

Dogs at work policy

Being able to bring dogs to work is a perk and adds a feelgood factor within the office. Dogs who come into the office must be well trained and well behaved and some general rules should be adhered to.

Dog health and general wellbeing

- Vaccinations and flea preventative treatment must be current and your dog must be wormed regularly
- If your dog is unwell, e.g. suffering from vomiting or diarrhoea, please do not bring them to the office until your vet has given them the all clear
- Female dogs who have not been neutered should not be brought into the office while in season as this can cause issues and disruption, with male dogs becoming particularly restless
- Male dogs who have not been castrated must be kept under control — inappropriate behaviour is not acceptable
- Dogs should never be left alone in cars for welfare reasons — if your dog cannot be in the office they should remain at home or in care

Expected behaviour

- Dogs should be friendly and non-aggressive towards other dogs as well as colleagues and visitors
- Dogs must be house trained
- Dogs must not interfere with the day-to-day running of the office
- Barking or whining is not acceptable

General

- Permission must be sought from your line manager prior to bringing a new dog into the office
- Consideration must be given to the number of dogs in any one department to ensure there is always easy access to work areas and sufficient space for our canine colleagues
- Dogs must be kept under control at all times — they are not permitted to wander around the office
- Dogs should only be allowed in permitted areas (see list overleaf)
- Please do not give treats to other people's dogs without permission
- When entering or leaving the building, dogs should be on a lead and under control, especially when using the stairs, accessing the corridors or crossing roads and car parks
- In the event of a fire, dogs must be kept on a lead during an evacuation - and dog owners should be the last to leave the building to prevent congestion in the fire escapes
- If you cannot evacuate your dog in an emergency, the fire service should be made aware that there are dogs still in the building
- Owners are responsible for the immediate cleaning up and sanitising of any area affected by a dog having an accident
- Owners should provide dog bowls for food and drink — and never use crockery intended for staff
- Dogs are not allowed to play in any car parking areas or roads adjacent to the office
- If your dog defecates outside you must pick it up and dispose of it appropriately, it is the owner's responsibility to ensure they have disposal bags on-hand
- Dog owners should always be respectful of their colleagues and remember that, first and foremost, this is a place of work
- If you agree to look after someone else's dog during the day you are responsible for ensuring the above guidelines are met



Dogs at work

COVID-19

There are some requirements in place to ensure employees adhere to measures such as social distancing and hand hygiene when bringing dogs into work.

COVID requirements

- You should avoid letting anyone else take your dog out for toilet breaks or walks
- You must bring your own water bowl and food bowls for your own dog; these must be washed in the cleaner's cupboard and taken home at the end of your working day
- You should not bring dogs in to work from other households
- Avoid letting others play with your dog, especially touching collars, leads etc.
- Everyone must wash their hands regularly as part of our hygiene policy, including after handling a dog
- All dogs must continue to be restrained at all times, allowing employees to continue to adhere to social distancing





Dog friendly areas

✓
✓
✓
✓
✓

No go areas

✗
✗
✗
✗
✗

Damage to property / insurance

- Owners will be held responsible for any damage caused by their dog to company or colleagues' property and therefore agree to make remuneration for any loss or damage
- Owners should check their own insurance policy to see if they are covered for any damage or injury to others caused by their dog while at work

Policy breaches

- All accidents and incidents involving dogs must be reported. If your dog bites or injures a colleague or visitor, for example, you must report this straight away and enter the details into the accident book
- Any breach of this policy will be dealt with on a case-by-case basis, and may lead to you no longer being permitted to bring your dog to work