

Dog-Friendly Workplace Policy



, recognizes that dogs are an important part of many associates' lives and the ability to bring a dog to the workplace may enhance the overall quality of work life. The guidelines set forth below are intended to respect dog enthusiasts and non-enthusiasts alike. Our first priority is the comfort and productivity of all associates and visitors. Although dogs on campus must be well behaved, we recognize that situations may arise in which associates or visitors are uncomfortable due to allergies, fear of dogs, cleanliness, or productivity concerns. Therefore, the following guidelines must be observed at all times:

- Associates who would like to bring their dog to work in accordance with the terms of this policy should complete the Dog Registration Form and submit it to their manager. Associates must receive approval from their manager prior to bringing a dog to work.
- Dogs may visit the building on Fridays only. Additionally, dogs are limited to second floor workstations and offices. Dogs are not permitted in any conference rooms, bathrooms, or any area of the first floor.
- Associates are limited to one dog per visit.
- For any dog visiting our offices, these minimum qualifications must be met. The pet must be:
 - o At least 6 months old, and owned and housed by the pet owner for the past 30 days
 - o Properly licensed and current on flea/tick preventions and appropriate vaccinations (*i.e.* DDHP and rabies)
 - o Spayed or neutered
 - o House trained with good general hygiene and socially well adjusted
 - o Obedient and under the control of the pet owner at all times

- When bringing a dog to work, a pet owner must:
 - o Restrict the dog to his or her workstation/office using safe and appropriate means. This may include crates, child gates, and similar tasteful restraints. Boxes, trashcans, or other unsightly or unsafe restraints are not acceptable.
 - o Have a dog mat or bed in his or her workstation/office
 - o Keep the dog on a leash at all times, both indoors and outdoors
 - o Have a valid homeowners or renters insurance policy that does not have dog bite or breed exclusions
- In order to maintain a clean environment, these guidelines must also be followed by all pet owners:
 - o Pet owners are responsible for cleaning up after their pet (urination, defecation, vomiting, shedding, etc.), both indoors and outdoors. Cleaning supplies are located at _____.
 - o Dogs are not permitted to swim or enter the retention pond.
 - o Outdoor cleanup is required. Waste must be disposed of in the designated receptacles.
 - o Pet owners will be 100% responsible for damage to property or persons.
 - o If a dog has more than one indoor "accident," the pet owner will be instructed to take the dog home and the dog may be prohibited from returning to the workplace.
 - o Pets with evidence of fleas will be asked to go home until the problem is resolved.

Aggressive or disruptive behavior (*e.g.*, growling, biting, excessive barking, howling, excessive jumping) will not be tolerated. In the event aggressive behavior occurs, the pet owner will be required to remove the pet from the premises immediately. Managers will monitor animal behavior and may, in their sole discretion temporarily or permanently, prohibit a dog from the workplace for any such behavior.

These guidelines are not intended to restrict trained service animals that are on our campus for the purpose of providing services to individuals with disabilities. Additionally, associates who have allergies or otherwise prefer not to be around dogs may request a workstation or office that is on a dog-free floor.

Associates who violate this policy may be prohibited from bringing their dog to work.