**Rules and Etiquette for Animals/Pets in the Workplace**

# **Introduction**

The University of British Columbia recognizes the important role that animals/pets play in the lives of many faculty, staff and students. Bringing an animal/pet to work is a privilege and a responsibility. In order to protect the health and safety of faculty, staff and students, the following rules and etiquette shall apply when an animal/pet is brought into a UBC Vancouver campus building. For off campus locations, contact the administration of those spaces for guidance.

# **Exemption**

The [Guide Dog and Service Dog Act of British Columbia](http://www.bclaws.ca/civix/document/id/complete/statreg/15017) states, “A guide dog team, service dog team or dog-in-training team may, in the same manner as would an individual who is not a member of any of those teams, enter and use any place, accommodation, building or conveyance to which the public is invited or has access” and therefore shall be allowed access to all spaces in the workplace. Persons with disabilities who rely on a guide dog or service dog have a right to access and use all public services and places. Human rights laws protects people with disabilities who rely on guide and service dogs even if the dog is not certified under the Guide Dog and Service Dog Act

The University of British Columbia (INSERT NAME OF AREA/DEPARTMENT/BUILDING) is a workplace where:

* bringing an animal/pet to the workplace is a privilege
* decisions on allowing personal animals/pets in the workplace will be made in a transparent and collaborative manner
* faculty and staff are consulted with and have an opportunity to share any concerns freely and in a respectful manner prior to the animal/pet being introduced into the area
* Rules will be reviewed on a regular basis and revised as needed

# **General Rules**

1. Prior to bringing a pet/animal into a UBC workplace, an individual must complete an agreement process. The agreement includes completion of this document, a meeting with their supervisor and consultation with coworkers in their immediate and surrounding work areas.
2. If concerns are expressed, the administrative head of unit is responsible for taking remedial action. It is inappropriate to request that personnel modify their work schedules, change work location or take allergy medication in order to create a situation permissive to having a pet in the workplace. Proper action involves resolution of concerns through agreed upon restrictions to bring a pet into the workplace.

***Note: If an Administrative Head of Unit wishes to bring in an animal/pet into the workplace and concerns are expressed, the Dean is responsible for facilitating sign off on this agreement.***

1. The owner of the animal/pet is responsible for the animal/pet at all times. UBC assumes no responsibility for any personal animal/pet brought on campus.

# **General Rules (cont’d)**

1. Owners must ensure that their animal/pet is licensed, has current vaccinations and ID tags. If asked, owners must append copies of proof of vaccination and licensing to this application for retention by the unit.
2. All animals/pets are permitted only in the approved office(s) or workspace(s)
3. Office(s) or workspace(s) where the animal/pet resides shall have a sign indicating the presence of the animal to inform anyone entering the space. This sign can also be used in the event of an emergency to ensure the animal/pet is safely evacuated.
4. When outside of the approved offices and workspaces (i.e. transporting animal/pet in and out of building) all animals/pets must be on a leash or an equivalent means of control.
5. For the health and safety of all individuals, animals/pets shall avoid shared or hazardous spaces. Examples of common shared or hazardous spaces are: reception areas, kitchens/lunch rooms, restrooms, laboratories and places where hazardous materials and/or machinery exist.
6. If the presence of an animal/pet causes a significant disturbance or poses a health and safety risk to faculty/staff/students, the owner must take all reasonable action to immediately address the concern. The administrative head of unit will collaborate with the Joint Occupational Health and Safety Committee (JOHSC)/Local Safety Team (LST) to determine whether the animal/pet can be brought back into the workplace.
7. If the presence of an animal/pet raises concerns that are not considered a significant disturbance or a health and safety risk, the administrative head of unit will take reasonable steps to address the concerns.
8. Owners of the animal/pet are responsible for any cleaning up after their animal/pet -­‐ both inside the building and outside on campus property.
9. Animal/pet owners are financially responsible for damage caused by their animal/pet including but not limited to: damage from accidents, shedding, defecation, urination, chewing, scratching, and/or rambunctious behaviours, and/or odour removal. It is the responsibility of the administrative head of unit to enforce this.
10. Visitors to the (INSERT NAME OF AREA/DEPARTMENT/BUILDING) may prefer not to encounter an animal/pet while they are in the area and the (INSERT NAME OF AREA/DEPARTMENT/BUILDING) will provide an appropriate response to the concern.

**Rules and Etiquette for Animals/Pets in the Workplace Agreement**

*Note: This agreement is specific to this workplace and not transferable*

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| --- | --- |
| Name of animal/pet owner/sitter: |  |
| Title of animal/pet owner/sitter: |  |
| Name of animal/pet: |  |
| Type of animal/pet (e.g. dog, cat, etc.) |  |
| Effective Date Range: | From: |
|  | To: |

Detail any building/department/area specific considerations or restrictions that have been agreed to (e.g. designated days of the week, entry/exit points etc.)

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*I have reviewed the Rules and Etiquette for Animals/Pets in the Workplace and agree to abide by the rules and guiding principles detailed above. All faculty and staff in the workplace have been included in this consultative and collaborative process to ensure the continuation of a safe and respectful environment.*

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| Employee’s Signature |
| Current Supervisor’s Signature |
| Administrative Head of Unit’s Signature |
| Dean’s Signature *(If applicable)* |

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| --- |
| Date |
| Date |
| Date |
| Date |

Please provide the completed form to your supervisor and the Department Administrator