PET POLICY

[Organization Name] is responsible for the health and safety of all employees. In keeping with this goal, [Organization Name] has developed the following policy with respect to pets in the workplace. Generally speaking, with approval, a pet may be permitted in the office if its health and behaviour are acceptable in an office setting and do not interfere with office operations.

SCOPE

The following policy applies to our employees only. For clients, the [Organization Name] workplace is/is not pet friendly. Service animals will be granted admittance.

POLICY

The purpose of the policy on pets in the workplace is to outline our guidelines for bringing in, caring for, and supervising pets in our offices.

However, we must ensure that animals do not disrupt our operations, cause property damage, or cause medical emergencies for others in the workplace.

With approval, employees who own pets are welcome to bring them to work. The following process must be undertaken for each pet that comes into the workplace. Note: if a pet has previously been approved, they may reenter the workplace with the employee at any point; however, the employee must inform (Insert Name of Contact Person) that they will be bringing their pet that day so that if there are too many animals at one time or there is notification of a severe allergy, the employee can be informed that their animal may not enter on a specific date.

The approval process involves the following:

1. Contact (Insert Name of Responsible Party) that they are seeking approval to bring their pet to work.
2. Let them know the level of training that the pet has received.
3. Provide verification that their pets are vaccinated and fixed or spayed.
4. The (Insert Name of Responsible Party) will ascertain whether there is a person with a severe allergy in the office who would be put at risk by having a pet in the office.
5. The requesting employee will then either be provided approval to bring in their pet or they will be informed of the days that the pet may not come to the workplace because of an allergy in the office.

**Additional Parameters**

* Animals that have not been spayed or neutered will not be permitted in the office.
* Dogs must be kept on a leash at all times.
* All animals must be under the full control of their owners at all times.
* They should always be in the owner's physical presence, in the owner's office, or in the space around the owner's desk. Owners are expected to clean up after their pets immediately.

Damage to the Workplace

An employee who brings an animal into the office is solely responsible for any injuries or property damage caused by the animal. Any repair, cleaning, or maintenance costs incurred by an animal will be charged to the owner in full.

Breaks and Lunches

Those who bring pets to the workplace will not be granted additional breaks but they may break up into smaller segments of time for their breaks and lunch.

On their lunch breaks, owners can leave work to walk their dogs. They should avoid devoting excessive work time to caring for their pets. If a pet requires constant care and attention, their owner may be told to keep them at home. The same is true if their owner has a busy schedule and will be unable to supervise them.

It is not recommended that pet owners leave their pets in their vehicles for extended periods of time. Pets should not be left in cars confined or unattended in conditions that could endanger them. Our organization specifically prohibits employees from leaving pets inside our company vehicles or the employees’ personal vehicles unattended, without proper ventilation, food/drink, or in extreme temperatures.

We also advise employees not to feed the pets of other employees at work unless specifically authorized.

[Organization Name] shall not be held responsible nor liable for loss of, or injury, to any animal brought to the office.

Service Animals

This policy permits the use of service animals (animals trained to perform tasks for the benefit of a person with a disability). They are free to move around with their owners. If a problem arises as a result of service animals, we will make the necessary accommodations to resolve it.

Employees are not to engage with service animals as they are working and should not be distracted from their work.

Areas Where Pets Are Not Permitted

Our company prohibits office pets in the following locations:

* Insert locations: e.g. in locations containing sensitive equipment or materials or in a kitchen or cafeteria is a place where food is served or exposed.

**Complaint Procedure**

[Organization Name] wants all employees to feel safe at work. If an employee has a concern or a complaint as a result of the presence of a pet at work, we encourage them to follow the steps below:

1. Speak with the pet's owner to see if they can solve the problem right away.
2. Contact their own supervisor to explain their concerns.
3. If they do not receive a satisfactory response, they should contact (Insert Name of Person).
4. If they have a medical or personal issue (for example, an allergy or phobia), they can contact (Insert Person) to put their allergy on file. This medical information will be retained confidentially.