

# Mayne Island Improvement District

## Pets in the Workplace Policy & Agreement

### STATEMENT

Mayne Island Improvement District believes that pets can foster a friendlier and happier workplace. They can have positive influence on our work. The District is responsible for assuring the health and safety of those persons attending or working in our offices. In keeping with this objective, the District has formulated this policy balancing these concerns with the desire to promote a positive experience by allowing appropriate pets in the office. To ensure that animals won't disrupt our operations, damage properties or cause medical issues to other employees, we expect everyone to read and respect this policy. This **Pets in the Workplace Policy** outlines the District's rules for bringing, caring for and supervising pets in the Improvement District's offices.

### RULES

The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may come into contact with animals at the office. An animal may be excluded from the office if it:

- causes any employee to experience allergic reactions,
- harms a person or property,
- distracts any employee from their work; or
- reduces any employee's productivity or quality of work.

The owner shall be responsible at all times for their pet's behavior and well-being; the owner must:

- ensure that the pet is adequately trained,
- ensure their pets are clean, properly vaccinated and free of parasites,
- clean up after their pets,
- supervise their pets in the workplace,
- know their location at all times.

Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner and then, if not addressed to satisfaction, to the Board.

Any individual who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal.

Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

The District shall not be liable for loss of, or injury to, any animal brought to the office.

### Read and Acknowledged:

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Pet Owner Signature

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Date

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Print Name