

OFFICE DOG RULES

Depending on the severity of any violation of these rules, your dog may be asked not to return to the office permanently



BEFORE COMING TO WORK

- New employees should not bring their dogs to work until they have completed their first 30 days of employment and must have their supervisor's approval. This may also apply to current employees in a new position. This allows the employee to complete training and become comfortable with daily workflow before adding the extra responsibility of pet care.
- In order for your dog to come to the office they must: Be vaccinated against DHLPP, Rabies, and Bordetella by a licensed veterinarian, have a yearly negative fecal test, and be on flea and heartworm protection year-round.
- Before bringing your dog into the office, you must submit a copy of their vaccination records including proof of flea and heartworm prevention. Records need to be updated and submitted yearly and, if these records are not on file, your dog will not be permitted in the office.
- Dogs are required to be flea combed on the first day they are brought to work. A member of the HR team will coordinate this with you. If your dog exhibits symptoms of fleas, we will ask that you no longer bring the pet to work. Your dog may return once you have shown that your pet is on flea prevention and has been flea combed with no evidence of fleas found.



WHILE AT THE OFFICE

- Dogs must be on a leash at all times in the office and outside on the office grounds unless they are in the dog run. Dogs must be walking beside you or within 2 feet of you while walking around the office. The company provides a leash to you for your convenience, and retractable leashes are not to be used at the office.
- You must be in control of your dog at all times while they are in the office. It would be helpful to brush up on basic commands, such as sit, stay, and heel and, if you are leaving your dog alone at your desk, please obtain a "sitter" if needed.
- When encountering other dogs, keep your dog at your side and do not allow their leash to reach the other dog without permission from the owner. Additionally, ask permission before you allow your dog to enter into someone else's space (desk area, office, etc.), and dogs are not permitted in the dog run unattended.
- Dogs are not permitted in the following areas in the office: lunchroom, restrooms, and the Wellness room. Nor should Dogs be brought into any meeting rooms or offices where food is being served.
- It is your responsibility to keep an eye on your dog and ensure that they are not damaging things in the office such as walls, carpets, cubicles, etc.
- It is your responsibility to clean up after your dog, including inside and outside the building, on the office grounds, and in the parking lot. If you do not clean up after your dog, it is a violation of our lease, and you will lose the privilege of bringing your dog to work. In case of accidents in the building, a carpet cleaner is kept in the supply room. All dog waste and materials used to clean up dog waste must be disposed of in the garbage can outside. You should not use indoor trash cans for dog waste.
- Excessive barking, aggression, and any other types of disruptive behavior will not be tolerated.
- Your dog should not be a distraction to you, your work, or the work of other employees.
- Dogs recovering from a contagious illness must be left at home until they have fully recovered and no longer pose a risk to the other office dogs.
- Females in heat must be kept at home. The scent of a female in heat can cause males and other females to act in unpredictable ways which can lead to unsafe or destructive situations.