



## Best Practices for a Pet Friendly Workplace

The following are best practices and guidelines for individuals, whether that be business owners, leaders or employees, looking to make their workplace pet friendly.

There are major benefits to pet friendly work environments; retention and stress relief being two of the most valuable. Consider doing research to implement these best practices for the benefit of your team and business.

### A. Before Implementing a Pet Friendly Work Structure:

- All opinions in the workplace should be considered in becoming pet friendly. A good way to capture employees' thoughts and opinions is through a department/company-wide survey.
- Talk to family and friends to find other local businesses that have implemented a pet friendly structure. Their resources may be just as useful for your workplace.
- Consider any lease agreement restrictions, or local business park rules and ordinances.
- Make sure you define the term "pet" and consider limitations on types of pets (i.e. "Dogs only").
- Evaluate your environment to consider if it is a well-suited pet friendly space.
- If it seems like a quick jump to initially make, consider starting with bringing your pet to work once a month or once a week.

### B. Recommendations and Items to Consider for a Pet Friendly Workplace:

- Owners may bring only one pet into the office at a time.
- Refrain from giving treats or feeding pets without the permission of their owner, some pets may be on strict diets. Do not feed your pet at the office or leave pet food unattended.
- Owners are responsible for looking after their pet and picking up all waste immediately after occurring; both indoors and outdoors. Toys must be picked up and not strewn about the office.
- Consider installing pet clean-up stations in your new pet friendly office, so accidents are taken care of right away. Ensure there are pet waste stations and waste bag dispensers installed in appropriate areas.
- Implement a policy and guidelines paperwork for employees to sign and date. Require of all employees to submit a list of up to date vaccines prior to bringing in a pet.
- Dogs must display on collars a current license tag along with current rabies vaccination (or owner must have information available). Visible collars and identifiable tags should be worn at all times.
- Be sure to fill out our "Include Your Business" form found on our site. This will allow both visitors and residents of the state to find your place in our "Locations" page. After we review your inquiry we will ship you a window decal to showcase your new pet friendly business.

### C. Suggested Pet Friendly Workplace Guidelines:

Your *Fido* must...

- Be "potty" trained
- Show the ability to follow basic commands (sit, stay, come)
- Be well-groomed and clean; exhibiting no offensive odor
- Be parasite-free & maintain up-to-date shots (Rabies, Bordetella, Distemper)
- Be at least 16 weeks of age (to allow for all shots to be completed)
- Not bark or create disruption in the environment
- Stay home if they are in heat
- Be kept on a leash in any area where food is present
- Not be on tables/benches inside the workplace

### Sources:

1. Radio Systems Corporation Dogs at Work Policy
2. [Society for Human Resource Management – How to Be a Pet-Friendly Employer](#)
3. [The Bark – Best Practices for a Canine-Friendly Workplace](#)
4. [Orvis – Bring Your Dog to Work: Guidelines, Tips, & Tools](#)
5. [PooPrints: Waste Solutions](#)