

PET-FRIENDLY OFFICE DIY SYSTEM



Tool #4 YOUR DIY POLICY TEMPLATE



PetFriendly
OFFICE.COM

How to use this template.

I created PetFriendlyOffice.com and this policy template as your “practically done for you” outline/starting point.

It’s all based on and curated from various professional examples found throughout the industry.

I’ve done my best to include every possible consideration for your office, knowing you’ll want to customize this policy to fit your wishes, needs, and requirements.

Therefore, you may see references that don’t apply to your business. And the friendly, warm tone may be too conversational for your company’s usual policy format.

That’s fine! You’re free to alter or strike any wording that’s not right for you.

Include specifics wherever possible. For instance, how your team will address allergies, pet relief stations, noise reduction, supplies, and other arrangements.

IMPORTANT NOTE: I’M NOT AN ATTORNEY. This is by no means a complete legal document to be used as-is. I strongly urge you to run your final policy version by an attorney to make sure it’s legally sound for your office location and setting, business type, employee wishes or concerns, and other potential liability factors.

I hope this makes policy development a cinch for you!

Pam Foster
Your Chief Pet-Friendly Officer
PetFriendlyOffice.com

[Company Name]

Pet-Friendly Office Policy

At [Company Name], we believe that work should feel welcoming, supportive, and even joyful. That's why we offer a pet-friendly office policy. It's proven that pets in the workplace help with employee wellbeing, retention, and hiring. With our policy outlined below, we hope to make [Company Name] an even happier, more connected place for everyone.

Designated Pet Days

We welcome your pets to the office during business days (Monday-Friday).

[OR]

We welcome your pets to the office [three days a week: Monday, Wednesday, and Friday].

Who Can Join

All full-time [and part-time employees] are invited to apply to bring their well-behaved dogs, cats, or approved small animals. Service animals are always welcome.

How to Get Started

Fill out our [Company Name] Pet Application and provide up-to-date vaccination and parasite control records from your veterinarian. Also sign our Employee Pledge where you agree to your responsibilities. Once everything's in order, you'll get a written "paws up" from HR and your manager. We'll renew your acceptance once a year.

Keeping It Safe and Fun

We require pets to be house-trained, spayed/neutered, non-aggressive, and healthy. Microchipping is strongly recommended in case your pet gets loose while on our property, or in transit. If a pet is disruptive, barking, or not feeling well, we may ask you to take them home, so everyone stays comfortable.

A Few Responsibilities

- Please keep an eye on your pet at all times, clean up after them, and make sure they have everything they need.
- If your pet accidentally causes any damage or issues, you'll be responsible for making things right, as outlined in our Employee Pledge.
- You'll need to bring necessary supplies [waste bags, cleaning products, toys, food/water bowls].

[OR]

No need to bring supplies except your pet's food. Our company is pleased to provide necessary supplies and amenities (waste bags, pet beds, leash hooks, cleaning products, quiet toys, food/water bowls).

Pet Play and Relief Stations

To make sure our pet-friendly office is a success, we've created indoor and outdoor pet play/exercise areas as well as pet relief stations. Please keep these tidy. No smoking is allowed in the outdoor pet areas.

Pet-Free Zones

We want everyone to feel comfortable and respected, with pet-free areas clearly marked. Pets are not allowed in kitchens, restrooms, meeting rooms, or allergy-sensitive areas. If you have allergies or other concerns, please reach out to HR so we can make sure your needs are met.

Incidents

We have a "3 strikes" policy for repeated behavioral issues or accidents — 3 incidents will result in loss of pet privileges. (Or less than 3, if the incident is particularly difficult.)

Policy Acknowledgment

To make sure everyone is in the know, we require all employees bringing pets to work to sign an acknowledgment form as part of the Pet Application process.

For questions or to obtain application forms, contact HR.