

# Sample: Dogs at Work Policy

If your company does not currently have a dog visitation policy, the policy below may be used as a guideline for creating one to use for your company's participation in PSI's Take Your Dog To Work Day®. Your final policy should adhere to any company rules, local laws and building codes specific to your business.

We hope you enjoy the benefit of bringing your dog to work. Please use this benefit responsibly by adhering to the following terms:

Each employee will be fully responsible for his or her dog at all times while on company premises.

The following are requirements that must be met by any employee wishing to bring his or her dog to work:

- Dog must be clean, well groomed and free of illness and disease.
- A current (renew annually) veterinary record proving wellness, heartworm prevention, parasite control and vaccine compliance must be provided to HR prior to visitation.
- Dog must be potty-trained/house broken.
- Dog must have no history of aggressive behavior or biting, and be well socialized to people and other dogs.
- Dog must be controllable and restrained while on company premises.

## General Rules:

- Any display of aggressive behavior will require immediate removal from the premises. Any employee asked to take his or her dog home must do so immediately. Employees will be responsible for making up any resulting lost productivity.
- Dogs must be secured on leads at all times on business premises outside of buildings.
- Water, comforts and food must be provided for the dog.
- All dogs must be treated humanely. A high standard of animal compassion is expected of all employees.
- Toys that produce loud sounds or squeaking are prohibited.
- Employees are totally responsible for cleaning up and sanitizing immediately after accidents and for supplying effective products. Feces and poop bags must be sealed and discarded outside the building in the dumpster.
- Employees will be held fully responsible for any damage that is done to the property or its employees.
- Dogs must be accompanied by the employee owner at all times. Dogs must not be allowed to wander unattended, inside or outside the building. If dogs are left alone in employee work areas, they must be restrained by baby gates and/or crates.
- Dogs may only attend short business meetings if they are quiet and do not distract participants or owners.
- Employee pet owners will provide a safe and comfortable place for their dogs within their workspace by "dog proofing" the area.
- Dogs must not be allowed to chew on waste or any form of office equipment (i.e. electric wire, cords, carpet, etc.).

**A release form for each dog must be completed, signed and submitted to the HR Director, along with the supporting current veterinary record, at least five (5) business days prior to beginning visitation. A release form may be obtained from the HR Director.**

