

# Dog Friendly Policy

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Employees are welcome to bring their dogs onto our premises during working hours. For the comfort of other employees and our clients, you should always keep your dog under control (if necessary, on a lead). Under no circumstances are you allowed to leave your dog unattended. Dogs need to be vaccinated and you need to hold their record book at all times.

You must have written permission to bring your dog to work. Permission will not be given to dogs that are unwell. Written permission will only be given when:

- 1) There's evidence that your colleagues are not allergic and are happy with the proposal;
- 2) You've agreed where your dog will stay and where bedding, bowls etc. will be placed to avoid creating trip hazards or obstruct fire exits;
- 3) You have supplied proof of adequate insurance cover for damage to third party property or injury to third parties (including colleagues);
- 4) You take full responsibility for your dog whilst on company premises, in a company vehicle or on company land. You must ensure your dog is under full control at all times, does not cause damage, you are responsible for ensuring they have appropriate toilet breaks - clearing up any toilet accidents but doing all you can to avoid this from happening;
- 5) You agree you are responsible for exercising your dog at normal rest and meal breaks, that you have sufficient bags or 'poop scoops' and dispose of any waste in appropriate waste receptacles.

Permission will be withdrawn if the dog misbehaves or is not kept under full control at all times.

This policy is subject to office arrangements and applies only to our Swindon Head Office in Elgin Industrial Estate. If we move premises, we may need to reconsider this policy.

The above provisions aim to assist with the smooth running of our business. Thank you in advance for your co-operation.

You agree that any damage that is caused by your dog is your full responsibility, and you are required to reimburse the full cost of any repair or replacement. You agree that we have written permission to deduct any cost direct from your wage/salary.