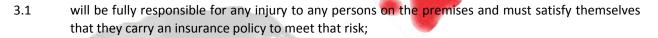




ByrneWallace Pet (Dog) Policy

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:



- 3.2 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







