



RYSE Supportive Services Policy Regarding Pets in the Workplace

Emotional Support Animals (ESA)

Scope

- This workplace pet policy applies to employees only. Because it would be too difficult to track requirements and participation, we do not allow visitors to bring pets to our workplace.
- This policy applies to all resource locations, and participating pets are allowed any time their owner is at work.
- The focus of our policy is dogs. Other pets are not included at this time. Please contact HR if you would like to explore adding other pet types to the workplace pet policy.

Pet Requirements

To participate, pets must be:

- At least 1 yr old.
- Up to date on vaccinations required by provincial law (must provide proof)
- Free of any communicable infections or any parasites such as fleas.
- Clean and well groomed.
- House-trained.
- Obedient, well-socialized and with no history of biting, excessive barking, chasing or aggressive behavior.
- Covered under their owner's homeowners/renter's insurance policy, which must cover dog bites.

Pet Parent Responsibilities

To comply with our workplace pet policy, pet parents who want to bring their pets to work must agree to:

- Be 100% responsible for their pet's behavior, well-being, hygiene, and happiness the entire time he or she is visiting.
- Have completed documents related to written approvals from the youths' careteam submitted to upper management PRIOR to bringing pet into the workplace
- Have signed pet parent responsibility document submitted to management PRIOR to bringing pet into the workplace. Along with this document, a brief

description of your pet, along with rationale for bringing the pet to work. It is recommended that pet parents have their pets registered as an ESA, but this is not essential. It is, however, required that employees have documentation from family physician or other health professional that supports the need for ESA to be in the workplace. If supporting documentation is not possible, requests will be evaluated on a case by case basis and approval is NOT guaranteed.

- Be respectful of the youth and other employees, to ensure everyone can be as successful and productive as possible at work. This includes ensuring all co-workers are in agreement to having a pet in the workplace (ie no allergies, fears, etc)
- Manage their workspace to ensure it is “pet-proofed” and safe for their visiting pet.
- Keep their pet with them and controlled throughout their shift. Or, when necessary (fulfilling household duties, escalations, etc) employees **MUST** have the pet **crated** in the office. Pet parents **MUST** 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 throughout the day.
- Clean up after their pet immediately if any accidents occur.
- Maintain homeowners/renters’ insurance that covers dog bites.
- Be legally and financially responsible for any damage caused by their pet.
- Provide annual proof of vaccination and health for their visiting pets.
- Keep pets out of any identified pet-free areas.
- Use alternate pet care away from work on days when the employee would be unable to fully manage the pet at work (e.g. an all-day meeting/outing) or the pet is ill.
- Take their pet home at any time if the pet’s behavior or health makes it a distraction, nuisance, or danger to anyone else-particularly the youth, or if asked to do so by their manager.

Managing Issues

Concerns related to visiting pets or the workplace pet policy should be handled in the following way:

- Talk with the pet parent and work to resolve issues mutually.
- Escalate the issue to the pet owner’s supervisor.
- Escalate the issue to Human Resources.

Please read and complete form on the following page:

Employee Checklist:

Prior to employees bringing their Emotional Support Animals into the Workplace:

Has the employee made a request in writing (email) to Team leader, Social Worker, parents and upper management? This request must include the breed, age and name of ESA. A picture is also helpful if possible Date:_____

Has the employee received approval in writing from ALL of the above?

Date:_____

Has the employee provided documentation from healthcare provider that ESA is necessary for well being while employee is at the workplace?

Date:_____

If NOT, why was this document not provided?

Has the employee provided proof of up to date immunizations for ESA?

Date:_____

Does the employee have all required supports for safely managing ESA while in the workplace? Ie Leash, Crate, Food, Bowls, Toys, etc

Yes / No confirmed by Team Leader(name): _____

By signing this document, I agree to assume any and all risks related to having my ESA in my workplace. I understand that I will be held fully liable, both legally and financially, for any damage or injury that is caused while having my ESA in the workplace. I have read this document and agree with ALL Pet Parent Responsibilities list above:

Employee Signature:_____ Name(print):_____

Date signed:_____

Management Signature:_____ Name (print):_____

Date signed (once all approvals and documents are provided):_____

****EMPLOYEES ARE NOT PERMITTED TO BRING THEIR ESA INTO THE WORKPLACE UNTIL ALL REQUIRED APPROVALS AND SUPPORTING DOCUMENTATION IS COMPLETE AND SUBMITTED TO UPPER MANAGEMENT (SCANNED EMAIL ATTACHMENTS ARE ACCEPTABLE)** ANY EMPLOYEE WHO BRINGS**

THEIR ESA INTO THE WORKPLACE WITHOUT PRIOR APPROVAL WILL BE SUBJECT TO DISCIPLINARY ACTION.