

Workplace Pet Policy – Establish a comprehensive policy for pets and strictly enforce the policy. If the company does not yet allow pets in the workplace, it is recommended the company first survey its employees to assess overall opinions of having pets in the workplace. Questions should include an inquiry into potential allergies, as this issue will need to be addressed.

When pets are going to be permitted, a Workplace Pet Policy should be established that addresses the following:

- Require the owner to be in complete control of the animal at all times.
- Require employees to bring documentation showing the pet is up to date on its vaccinations.
- Require owners have comprehensive liability insurance covering all injuries.
- Expect employees to sign an indemnification agreement to pay the cost of defending any lawsuit relating to a dog bite.
- Require owners to have a way to transport the animal in the event it creates a problem at the office.
- Registration of the pet with the company.

Registration - All pets should be registered with responsible department (Security, HR, Facilities, etc.) and registration updated and re-submitted every 6 months. Registration should require the following information:

Pet's name	Owner's name	Owner's work department	Best phone number to reach owner during the work day
Description of pet (breed, coloring, etc.)	Photo of animal	Relevant behavioral information about pet re: ability to be friendly and well-behaved	
Confirmation of the following:	<ul style="list-style-type: none"> • My pet is house-broken • My pet is well-behaved and safe for a work environment • My pet has never bitten any person • My pet has never injured another animal • My pet is not registered on any potentially dangerous, dangerous or vicious animal list. • My pet is, and will remain up-to-date on all required vaccinations (documentation is required) <p>If any of these statements is NOT confirmed, an explanation is required.</p>		
Document should be signed and dated by pet owner, including a statement indicating that the owner/employee understands and agrees to abide by the company Workplace Pet Policy and further agrees to re-register the animal every 6 months or if answers to any of the above need to be changed.			

Other Considerations

- Pets brought to the office must be well behaved and not aggressive.
- Determine what kind of animals will be allowed, including consideration of what kind of breeds (particularly dogs) may be prohibited and any size limitations.
- Animals that make excessive noise and are not house-broken should not be allowed.
- Consider a behavior policy (e.g. zero-tolerance, three-strikes, etc.) that prohibits animals that break the policy.
- If the premises are leased, a company must check with the property owner prior to allowing pets in the workplace. Check the lease, but if in doubt, obtain written permission from the building owner.
- Consult an attorney before allowing any pets in the workplace to address potential liability and create an appropriate policy.