

1. **Purpose.** This Policy guides team members on requirements that must be met and procedures that must be followed when bringing their dogs to the corporate headquarters (“HQ”) of Destination Pet, LLC (“**Destination Pet**”), currently located in Highlands Ranch, Colorado.
2. **Effective Date.** May 2022.
3. **Audience.** All Destination Pet personnel who work in or visit HQ, including independent contractors.
4. **Policy.** Destination Pet values the health and safety of all employees, and desires to promote a positive work environment by allowing dogs at HQ. This Policy balances these objectives by allowing personnel, including independent contractors, to bring their dogs to HQ so long as dogs and their owners meet and follow the requirements and procedures outlined in this Policy. This Policy does not address service animals or requests for reasonable accommodations under the Americans with Disabilities Act, the Uniformed Services Employment and Reemployment Rights Act, and other federal and state laws. Please direct any questions about or requests for reasonable accommodations to Destination Pet’s Human Resources department.
5. **Prerequisites.** Prior to bringing dogs to HQ, owners must ensure their dogs meet the following prerequisite conditions:
  - 🐾 Potty trained.
  - 🐾 No history of aggressive behavior or biting.
  - 🐾 Socialized with people and other dogs.
  - 🐾 Controllable and leash trained.
  - 🐾 Clean, well-groomed, and free of illness and disease.
  - 🐾 Current on all vaccinations required by Destination Pet’s Pet Care Terms of Service, including rabies, distemper combo, and Bordetella.
  - 🐾 Able to behave appropriately in an office environment for prolonged periods of time.

Additionally, Destination Pet encourages but does not require dogs to be spayed or neutered before coming to HQ. Bringing an un-spayed or un-neutered dog to HQ is at the owners’ sole risk. Female dogs actively in heat should not be brought to HQ.

5.1 **Requirements While at HQ.** The privilege of bringing dogs to HQ is always subject to ensuring the health and safety of anyone who may encounter dogs at the office. To ensure a positive experience for humans and dogs alike, owners must ensure compliance with the following requirements while their dogs are at HQ:

5.1.1 Except for HQ and when entering and exiting HQ in accordance with Section 5.1.2, dogs are not permitted in any other areas of the building, including but not limited to common areas and the first-floor kitchen.

5.1.2 Owners and their dogs may only enter and leave HQ through the back entrance stairwell that leads directly outside; dogs are not permitted to enter or leave through the front door or any other doors of the building.

5.1.3 Dogs must be always under the owner's supervision and control. Dogs are not permitted to wander unattended, inside or outside the building. If dogs are left alone, it must be for short periods only and the dogs must be in a secure environment in accordance with Section 5.1.4.

5.1.4 Dogs must always be either (a) on a leash or (b) in a secure enclosure, e.g., by using doggie gates across office doors or around cubicles. Any materials needed to keep dogs secure must be purchased at the owners' expense. Dogs are not permitted to be off leash when not inside Destination Pet's offices, unless in a crate or carrier.

5.1.5 Owners must provide water, food, animal waste bags, and other essentials for their dogs, at the owners' expense.

5.1.6 Destination Pet has a zero-tolerance policy for aggressive behavior, including biting and fighting. Dogs displaying aggressive behavior must immediately and safely be removed from HQ, and the owner is responsible for making up for any lost working hours or productivity.

5.1.7 Destination Pet also has a zero-tolerance policy for animal abuse or animal cruelty. Owners who mistreat or abuse any animal (whether verbally or physically) will be subject to immediate termination. This type of behavior violates Destination Pet's core values and is strictly prohibited.

5.1.8 Owners must always keep their dogs under control. If Destination Pet's Human Resources department determines a dog is disruptive to others or is creating a hazard at HQ, then the owner must safely remove the dog from HQ and is responsible for making up any lost working hours or productivity.

5.1.9 Owners must ensure their daily schedule allows time to take their dogs outside to minimize the risk of accidents.

5.1.10 Owners are solely responsible for immediately and completely cleaning up and sanitizing after their dogs, both inside and outside. Animal waste must be completely sealed in a waste bag and properly discarded in a trash bin. Owners should not assume Destination Pet will have an adequate supply of cleaning products at HQ and should plan to bring or keep their own cleaning supplies to use for their dogs' messes and accidents.

5.1.11 Dogs may attend business meetings if they are quiet and do not distract meeting participants.

5.1.12 If a dog consistently misbehaves or shows signs of aggression, then Destination Pet's Operations leadership and Human Resources department reserves the right to prohibit the dog from coming to HQ again.

6. **Owner Responsibility.** Owners are fully and solely responsible for their dogs while at HQ, including for any damage or injury done to any property, individual or animal. Any repair, cleaning or maintenance costs incurred by a dog will be charged in full to the owner. Destination Pet will not be liable for loss of or injury to any dogs brought to HQ.

7. **Conflict Resolution.** The health and safety of all employees is paramount to Destination Pet. If an employee has concerns about or issues resulting from dogs at HQ, then the employee is encouraged to reach out to any of the following resources:

- 🐾 If the employee is comfortable so doing, talk to the owner of the dog in question to see if the issue can be resolved immediately and amicably.

- 🐾 The employee's manager.
- 🐾 Destination Pet's Human Resources department.
- 🐾 [Compliance@destpet.com](mailto:Compliance@destpet.com).
- 🐾 Destination Pet's third party reporting hotline for employees through ThinkHR at the following URL: <https://tellus.thinkhr.com/report/destinationpet>.

8. **Mandatory Reporting.** If an employee witnesses aggressive behavior from or between dogs; injuries to animals, people or property caused by a dog; or animal abuse of any kind from any individual, then the employee must report the concern to both (a) [Compliance@destpet.com](mailto:Compliance@destpet.com) and (b) Destination Pet's Human Resources department, including through Destination Pet's third party reporting hotline for employees through ThinkHR at the following URL: <https://tellus.thinkhr.com/report/destinationpet>.

9. **Modifications, Violations, and Resources.** Destination Pet reserves the right to change, modify, or delete the provisions of this Policy without notice. All employees are responsible for consulting and complying with the most current version of this Policy. Violating this Policy may result in disciplinary action, up to and including termination of employment. Please direct any questions about this Policy or requests for guidance about bringing dogs to HQ to Destination Pet's Human Resources department, your manager, or [Compliance@destpet.com](mailto:Compliance@destpet.com).

## **ACKNOWLEDGMENT**

I hereby acknowledge I have received and reviewed Destination Pet's Office Dog Policy ("**Policy**") dated May 2022.

I acknowledge any questions I had regarding the Policy have been answered. I certify I fully understand the Policy and I agree to be bound by and shall continue to comply with, the Policy.

I understand failure to comply with the Policy may subject me to immediate adverse action, which may include suspension or termination of employment.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_