



**PetsatWork**

# Pets at Work Toolkit



# Getting Started

So your workplace has made the leap and decided to become pet-friendly? Congratulations!

We're ready to help with our best suggestions. We made this kit to help you get started. Read up on these materials, print the ones that you find most useful and hang them wherever people will be able to read them.

## Inside Our Kit

### 1. Pet Etiquette 101

Pets at Work programmes only work if employees understand just what they're responsible for.

### 2. Signs For Your Office

You're going to want the whole world to know that you're pet-friendly. You're also going to want to let pet owners know where their pets can and can't go in the office space.

### 3. Pet Pledge

When employees decide to bring pets to work, it's important that they promise to follow the guidelines your workplace sets out for them.

### 4. Office Checklist

Pets coming into the office soon? You're going to want pet owners to know just what to bring. We've created a short list for you to pin up in the workplace so they will make sure not to forget something important.

## Before you dive in, make sure you consider these factors:

### 1. Liability

It's important to be aware of any limitations or precautions involved with a Pets at Work programme. For example, you'll definitely want to work with your company's lawyers to draft a liability waiver before you do anything else. We suggest your company contact your legal representative to create a version that suits your company's culture and needs.

### 2. Employee Enthusiasm

Make sure your employees are already excited about having pets at work. Start by checking out our tips for drumming up employee enthusiasm.

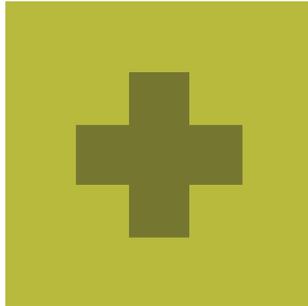
### 3. Allergies, Landlords, Pet Behaviour and More

There's a lot to think about before making pets a part of your workplace culture. Check out our FAQ on our website to learn about being respectful of allergies, clearing your programme with your building owners and more.

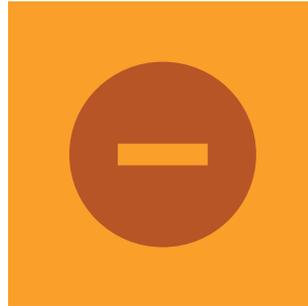
## Pet Etiquette 101



Only bring your pet to work if they are well-trained and socialised



Be respectful of any co-workers' pet allergies



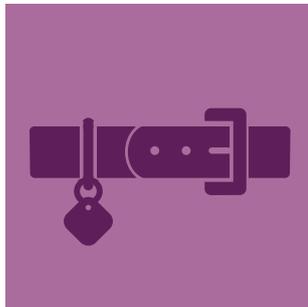
Respect any pet-free areas



Don't bring your pet into work on days you'll be busier than usual



Attend to any accidents or messes as soon as possible



Keep your pet on a leash or in a gated area



Get permission from your employer before you bring your pet in



Take your pet home if their behaviour isn't superb

Naturally dogs are more suitable for bringing to work, however if you feel your cat would be suitable as well, it's best to ensure your cat gets along with multiple dogs at one time and running it past other employees incase they have allergies.

## Pet Etiquette 101

### Is your dog office-ready?

Your four legged friend should be well-trained and comfortable around new people and other pets.

### Do you have a lead with you?

Your dog should be kept on a lead at all times, including meeting rooms, unless your office has installed pet gates or you're using a crate.

### Is your "doggie bag" ready to go?

Make sure you have enough toys to keep your dog entertained, as well as water bowl, a handful of treats and your dog's blanket or bed. Also remember to bring plenty of disposable waste bags.

### Do you have enough time to look after your dog?

Make sure you're not too busy with meetings on the days you bring your dog to the office. You'll need to be able to take your dog for regular walks, and take them home if they are having a bad day.

### Do you know the pet-free areas of the office?

These include toilets, food areas as well as certain meeting rooms, lifts and the main stairs.

### Have you asked your colleagues if they have any concerns?

Some may suffer from allergies, be nervous of dogs, or think two legs are better than four in the office.

# Signs For Your Office

To get your office ready, you can print out the signs on the following pages to designate which areas are pet friendly, and which should be pet-free zones.



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**PET  
FRIENDLY**

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**PET FREE**

# EVERY DAY IS **#PETSATWORK** DAY



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# PET FRIENDLY WORK- PLACE



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# Pet Pledge

I \_\_\_\_\_, NAME, agree to become part of our pet-friendly work culture. I understand that the most important aspect of doing so is taking complete responsibility for my pet and their actions. That means ensuring that my pet is a good citizen in the office, and only bringing them to work if their behaviour is up to our standards. I will do my due diligence to make sure my pet is socialised, well-trained, friendly and respectful at work. I will also make sure that my pet is adequately groomed at all times.

In addition, I agree to the following responsibilities:

**I will be responsible for all clean-up inside and outside of the building.**

**I will immediately report any accidents to our clean-up staff, so the right clean-up and disinfectant measures can be taken.**

**I will not bring any pet to work that has not been fully house trained.**

**I will not bring a pet to work that is ill or behaving abnormally. If my pet does become ill, I will take them home and/or seek veterinary attention.**

**I will not bring a pet to work that has bitten someone or has a history of aggression or destructive behaviour. Also, I will not bring a pet to work that is excessively vocal or fearful.**

**I will control my pet at all times, whether it's by keeping them on a leash or in a gated area.**

**I will keep a supply of poop bags with ties on hand at all times and take responsibility for disposing of any waste.**

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SIGNATURE

# Office Checklist

## **Pet gates or crates**

These can help employees keep their pets confined to their areas, so that they won't be left to roam around.

## **A leash and collar with identification and contact info**

The leash will keep your pet restrained and ready to go outside for a bathroom break whenever it's needed. Having identification and contact info on a pet's collar is crucial so that if they run away, whoever finds them can know where they belong.

## **Bowl for fresh drinking water**

Keeping a pet hydrated throughout the day is very important— especially when they'll be getting so much extra playtime running around and greeting everyone.

## **Treats or toys**

Treats are important for helping people in the office establish a friendly relationship with your pet. When someone feeds them a treat, they will know the person is a friend, not foe. Toys help keep pets occupied, so they will be more likely to stay out of trouble.

## **Poop bags**

Being a good citizen in a pet-friendly workplace definitely starts with cleaning up any pet waste. There are plenty of environmentally friendly poop bag options available too so you can be "Eco-conscious" at the same time!

## **Paper towels and pet-safe disinfectant**

These will help you sanitise any areas that pets may have left messes on, without adding harsh chemicals to that surface.

## **Litter box**

This is key if you're bringing a cat to work, although some house-trained dogs may benefit from having their own litter box as well.

**We hope you have found this toolkit helpful. However, it is intended as guidance only, and Purina takes no responsibility in connection with this toolkit. You should ensure you put in place the most appropriate Pets at Work programme for your workplace.**