



ByrneWallace Pet (Dog) Policy

Pet owners who want to bring their pets to work on any specific days expressly designed by the firm must adhere to the policy:

1. Dogs must be at least 3 months old and have received all vaccinations and be fully licensed.
2. Dogs must be collared and leashed.
3. Dog owners:
 - 3.1 will be fully responsible for any injury to any persons on the premises and must satisfy themselves that they carry an insurance policy to meet that risk;
 - 3.2 must bring the dog's 'bed' or crate where the dog can rest during the day;
 - 3.3 must bring dog waste bags, poop scoops or the like;
 - 3.4 must bring their dogs outside regularly for 'toilet breaks' and clean up all waste;
4. Dog waste should be disposed of properly in a trash receptacle outside (one will be provided in a dedicated location).
5. Dog owners:
 - 5.1 will be 100% responsible for their pet's behaviour and well-being and for any spills, soils or other injury or damage, while on the premises;
 - 5.2 must be respectful of other employees and their pets, to ensure no business interruption or disturbance;
 - 5.3 must manage their workspace to ensure it is "pet-proofed" and safe for their visiting pet;
 - 5.4 keep their pet with them and controlled throughout the day. Or, make arrangements with a colleague to do so if they need to step away;
 - 5.5 provide their own pet items to ensure pet safety, such as leashes, beds, muzzles, crates or gates to keep the pet securely in the employee's work area;



- 5.6 keep pets out of pet-free areas, such as the kitchen and bathrooms;
- 5.7 take their pet home each evening or at any time if the pet's behaviour or health makes it a distraction, nuisance or danger to anyone else, or if asked to so by their manager.
6. All pets MUST be:
 - 6.1 Owned and housed by pet owner for at least 30 days;
 - 6.2 Parasite-free (fleas, ticks, etc.);
 - 6.3 Spayed or neutered;
 - 6.4 Capable of complying with at least basic commands, obedient, well-socialised and with no history of biting, excessive barking, chasing or aggressive behavior;
 - 6.5 Potty trained and of good hygiene (e.g., no foul, unpleasant or strong odors);
 - 6.6 Positively attended to 100% of the time.
7. NO pet shall:
 - 7.1 exhibit aggressive behavior;
 - 7.2 be disruptive to co-workers work or comfort or inhibit or interfere with work or client service;
 - 7.3 bark excessively.
8. Restricted dog breeds are not allowed on the premises.
9. By bringing your dog to the office you are and will be deemed to have agreed to the terms of this policy.
10. This policy is subject to review and can be terminated suspended or modified at any time.

November 2019

