



**PETS IN THE WORKPLACE  
POLICY**  
October 2018



**celtic cross**  
education

## PETS IN THE WORKPLACE POLICY

### Policy brief and purpose

Celtic Cross Education's pets in the workplace policy outlines our rules for bringing, caring for and supervising pets within the school environment. We believe that pets can foster a friendlier and happier workplace. However, we want to make sure that animals don't disrupt our operations, damage properties or cause medical issues to other employees. This policy also considers the Animal Welfare Act 2006.

### Policy elements

Employees must put their request in writing to their Head of School who will then liaise with the Central Office. They should always consult with the HR department to:

- Prove that their pet is adequately trained
- Present current documentation of insurance policy that covers their pets
- Provide proof that their pets are clean, properly vaccinated and free of parasites
- Ensure that their pet will not cause allergies or other medical problems for their co-workers
- Sign waivers that state their pet's information and their owner's responsibility towards them

### What pets are allowed?

Please note there is a distinct difference between having a pet in school to support learning and bringing your pet to work. It is strongly recommended that the handler and dog must work to the minimum standards required by the Kennel Club Silver Good Citizen Award, or to an equivalent standard. Office pets are usually cats and dogs. Young animals aren't allowed until they're adequately trained. Pets like snakes, spiders and rabbits (which chew up cords) are prohibited in the workplace.

All dogs should be on a leash and their movements restricted to their owner's work space. Their owner is responsible for informing others of their dog's presence.

When pets get sick, owners should leave them at home.

### Owner's responsibilities

Pet owners should clean up after their pets. They're solely responsible for their pet's behaviour and well-being. They should supervise their pets in the workplace or know their location at all times. More specifically, they should make sure their animal doesn't:

- Make a mess
- Fight with other office pets
- Wander in prohibited places
- Endanger themselves or others
- Damage company or employee property
- Annoy co-workers (eg; barking constantly, climbing on their desks)
- Become distressed due to excessive noise/crowds
- Become injured due to being hit/kicked or manhandled
- Become injured due to being inadvertently being trod on or slipping on surfaces/stairs etc

If any of these occur, it falls to the HR department's discretion to determine the seriousness of the pet's actions. As a general rule, if the pet misbehaves or becomes overly aggressive, their owner may be prohibited from bringing the pet to the office/school again depending on the severity/circumstances. They will also be responsible for any expenses and cleaning resulting from their pet's behaviour.

Owners can leave work to walk their dogs on their lunch breaks. They should avoid using excessive work time to look after their pets. If a pet needs constant care and attention, their owner may be instructed to leave them at home. Same goes for days that their owner has a busy schedule and won't be able to supervise them.

Pet owners are advised not to leave pets in their vehicles for great periods of time. In some jurisdictions, leaving pets in cars confined or unattended, in conditions that may endanger them is illegal. Pet owners are obliged to know the law. When employees use company vehicles, we prohibit them from leaving pets inside, unattended and without proper ventilation, food/drink, or in extreme temperatures.

### Areas where pets are prohibited

There are certain places and times where Celtic Cross Education prohibits pets:

- Labs, basements and attics
- Offices of employees with allergies
- Places with sensitive equipment or material
- Kitchen or cafeteria, where food is served or exposed
- Meeting rooms during meetings with clients or external parties

Security personnel, office managers and other employees should inform HR of any unattended or misbehaving pets at work. The HR department may instruct employees to restrict their pets at certain instances (e.g. company parties). We expect employees to comply with those instructions. In cases when the number of

pets in the office becomes excessive, we'll have to restrict them. Employees can then bring their pets to work according to a schedule.

### Complaint process

We want all employees to feel safe in their workplace. If an employee has concerns or problems resulting from a pet at work, they can follow this process:

1. Talk to the pet's owner in case they can resolve the problem immediately.
2. Reach out to their supervisor explaining their issues.
3. Consult the HR department, if they don't get a satisfactory response.
4. File an official complaint.

If they have a medical or personal issue (e.g. allergy, phobia), they can directly contact the HR Department or any department responsible for Health and Safety.

Supervisors should take their employee's concerns seriously and investigate as soon as they receive complaints. If they're unable to resolve the problem, they should contact the HR department and inform their team member.

This policy doesn't prohibit service animals (animals trained to perform tasks for the benefit of a person with a disability). They are allowed to move freely with their owners. If any problem arises because of service animals we will make appropriate accommodations to resolve it. This falls to the discretion of the HR department. We also instruct employees to not feed other employees' pets at work, if not authorised.



## PET POLICY WAIVER

Employee Name:

Date:

School:

Dog Breed:

Age:

### MEDICAL INFORMATION:

Employees must put their request in writing to their Head of School who will then liaise with the Central Office. They should always consult with the HR department to:

- Prove that their pet is adequately trained
- Present current documentation of insurance policy that covers their pets
- Provide proof that their pets are clean, properly vaccinated and free of parasites
- Ensure that their pet will not cause allergies or other medical problems for their co-workers
- The dog has no recent history (6 months) of infection or ringworm.

BY SIGNING THIS WAIVER, THE DOG OWNER EXPRESSLY ACKNOWLEDGES AND REPRESENTS that he/she has carefully read the terms and conditions, understands the contents thereof and signs voluntarily.

Please sign and return this form with the risk assessment and a copy of the pet's insurance policy and return to [jason.gordon@celticcross.education](mailto:jason.gordon@celticcross.education).

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NAME

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DATE