Dog policy and request form

Dogs at PRETTYBIRD

The ability to bring a dog to PRETTYBIRD is a perk not a right. We want to create an environment where we can have pets join us, but only if it does not disrupt the business.

First and foremost, PRETTYBIRD is a place of business; your job must be your first priority. Having a dog at work can be quite demanding and therefore should not be taken lightly.

Our lease agreement has a limitation on how many dogs can be brought in as well as certain rules we must follow for pets being brought in. Therefore not all dogs who apply can be accepted to come to work.

Please note that safety and security are top priority within our office. Please read through all of the below carefully in order to ensure you can continue to partake in the benefit of bringing your dog to work.

Policy & Procedure:

1. Before your dog comes to work please make sure you have registered them with the Head of Operations by completing the attached application. You must get prior approval from the Head of Facilities, and your supervisor.

*Your supervisor or the Head of Facilities may ask that you not bring your dog in during busy periods with deadlines that require focus and or when the office has a high level of visitors and foot traffic like during fittings or events.

-Should you bring your dog to work without prior approval, the dog will be sent home.

2. It is the expectation of PRETTYBIRD that for a dog to be eligible to come to work the owner must complete a "Dog Application" which will include information regarding: vaccination records including shots, flea and tick treatments and spay/neuter history. All dog information will be kept in the owner's file.
3. Regardless of the most recent records kept in the owner’s file, dogs with fleas are not to be brought to the office. Further, dogs must have acceptable hygiene.
4. You and your dog will have to have known each other for at least 2 months and you must be able to demonstrate Voice Control over them.
5. You must be the owner of the dog. Dogs that you house sit or belong to someone who doesn't work at PRETTYBIRD are not allowed.
6. You must also create a specific space for your dog near your desk. Crates, blankets and dog beds are all acceptable options.

7. Dogs should stay with their owner at all times. An employee's dog should never be left alone (the only exceptions would be if you need to use the restroom or grab something from the kitchen). Your dog is NOT allowed to be left with an Associate, and should never be left alone if you need to leave the office for any reason. You are solely responsible for your dog. If you know your day will require you to have meetings in conference rooms or require you to leave the office, please do not bring your dog to work that day.
8. Dogs are not allowed in bathrooms or conference rooms or the Kitchen (unless walking to the patio). Dogs are not to be brought into meetings.
9. Accidents happen. Owners are responsible for cleaning up after their dogs should they have an accident inside our facilities. PRETTYBIRD keeps cleaning solutions on hand for these purposes. It is the employee's responsibility to use them effectively to completely remove the stain. If it becomes a pattern we may ask that your dog not return to the office. All pet waste needs to be disposed of in the large trash bins outside or in the trash bin in the back patio by the pebbles and should not be thrown away in the PRETTYBIRD building.

10. If a dog has any other sort of issue such as sickness (vomiting), the owner is responsible for cleaning up the mess completely. Should the mess not be fully cleansed and the stain removed, PRETTYBIRD may require the dog owner to bear the expense of professional cleaning/repair services to remove/repair the damage.
11. Any incident of aggressive behavior by a dog is unacceptable and the dog will not be allowed to be brought back to work. **We have a zero tolerance policy against aggressive dogs.** The pet’s temperament and interactions with other pets will be a big deciding factor on whether or not they are permitted to be here.
12. Any employee bringing a dog to work is fully responsible for any damage to the person, other pet or property that his/her dog might cause. This includes and is not limited to non-employees /visitors that might be on the premises.
13. Employees are responsible for their interactions with permitted dogs as well. Do not rile up the dogs and egg them on.
14. Loud, repetitive barking, whining or running is NOT acceptable as it will be disruptive to our regular rhythm of business. If we see this as a pattern your dog will no longer be allowed in the office.
15. Dog owners should be aware that there may be employees with allergies and it is the dog owner's responsibility to keep the dog a safe distance away from anyone who may have allergies to animals.

-If you have animal allergies please let HR know.

Violation of these guidelines will mean that the dog will not be allowed to come to our office. With some common sense and respect for other employees and our facilities this unique part of our culture can continue.

It is our intention to maintain this benefit for the foreseeable future, however PRETTYBIRD retains the right to change this position on dogs at any time.

Please contact Bianca Boucher with any dog related requests or issues.

Just because you have brought in your dog in the past does not mean they will automatically be allowed to come back.

All pets permitted to be here will have a probationary period of evaluation that will determine if they can continue to come in.

Prior to bringing your dog back into the office, please complete the form below and submit it to the Head of Operations.

Employee Requested Dog Acknowledgment and Disclosure Form

Employee/Dog Owner Name:

Phone Number: :

Dog’s Name and Age:

Dog’s Weight, Breed and Color:

Dog’s License Number:

City of Dog License:

Veterinarian Name, Phone Number and Address:

Dog checklist for approval (Documents must be provided by Vet):

All Vaccination dates and records:

Flea and tick treatment type and last date given:

Spayed or neutered date:

Acknowledgment

The undersigned employee of PRETTYBIRD acknowledges that he/she has read and understands the terms of the Dogs at PRETTYBIRD Policy & Procedures as well as the Employee Requested Dog Acknowledgement and Disclosure Form.

Employee's signature below also represents and confirms to PRETTYBIRD that the described dog is not vicious, and has not bitten, attacked, harmed, or menaced any person or animal in the past.

Date:

Owner’s printed name and signature

Revision #1
Created 3 January 2025 19:56:20
Updated 3 January 2025 19:56:39