

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources

Policy Name: Pets in the Workplace

Policy Number: 1111

Origination Date: 04/10/2010 **Revision Date:** 05/01/2010

Authority: Cynthia A. Schuler, Chief Executive Officer
Kids Central Board of Directors

Attachments: Acknowledgment of Receipt of Policy

Purpose: The purpose of this policy is to address the safety and well-being of people and pets in the workplace, reduce Kids Central, Inc. liability, and to protect Kids Central, Inc. from excessive wear and tear or damage.

Procedure:

1. If an employee wants to bring their pet into the office, they must sign the attachment acknowledging they have read this policy and will abide by it.
2. If an employee needs to bring the pet into the office more than one day per week or any extended period of time, they must first receive Director and/or Chief approval by providing a written request to the Director of the assigned Department for review and approval. The employee must document the need to bring the pet(s) into the office. For example, a pet may temporarily need continuous observation for medical reasons or more than one pet may need to go to the vet at the same time.
3. If approved, a copy will be kept by the Director or designee in a central location.
4. Verbal approval may be given on an emergency basis.

Any questions or concerns regarding this policy should be brought to the attention of the CEO or designee. Any complaints about pets creating a disturbance, or violation of this policy should be discussed with the CEO or designee for investigation.

Policy:

1. A pet may be brought into the office if the pet is going to/from the veterinarian, groomer, pet sitter, hospital or other facility, etc. or the employee is planning an extended workday.

Kids Central, Inc. System of Care Policy & Procedure

2. A pet may be brought into the office one time per week or five times per month without prior permission. Owners of multiple pets must decide which pet to bring into the office one time each week.
3. Pets are required to be on a leash at all times outside the employee's office/cubicle. If using a retractable lead leash, it should be kept short and locked when in the building to keep the pet from wandering into areas where it is not welcome.
4. Pets are not allowed in break areas/kitchen areas where employees eat or prepare food, at a luncheon or eating function where food is being served.
5. Pets are not allowed in the bathrooms.
6. Pets must be confined to the employee's work area when they are not attended. If the employee has an office, the door must be closed; if the employee is in a cubicle, the pet must be crated. Entrance gates are acceptable if the pet cannot push or jump over the gate. If the pet can push or jump over the gate, then office doors must be closed, or crates used in cubicles.
7. Pets must have current vaccinations and be free from parasites and transmissible illnesses.
8. Pets that have a history of biting or exhibiting aggression (such as growling, barking, chasing, or biting) toward people or animals, inappropriate defecation or other behavior that poses a threat to employee health, employee safety or Kids Central, Inc.'s property will not be allowed at work.
9. Barking or other behavior that poses a distraction to employees will not be allowed.
10. Employees must pick up after their pets (food, shedding, accidents, etc.). Employees should take their pets to the far back or far front of the property for exercise and elimination, and must make a concerted effort to clean up after them. Plastic bags should be provided by the employee and used to cleanup after their pet. Your pet's waste should be disposed of only in the dumpster out back and not in the garbage can outside the entrances or any indoor garbage can.
11. Pets must be housebroken. While puppies are discouraged under this policy, a limited presence is allowed as long as they are transported and kept in a kennel at all times.
12. A newly adopted pet may be allowed additional visiting privileges, as long as the newly adopted pet is socialized and is non-aggressive.
13. Damage to Kids Central, Inc.'s property will be the responsibility of the employee.

Kids Central, Inc. System of Care Policy & Procedure

14. If an employee shares an office with another employee, the employee shall be considerate of the employee's feelings. Proactive discussions are encouraged to make the workplace comfortable for all.
15. Violations of this policy in any form may result in suspension of the employee's privileges to bring his or her pet to work. Additionally, Kids Central, Inc. reserves the right to deny any employee's request to bring his or her pet onto Kids Central, Inc.'s premises.
16. Kids Central, Inc. assumes no responsibility for any pet.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date