

# Office Rule List for Approved Dogs

Dogs who break these rules will be removed from the approved list.



- 1** Dogs must be well behaved in the office. Continuous barking, whining, or howling will not be permitted. Ensure that greetings between dogs and employees are safe for everyone by having the dog remain seated or standing next to their owner.
- 2** Employees will be notified of the proper dog-friendly entrances and exits to the building. Dogs may only enter and exit through these locations.
- 3** Dogs must be housebroken. Dogs should be taken to the designated walk area to relieve themselves and stretch their legs. Employees are responsible for cleaning up after their dogs. Dogs who have three accidents in the office will have their permission to visit the office revoked.
- 4** Dogs who travel outside of dog-friendly designated workspaces must be leashed and handled by the owner or designated buddy.
- 5** Dogs must remain calm, manageable, and friendly. Aggression, disruptive behavior, biting, or jumping on people or other dogs is not permitted.
- 6** Dogs must remain outside of dog-free zones. These zones will be posted with a sign and may include bathrooms, break rooms, specific cubicles, and meeting areas.
- 7** Dogs should not be fed by any employee other than the owner unless given permission.
- 8** While employees may have more than one dog approved, bringing multiple dogs into the office should be approached with caution. The employee should have adequate space within their workstation and keep the dogs under control.
- 9** Dogs who are showing symptoms of illness should not be brought to the office.
- 10** Employees may only use designated break times to exercise their dogs.
- 11** The employee agrees to pay for all costs associated with damage and/or clean up caused by their dog.
- 12** The employee will designate a "buddy" who agrees to be responsible for the dog when the employee must leave their workstation to go to a dog-free zone.
- 13** Approval for dogs is only for a one-year period. Employees will have to reapply for the privilege of bringing their dog to work annually.
- 14** Employees must acquaint themselves with emergency procedures and be willing to practice evacuation drills should they occur when their dog is in the office.

