

Corporate Human Resources Policy	 Hamilton	Content Updated: 2019-09-04
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Workplace Pet Policy

POLICY STATEMENT	<p>The City of Hamilton recognizes the many health and wellness benefits that arise from having employee pets in the workplace, including enhancements to employee well-being, reduced stress levels, increased productivity and creativity, and enhanced socialization among coworkers.</p> <p>The City supports the inclusion of pets in the workplace wherever it is possible and appropriate to do so, but also recognizes the importance of regulating the City's approach to ensure that the inclusion of pets in City workplaces is acceptable to all employees, appropriate for the work location, and monitored closely to ensure that disruption, damage or other potential negative impacts are not felt in City workplaces as a result of the inclusion of pets.</p>
PURPOSE	<p>The purpose of this policy is to clarify the City's position on pets in the workplace and to outline the conditions under which an employee's pet may be brought into the workplace.</p>
SCOPE	<p>This policy applies to all City of Hamilton employees and members of Council.</p> <p>Pets in this policy include dogs and cats that are owned by City of Hamilton employees and members of Council.</p> <p>This policy does not include service animals or therapeutic animal programs. For the City's policy on service animals please see Service Animals Policy.</p>
DEFINITIONS Pet Owner Pet	<p>The following terms referenced in this Policy are defined as:</p> <p>A City of Hamilton employee or member of Council who has been approved to bring their pet to one of the City's workplaces.</p>

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Pet-Friendly Workplace	<p>A domestic animal that is owned by, resides with, and is cared for by an employee or member of Council. For the purposes of this policy, this includes dogs and cats. All other pets are excluded from this policy.</p> <p>Any location where City employees perform work that meets the criteria for inclusion in the program. This can include city owned facilities and leased facilities where lease agreements allow for pets on the premises.</p>
PRINCIPLES	<p>The following principles apply to this Policy:</p> <ol style="list-style-type: none"> 1. The City is committed to meeting legislated requirements and will ensure that pets will not be brought into areas where their presence would violate legislation. 2. Pets in the workplace will only be considered for work groups in City owned or leased properties that meet criteria for inclusion in the program. 3. Departments have the authority to determine the appropriateness of implementing this program in their locations. 4. The health, wellbeing and safety of all employees in a workplace must be considered before approving any workplace pet arrangement. 5. Agreement from all employees in a workplace must be achieved before implementing this policy in a workplace. 6. Approval will not reasonably be denied to workgroups requesting that the policy be implemented, provided the criteria is met. 7. The City reserves the right to exclude specific dog breeds or individual animals from inclusion in this program at any time.

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	<p>8. The presence of pets in the workplace must not impede productivity or the provision of City services.</p> <p>9. The presence of pets in the workplace must be communicated and visitors made aware of their presence.</p> <p>10. Any concerns identified by external persons, including staff, citizens or contractors, are required to be in the workplace where there is a pet onsite must be addressed and alternative arrangements made as required.</p>
RESPONSIBILITIES (if applicable) Pet Owner	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <ul style="list-style-type: none"> • Only bring pets into the workplace where approved under this policy • Maintain responsibility for their pet's behavior, well-being, hygiene and happiness the entire time that the pet is in the workplace. • Manage their workspace to ensure it is "pet-proofed" and safe for their visiting pet. • Keep their pet with them and controlled throughout the day. If the employee needs to step away, they should make arrangements with a colleague to monitor the pet in their absence. • Ensure that their pet's behavior does not interfere with other employees' comfort or ability to do their work. • Provide their own pet items to ensure pet safety, such as leashes, crates or gates to keep the pet securely in the employee's work area. • Provide their own pet wellness items, such as waste bags, toys, food and water bowls. • Provide adequate bathroom breaks, access to water and food, and exercise for the pet throughout the day. • Clean up after their pet immediately if any accidents occur.

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	<ul style="list-style-type: none"> • Maintain insurance that covers animal incidents such as dog bites • Be legally and financially responsible for any damage caused by their pet • Provide proof of vaccination and health for their visiting pets • Keep pets out of areas that are restricted as off limits for pets • Take their pet home at any time if the pet's behavior or health makes it a distraction, nuisance or danger to anyone else, or if asked to so by their leader.
Leader	<ul style="list-style-type: none"> • Ensure that Pet Owners are aware of their responsibility over their pets • Ensure that the Pet Owner completes and signs off on the participation waiver • Verify that the employee has adequate insurance to cover an incident that may occur while the pet is on City property • Monitor the implementation of the program, ensuring that the policy is being adhered to and that the pets are not disrupting the work environment • Follow up with all employees in the work team to confirm continued support for the program and to address any concerns that emerge
Non-Pet Owning Employees	<ul style="list-style-type: none"> • Raise any concerns about the program with the leader at any point throughout the implementation • Contact Health, Safety and Wellness in Human Resources to discuss any concerns or complaints as appropriate
Health, Safety and Wellness Team Department Leadership Team	<ul style="list-style-type: none"> • Assist work groups with questions regarding the policy and program • Assist work groups with determining the appropriateness of the work location for the program, as requested • Consult with employees who make a complaint or raise a concern about the

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	<p>program in their work location, and investigate as appropriate</p> <ul style="list-style-type: none"> • Oversee the implementation of the policy in their departments • Review and improve requests to implement the Workplace Pet Policy within their divisions • Identify and approve locations where Workplace Pet Policy could be feasibly implemented
COMPLIANCE	<p>All Pet Owners must comply with this policy. Failure to do so will result in the employee being directed to remove the pet from the premises and future visits will be denied.</p>
RELATED DOCUMENTS	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> 1. <i>City of Hamilton Service Animal Policy</i> 2. <i>Workplace Pet Procedure</i> 3. <i>Pre-Approved Workplace Pet Policy Locations (Appendix A to Workplace Pet Procedure)</i>
HISTORY	<p>The following stakeholders were consulted in the creation or revisions made to this Policy:</p> <p>Corporate Policy Review Group Senior Leadership Team</p> <p>This policy was approved by Council on:</p>