

PET POLICY

PeopleLogic is responsible for assuring the health and safety of all employees. In keeping with this objective, PeopleLogic has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets in the office. A pet may be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations.

A pet owner wishing to bring a pet to the office should first obtain permission from his or her immediate supervisor and the HR. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the management.

The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may come into contact with animals at the office.

Bringing a pet to work is also a function of the rules and regulations of the office building (building owner and maintenance).

An animal may be excluded from the office if it:

- causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort;
- distracts any employee from their work; or
- reduces any employee's productivity or quality of work.

Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor in writing .

In addition, the following animals may not be brought to the workplace:

- sick animals;
- animals with fleas or any disease that is communicable to other animals in the office or to humans;
- animals that have not been properly vaccinated, or that have internal or external parasites;
- dogs that bark or behave aggressively; or
- animals that foul the inside or outside of the building.

Animals that have not been spayed or neutered will not be permitted to come to the office in season. All dogs must be leashed at all times. All animals must be in the continuous full control of their owners. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Owners are expected to clean up, completely and immediately, after their animals dirty the place.

An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

PeopleLogic shall not be liable for loss of, or injury to, any animal brought to the office.

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
January 2023	Version 2.0	People Team	Management	