

Any animal brought to work must 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.) and livestock/farm animals (goats, pigs, chickens, etc.) are not permitted.

Any pet brought to work that primarily lives or stays outside of an enclosure (e.g. dogs) must be potty-trained or otherwise be able to refrain from having accidents on carpeting or within the company facility.

Pets that are overly fearful, anxious, and/or stressed, potentially leading to any type of aggressive behaviors toward other animals or generally aggressive toward humans are not allowed at work.

Employees who are caring for unweaned animals that require feedings throughout the day must have permission from their leader prior to bringing these animals to work.

Newly fostered or adopted pets should not be brought into the workplace until the pet parent has had the chance to assess their personality and behavior. Generally, for the wellbeing of the pet, pets should be given at least one week in their new home environment to decompress before being introduced to the work environment and/or should not be brought into the dog parks until the pet parent has fully assessed their temperament with other dogs.

Animals with a contagious illness, either to animals or people, are not permitted at work. Animals who have recently interacted with someone who has tested positive for COVID-19 are not permitted at work.

Animals that are sick are not permitted at work without prior approval from the employee's leader.

No venomous animals are allowed at work.

Pets that are brought to work must be free of all external parasites including fleas and ticks. The following list contains recommended flea and tick control:

- Frontline, Frontline Plus
- Advantage, Advantix
- Comfortis
- Trifexis
- Program
- Promeris
- Revolution
- Sentinel
- Capstar

SAFETY WARNING

[Company X] employees that choose to bring their pets to work should understand that the [Company X] work environment is essentially a public area, similar to a dog park or common ground surrounding an apartment complex. As with common areas where companion animals are allowed, pets will be exposed to common diseases such as Canine Parvovirus, Canine Distemper, and infectious tracheobronchitis (Kennel Cough). Pets may also be at risk of injury, such as in the event of an animal fight. Certain campus areas may be exposed to outdoor wildlife (such as rattlesnakes and coyotes) and employees are advised to be alert and use appropriate caution. Employees should advise HR if any potential toxic plant species are identified on the campus premises. Be advised that all employees bringing a pet to work do so at their own risk.

GENERAL HEALTH AND SAFETY REQUIREMENTS

With the exception of dogs using the dog runs (where available at designated campuses), 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.

Pets are not permitted in fitness centers, dining areas designated by signage as pet-free (for health code purposes), or Lactation Rooms. Pets taken into other food preparation areas where pets are permitted should be kept off surfaces used for food/eating.

Pets are not permitted to walk around without their pet parents, or another employee designated by their pet parent.

Per this P&P, pet enclosures cannot extend outside of an employee's workspace (i.e. extend beyond the height of the cubicle walls or into aisle-ways).

Enclosures must be secure so that animals cannot get out on their own. Pet enclosures may only be used to enclose the pet parents' workspace and may not be used to enclose any aisle way.

Pets may not be left unattended in vehicles while on [Company X] property.

Pets, especially dogs, may not be left unattended for an extended period of time.

- Employees must enlist another employee to "pet-sit" during extended periods of absence so as not to leave the pet unattended.

Employees are responsible for the care of their pets while at work, including cleaning up after their pets, both inside and outside. In campus locations where there are designated pet relief stations, pets that need to be taken out to relieve themselves must be taken to a designated pet relief area on campus (e.g. marked pet cleanup station or dog park area). Pets taken off campus (e.g. walked on public sidewalks/streets) should be appropriately cleaned up after.

When maintenance or repair work is performed in the building, pets must be properly secured or moved from the affected area.

Employees wishing to remove a pet from its habitat or enclosure must:

- Put down a protective covering on the floor of their workspace. All electrical cords should be secured out of reach of the pet.
- Ensure that the pet is still securely contained within the employee's workspace, unable to damage company property, and must clean up after the pet. Refer to the "Pet Care and Maintenance" and "Cleaning Supplies" sections of this P&P.
- Not walk around outside of their workspace holding a pet that is otherwise unrestrained and/or have the pet on their person with no other restraint.

Using The Dog Parks (If applicable)

Some [Company X] campuses have designated dog parks on site. All policies and procedures outlined in this P&P apply to [Company X's] dog parks, with the exception that employees may allow their dog to be off-leash while securely within the dog park.

To limit the risk of injury between large and small dogs, some campus dog parks are designed to keep large and small dogs separate. To define what a "large" or "small" dog is, for the purpose of these rules:

- Large dogs weigh more than 30 lbs.
- Small dogs weigh 30 lbs. or less.

For areas where three size categories are needed, the following rules apply:

- Large dogs weigh more than 30 lbs.
- Medium dogs weigh between 20 and 30 lbs.
- Small dogs weigh 20 lbs. or less.

Employees should be responsible for only one dog in the dog park area at any time.

Pet parents are responsible for the behavior and actions of their pet inside the dog park areas. Any pet being brought into the dog park areas must be monitored by the pet parent to ensure the safety and wellbeing of their own pet as well as the safety and wellbeing of other pets visiting the dog park.

While dogs are interacting with other pets and/or pet parents (on or off leash), the pet parent must be alert and sensitive to their dog's behavior and mood. The pet parent should remove their pet from a situation (including removal from the dog park) if it begins showing signs of stress or aggression towards another pet or pet parent. Signs may include but are not limited to:

- Increase in panting
- Shaking, shivering, cringing, or groveling
- Rolling over on back or submissive urination
- Direct eye contact/staring at a person or dog
- Tail held up and very tight, may wag
- Raised hair along back (hackles)
- Growling, display of teeth, snapping at the air, or other signs dog is prepared to bite

Unattended or unsupervised pets will not be permitted in the dog parks.

No dog food or treats are permitted in the dog parks. Employees should not bring their own food to eat in the dog park.

Toys in the dog park are limited to the common toys supplied in the pet area. No outside dog toys are allowed in dog parks.

It is recommended that pet parents bringing their pet to the dog park for the first time should go with another pet and pet parent that their pet is familiar with. Schedule play times with a familiar dog to allow the new dog to familiarize itself with the environment and behaviors in the dog park.

All dogs should enter and exit the dog park under the control of the pet parent.

Pet introductions in the dog park area should never take place while the dog is secured with a leash. When introducing socialized pets in the dog park, pets should be secured by their collars and monitored by the pet parents prior to being freely released into the dog park.

The dog parks include a garbage can and plastic bags for picking up after pet messes. Contact the [Company X's Facilities/Maintenance] team when supplies of the plastic bags are low.

For the safety of all pets and people, the area has been enclosed with fencing. Employees must secure the gate when they enter and exit the area.

Dogs may not be allowed to dig or be destructive in any area of the dog park.

Breaking Up a Dog Fight

In the event of a dog fight, any pets involved in the fight must be broken up and securely restrained by their pet parents. To break up a dog fight, pet parents should grasp their dog's hind legs and begin walking backwards, pulling the fighting dogs apart in a wheelbarrow type motion. They should keep their hands away from the faces of the dogs and not grab the dog's collar until the dogs are fully separated. Once the dogs are fully separated, they should be secured with a leash and removed immediately from the dog park area.

VACCINATION/HEALTH CERTIFICATION REQUIREMENT

All dogs, cats, and ferrets 16 weeks and older are required to have current rabies vaccinations before they may be brought to work. Employees should be prepared to demonstrate current rabies and/or other required vaccinations if requested. All dogs, cats, and ferrets should have flea control prior to entering company office locations.

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.

It is highly recommended that all dogs remain current on their distemper and Kennel Cough (Bordetella) vaccinations.

Puppies, kittens, and ferrets aged 8-16 weeks may be brought into the work environment if they have received their first set of vaccinations at least two weeks prior. These pets must have their first rabies vaccination no later than 16 weeks of age. Employees should be aware of the risks associated with having a pet that is too young to receive a full series of vaccines, including rabies, exposed to other animals.

Puppies, kittens, and ferrets should not typically be less than 8 weeks old. Some exceptions may be made for unweaned foster animals, with leader's permission and if the animal receives appropriate vaccinations as it ages.

Employees are responsible for making sure their pets are always up to date on vaccinations. Heartworm considerations should be discussed with pet owners in addition to vaccinations.

Employees with questions about exceptions to the vaccination requirement should contact the HR team for further discussion.

Acceptable proof of vaccinations/health certification:

- Vaccination Record from the Veterinarian's office, rescue group, or breeder.
- Typed letter on Veterinary Clinic's letterhead. Letter must state the vaccination(s) given to the pet and must be signed by the Veterinarian who administered the vaccination(s).
- Veterinarian-approved test results that a bird is free of psittacosis or other contagious diseases.

A rabies tag on the pet's collar is not acceptable proof of vaccination.

Employees may not bring, for any reason, any pets where the pet parent administered the rabies vaccination themselves. All vaccinations must be administered or supervised by a Veterinarian.

PET CARE AND MAINTENANCE

All employees must demonstrate genuine respect and concern for animals and their proper care. When bringing pets to work it is important to remember that the mere appearance of inappropriate behavior toward an animal can have serious consequences. Accordingly, employees should take extra care when interacting with and maintaining proper environments for pets that are brought to work. Failure to do so can result in suspension of pet at work privileges and other disciplinary actions.

Proper pet care and maintenance expectations include, but are not limited to, the following:

- All animal habitats and tanks must be cleaned as necessary to control odor and to maintain a healthy environment for animals and people.
- Strainers are provided in designated areas to keep tank decorations (i.e., rocks) from washing down the drain while cleaning.
- Any electrical equipment connected to pet habitats (e.g. heat lamps) must be secure and not able to fall and/or damage nearby property. Employees should turn off lamps/electrical equipment when not in use/not secure to avoid damage to company property.

- All pets must have adequate fresh water (and food, if appropriate for that pet) at all times.
- All food in excess of what is available to the pet should be stored in a plastic container with a secure lid.
- All food and water dishes outside of a pets' habitat are to be cleaned out daily so no food or water is left on the floor.
- Food and water bowls must be placed on a mat or some other barrier to protect workspace carpeting from spills.
- Bedding material should be stored in plastic containers when not in use by the pet. Dog beds should be taken home and washed routinely.
- Employees must administer pet training and cues in a humane and controlled manner.

CLEANING SUPPLIES

Cleaning supplies (such as carpet cleaner and aquatic rock strainers) have been provided for employees to use when cleaning up after their pets. Supplies can be found in designated areas throughout the campus. The campus [Company X's Facilities/Maintenance] team can advise where in the building the supplies have been stored (supplies are usually under sinks and/or in connection hub areas).

If a pet accident occurs, remove any solid waste from the floor and dispose of it in a garbage container outside of the building.

Use brushes/cleaners to clean carpeting or other surfaces and prevent staining. If cleaning supplies are low or missing or if a pet accident needs deeper cleaning beyond what the employee can do, contact the campus [Company X's Facilities/Maintenance] team for further assistance.

INCIDENTS INVOLVING PETS AT WORK

Employees are responsible for notifying their leader 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. This includes, but is not limited to:

- Fighting between pets.
- Incidents between a pet and an employee.
- Incidents between a pet and a visitor.
 - Incidents involving a pet that results in injury to a visitor must immediately be reported to the leader of the employee who is responsible for the visitor.

Employees are responsible for any fees incurred as the result of any illness or injury that is directly related to the pet being brought to work with the employee.

When an Incident Occurs

The leader of the employee involved in the incident is responsible for:

- Determining whether an employee and/or pet requires medical attention.

- Determining if the employee and/or the employee's pet were behaving appropriately prior, during and after the incident. If inappropriate behavior by either the pet or employee is identified, the employee(s) involved should consult with their leader and/or Human Resources.

QUESTIONS should be directed to your leader or Human Resources Partner.

RELATED FORMS AND DOCUMENTS

Forms

Pets At Work Policy Acknowledgment

[Polite Dog Office Self-Assessment]

P&Ps

[Company X's general workplace guidelines]

Other

[Company X's Code of Ethics]

[Company X's pets at work policy should also comply with the ADA and related Company X policies]