

<i>Human Resources</i>	
<b>Workplace Pet Procedure</b>	
<b>PURPOSE</b>	The purpose of this procedure is to outline the requirements and steps that must be implemented to participate in the Workplace Pet Policy.
<b>DEFINITIONS</b>	
<b>Pet Owner</b>	A City of Hamilton employee or member of Council who has been approved to bring their pet to one of the City's workplaces.
<b>Pet</b>	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.
<b>Pet-Friendly Workplace</b>	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.
<b>Workgroup</b>	A group of employees who share the same work location.
<b>STEPS</b>	
<b>Criteria for Pet-Friendly Workplace</b>	<p>To be considered as a Pet-Friendly Workplace, the work location must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• The location must be primarily an office-type environment</li> <li>• The location must be indoors</li> <li>• The location must have secured doors</li> <li>• The primary location must not be accessible to the public</li> <li>• The location must have access to outdoor facilities suitable for pets</li> <li>• Otherwise suitable for animals</li> </ul> <p>If the location is leased by the City, the lease must explicitly allow for pets.</p>

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<p><b>Liability</b></p>	<ul style="list-style-type: none"> <li>○ Any breed that is banned as a result of a bylaw or legislation</li> </ul> <p>Pet owners are responsible for not bringing a pet into the workplace who has one of the above conditions.</p> <p>Where a pet is found to have a condition as outlined above, the pet owner will be asked to remove the pet from the workplace.</p> <p>Pet owners are responsible for their pet's behaviour, well-being and hygiene while in the workplace.</p> <p>Pet owners are liable for any damage or harm caused by their pet while in the workplace.</p>
<p><b>Frequency</b></p>	<p>Each work location must determine and agree to the frequency of having pets in their workplaces.</p> <p>Multiple pets cannot be in the same workplace on the same day.</p>
<p><b>Internal Communication</b></p>	<p>Workgroups are responsible for creating and maintaining a schedule to advise of the dates that specific pets that will be in the work location.</p> <p>A schedule of pets in the workplace must be communicated with all employees in the workplace and posted in a visible location.</p> <p>Before bringing a pet to the workplace, the pet owner will speak to their supervisor, and will check in with colleagues in the workgroup to understand any concerns or requests they may have (allergies, fear, concern of distraction) about implementing this program.</p> <p>Where there are any concerns identified by employees in the workgroup, the program will not be approved within that work area.</p> <p>Throughout the time that the program is being implemented in a work location, regular communication must occur between employees, their leader, and the pet owner to ensure that the</p>

<b>Communication with Persons Outside of the Work Group</b>	<p>team remains supportive of the arrangement, or to identify any adjustments required</p> <p>Workgroups are responsible for creating and maintaining an up-to-date schedule to indicate when pets will be at the workplace.</p> <p>Participating work areas must ensure that signage identifying the presence of the pet is visible to persons outside of the work location where appropriate.</p> <p>Participating work areas must communicate about the presence of pets in the workplace with any persons, including but not limited to employees external to their workgroup, contractors, consultants and members of the public, who are expected to be onsite at the work location during the time that a pet is present in the workplace.</p> <p>Communication with persons external to the workgroup must occur in advance of the person coming into the workplace. The communication must advise of the Workplace Pet program and to identify any concerns and to make adjustments that the person might require in advance.</p> <p>Communication about the program must be made regardless of whether a pet will be in that work location on the day that the external party will be present in the work place.</p> <p>Any concerns identified by the person external to the workgroup must be addressed and a reasonable solution reached.</p> <p>Examples of addressing concerns may include but is not limited to; ensuring that pet dander and fur is cleaned from meeting rooms; changing the location of a meeting to a location where there are no pets; ensuring that a pet is not in the office on the day that the external person will be on site.</p>
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<p><b>Pet Behaviour</b></p>	<p>If a pet exhibits aggressive behaviour they will be removed from the workplace immediately.</p> <p>In the event that the pet bites someone, the pet will be permanently banned from the workplace.</p> <p>In order to avoid disrupting co-workers and/or inhibiting work productivity, the following behaviours are prohibited:</p> <ul style="list-style-type: none"> <li>○ Loud play</li> <li>○ Excessive barking at any time</li> <li>○ Scent distraction (keep food and garbage away)</li> </ul> <p>Should the pet be disruptive to the office for any reason, the Pet Owner will be asked to remove the pet from the office.</p>
<p><b>Complaints and Concerns</b></p>	<p>A pet may be removed from the office if it:</p> <ul style="list-style-type: none"> <li>○ Causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort</li> <li>○ Distracts any employee from their work</li> <li>○ Reduces any employee's productivity or quality of work</li> </ul> <p>Employees who have any concerns or complaints about the Workplace Pet program are advised to first discuss their complaint with their direct supervisor.</p> <p>Concerns or complaints may be made confidentially to Health, Safety and Wellness in Human Resources for review and action. Complaints may also be made to Diversity Team in Human Resources.</p> <p>Upon receipt of a complaint, the Health, Safety and Wellness Specialist will investigate the situation to determine if it violates the Workplace Pet Policy and Procedure.</p> <p>Where a person has raised a concern about the presence of a pet in the workplace that is found to be legitimate or otherwise in violation of the</p>

	Workplace Pet Policy, the pet will be restricted from the workplace.
<b>COMPLIANCE</b>	All employees must comply with this procedure. Failure to do so will result in the employee being directed to remove the pet from the premises and future visits will be denied.
<b>RELATED DOCUMENTS</b>	The following related documents are referenced in this Procedure: <ul style="list-style-type: none"><li>1. <i>Workplace Pet Policy</i></li><li>2. <i>Appendix A: Pre-Approved Workplace Pet Policy Locations</i></li></ul>
<b>CONTENT UPDATED</b>	2019-09-23
<b>HISTORY</b>	The following stakeholders were consulted in the creation or revisions made to this Procedure: Corporate Policy Review Group, August 2019
<b>APPROVAL</b>	<<YEAR-MM-DD>>

## Appendix A: Pre-Approved Workplace Pet Policy Locations

The following is a list of locations that meet the criteria for the inclusion of pets in the workplace. Approval to participate in the program must be achieved as outlined in the Workplace Pet Policy. Workgroups wanting to participate in the Workplace Pet Policy who do not see their work location on the list below must contact Health, Safety and Wellness in Human Resources so that the work location can be assessed against the policy criteria.

### Pet Friendly Workplace Criteria

- The location must be primarily an office-type environment
- The location must be indoors
- The location must have secured doors
- The primary area where pets will be housed must not be accessible to the public
- The location must otherwise be suitable for pets

Site Name	Site Location
Standard Life Building	120 King Street West, 9th Fl*
1550 Upper James Street	1550 Upper James Street*
181 Main Street West	181 Main Street West*
2255 Barton Street East	2255 Barton Street East*
250 Main Street East	250 Main Street East*
Wentworth St. Operations	330 Wentworth Street North
55 Hess Street South	55 Hess Street South
Ancaster Town Hall	300 Wilson Street East
Animal Control	247 Dartnall Road
City Centre - Suites 320/325	77 James Street North, 320/325*
Dundas Town Hall	60 Main Street
Glanbrook Town Hall	4280 Binbrook Road
Go Transit Terminal	36 Hunter Street East*
Hamilton City Hall	71 Main Street West
City Centre - Suite 250	77 James St N, Suite 250*
City Centre - Suite 400	77 James St N, Suite 400*
350 King Street East	350 King Street East, 110
Lrt	21 King Street West, 14th Fl*
Lister Block	28 James Street North
Mountain Transit Centre	2200 Upper James Street
Parking Operations	80 Main Street West
Robert Thomson Building	110 King Street West, Fl 2/3/4*
Stoney Creek City Hall	777 Highway # 8
Waterdown Library & Msc	163 Dundas Street East
ADGS	21 Hunter St. East*
Adolescent Services	100 Main St East*
David Braley	100 Main St West*

\*Leased Properties