



PetsatWork

Pets at Work Toolkit





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Getting Started

So your workplace has made the leap and decided to become pet-friendly? Congratulations!

We're ready to help with our best suggestions. We made this kit to help you get started. Read up on these materials, print the ones that you find most useful and hang them wherever people will be able to read them.

Inside Our Kit

1. Pet Etiquette 101

Pets at Work programmes only work if employees understand just what they're responsible for.

2. Signs For Your Office

You're going to want the whole world to know that you're pet-friendly. You're also going to want to let pet owners know where their pets can and can't go in the office space.

3. Pet Pledge

When employees decide to bring pets to work, it's important that they promise to follow the guidelines your workplace sets out for them.

4. Office Checklist

Pets coming into the office soon? You're going to want pet owners to know just what to bring. We've created a short list for you to pin up in the workplace so they will make sure not to forget something important.

Before you dive in, make sure you consider these factors:

1. Liability

It's important to be aware of any limitations or precautions involved with a Pets at Work programme. For example, you'll definitely want to have an Authorisation and Release form, as well as a liability waiver before you do anything else. We suggest your company contact your legal representative to create a version that suits your company's culture and needs. See our example in this toolkit.

2. Employee Enthusiasm

Make sure your employees are already excited about having pets at work. Start by checking out our tips for drumming up employee enthusiasm.

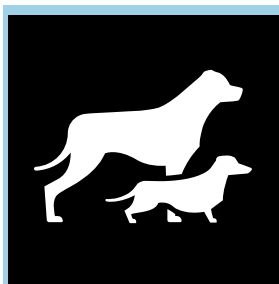
3. Allergies, Landlords, Pet Behaviour and More

There's a lot to think about before making pets a part of your workplace culture. Check out our FAQ page on our website to learn about being respectful of allergies, clearing your programme with your building owners and more.



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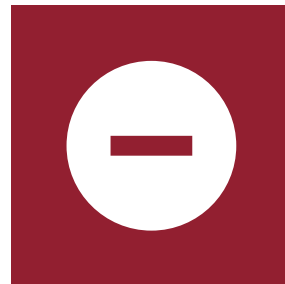
Pet Etiquette 101



Only bring your pet to work if he is well-trained and socialised



Be respectful of any co-workers' pet allergies



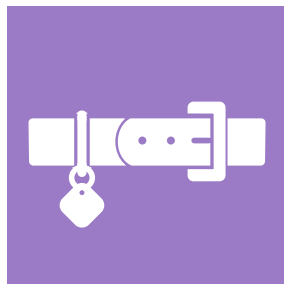
Respect any pet-free areas



Don't bring your pet in to work on days you'll be busier than usual



Alert the PetCare staff to any accidents



Keep your pet on a leash

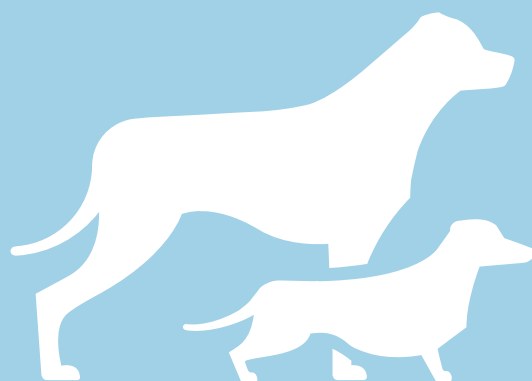


Have all your pet paperwork on hand



Take your pet home if their behaviour isn't superb

EVERY DAY
IS
#PETSATWORK
DAY

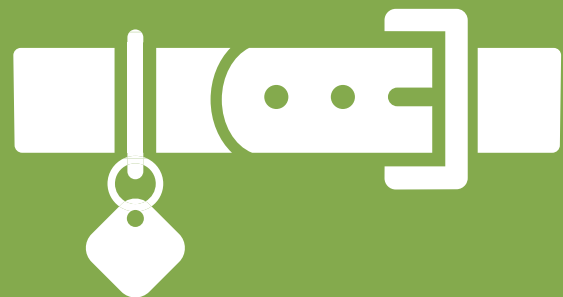


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Pet Pledge

I NAME, agree to become part of our pet-friendly work culture. I understand that the most important aspect of doing so is taking complete responsibility for my pet and his actions. That means ensuring that my pet is a good citizen in the office, and only bringing him to work if his behaviour is up to our standards. I will do my due diligence to make sure my pet is socialised, well-trained, friendly and respectful at work. I will also make sure that my pet is adequately groomed at all times.

In addition, I agree to the following responsibilities:

I will be responsible for all clean-up inside and outside of the building.

I will immediately report any accidents to our clean up staff so the right clean-up any disinfectant measures can be taken.

I will not bring any pet to work that has not been fully house trained.

I will not bring a pet to work that is ill or behaving abnormally. If my pet does become ill, I will take him home and/or seek veterinary attention.

I will not bring a pet to work that has bitten someone or has a history of aggression or destructive behaviour. Also, I will not bring a pet to work that is excessively vocal or fearful.

I will control my pet at all times, whether it's by keeping him on a leash or in a gated area.

I will keep a supply of plastic bags with ties on hand at all times and take responsibility for disposing of any waste.

SIGNATURE



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Office Checklist

Pet gates or crates

These can help employees keep their pets confined to their areas, so that they won't be left to roam around.

A leash and collar with identification and contact info

The leash will keep your pet restrained and ready to go outside for a bathroom break whenever it's needed. Having identification and contact info on a pet's collar is crucial so that if he runs away, whoever finds him can know where he belongs.

Bowl for fresh drinking water

Keeping a pet hydrated throughout the day is very important – especially when she'll be getting so much extra playtime running around and greeting everyone.

Treats or toys

Treats are important for helping people in the office establish a friendly relationship with your pet. When someone feeds them a treat, they will know person is friend, not foe. Toys help keep pets occupied, so they will be more likely to stay out of trouble.

Plastic poop bags

Being a good citizen in a pet-friendly workplace definitely starts with cleaning up any pet waste.

Paper towels and pet-safe disinfectant

These will help you sanitise any areas that pets may have left messes on, without adding harsh chemicals to that surface.

Litter box

This is key if you're bringing a cat to work, although some house-trained dogs may benefit from having their own litter box as well.