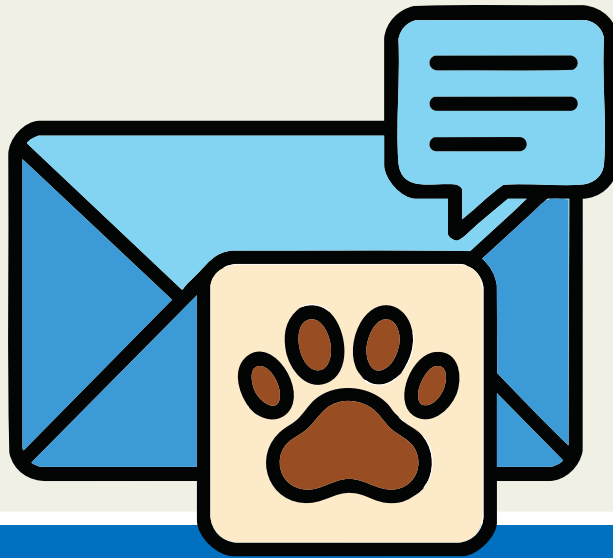


PET-FRIENDLY OFFICE DIY SYSTEM



Tool #6 YOUR DIY EMPLOYEE COMMUNICATION TEMPLATES



PetFriendly
OFFICE.COM

How to use these templates.

With these done-for-you communication templates, it's easy to tell employees about your pet-friendly office benefits. No sitting in front of your computer on a busy day, trying to think of what to say. One less thing on your TO-DO list!

For that human touch:

- Start with the content provided here and then make it your own in your company voice.
- Personalize the opening line with the employee's name.
- Make it conversational as if you're talking to one employee.
- Sign it from a person versus a department.

Here's the list of templates in this document:

1. **Email:** Pet-Friendly Office Policy Announcement/Invitation to Apply
2. **Email:** Pet-Friendly Office Q&A
3. **Email:** Pet-Friendly Office "Open House" Invitation
4. **Newsletter:** Announcement content with brief Q&A
5. **FAQ:** Questions and Answers for your employee intranet/comm platform

[Everything in brackets] is where you'll customize your content to match your company's specific policy.

I also added **a green note** here and there to help you choose the best content version for your company.

Have fun with these templates! This benefit is exciting news and will be very welcome to employees with pets (and who love animals).

Pam Foster
Your Chief Pet-Friendly Officer
PetFriendlyOffice.com

1. Email: Pet-Friendly Office Policy Announcement/Invitation to Apply

NOTE: [The “[here](#)” links assume you have an online policy and FAQ document.]

Subject: Bow WOW! Introducing our Pet-Friendly Office!

Dear [Employee Name],

Many of you asked for it, and now it’s here at last: our pet-friendly office benefit!

Starting [effective date], pets are allowed in the office if they meet our guidelines.

Here’s how it works:

- Well-behaved, vaccinated pets are allowed on [specific days or conditions].
- This includes dogs, cats, and small caged animals.
- We’ve set up designated pet-friendly and pet-free areas around the building. You’ll see clearly marked sections.

Soon we’ll be hosting a team gathering to go over this major benefit and answer questions. You can view our Pet-Friendly Office Policy and FAQ [here](#) or in HR.

If you’d like to bring in a pet, you can apply [here](#).

OR this version may work better for your company:

If you’d like to bring in a pet, you can apply in our HR Department.

We believe this new policy will help reduce stress, support employee wellbeing, and build community here. We look forward to meeting your pets!

Sincerely,
[Your Name]
[Your Position]

2. Email: Pet-Friendly Office Q&A

Subject: Questions about our Pet-Friendly Office benefits?

Dear [Employee Name],

We've been receiving questions about our new pet-friendly office benefit.

I wanted to make sure you get the answers you're looking for. ICYMI (in case you missed it) ... you'll find our Pet-Friendly Office Policy, a Pet Application and other forms, and our FAQ document [\[here\]](#). [Online link if available.](#)

OR

... you'll find our Pet-Friendly Office Policy, a Pet Application and other forms, and our FAQ document in the HR Department.

These materials cover:

- Types of pets allowed in the office
- The application and approval process
- Responsibilities of pet owners (cleaning up, noise control, etc.)
- Procedures for requesting accommodation
- And more

We hope these materials help everyone understand how our pet benefit can be enjoyed while creating a comfortable environment for everyone here.

Thank you,
[Your Name]
[Your Position]

3. Email: Pet-Friendly Office “Open House” Invitation

Subject: Open House: our Pet-Friendly Office

Dear [Employee Name],

You're invited to our Pet-Friendly Office Space Open House.

To see what it's all about, come and be part of our tour and celebration.

Please join us [where] on [date and time].

You'll have a chance to hear the details about this benefit, tour the pet-friendly space and amenities, learn about the application process, hear about our pet-free spaces and accommodations, and ask questions.

Plus we'll have special treats, including a [gift certificate drawing], to make it an extra fun event.

No need to RVSP. This is not a mandatory meeting. Just drop by if you can!

Thank you,
[Your Name]
[Your Position]

4. Newsletter Content

Bow WOW! Introducing our Pet-Friendly Office!

Many of you asked for it, and now it's here at last: our pet-friendly office benefit!

By now you've received an email with this news, but just ICYMI (in case you missed it), here's how it works:

Starting [effective date], pets are allowed in the office if they meet the following specific guidelines for everyone's health and safety:

- Well-behaved, vaccinated pets are allowed on [specific days or conditions]. This includes dogs, cats, and small caged animals.
- If you wish to bring in a pet, you'll need to apply with your pet's vaccination and parasite-prevention records.
- We've set up designated pet-friendly and pet-free areas around the building to accommodate everyone. You'll see clearly marked sections.

There's much more to tell you regarding our [designated pet-friendly spaces vs. pet-free spaces, pet-parent responsibilities, how we're keeping our office clean and allergen-free as much as possible], and more.

Soon we'll be hosting a team gathering to go over this major benefit and answer your questions. In the meantime, you can view our Pet-Friendly Office Policy and FAQ [here](#) or in HR.

If you'd like to bring in a pet, you can apply [here](#).

OR this version may work for your company:

If you'd like to bring in a pet, you can apply in our HR Department.

We believe this new policy will help reduce stress, support employee wellbeing, and build community here. We look forward to meeting your pets!

5. FAQ Page for Your Employee Intranet/Communications Platform

NOTE: You may also want to run these in the employee newsletter.

OUR GENERAL POLICY ON ALLOWING PETS IN THE OFFICE

Q: Why is [Company Name] allowing pets in the office?

A: There's growing, solid evidence that pets can boost wellness, reduce stress, and help create a more welcoming, enjoyable workplace, and we're all for that! We also recognize that not everyone wants to work around pets.

We've created a balanced approach that makes sense for all employees, based on the best practices we've found from other companies that allow pets in the office.

Q: What types of pets are allowed?

A: We welcome well-behaved and healthy dogs and cats. Other small animals, such as rabbits and gerbils (in cages), may be considered on a case-by-case basis. Please check with HR for specifics.

Q: Are there restrictions on the number of pets in the office at one time?

A: [Yes, to ensure a comfortable and safe environment, we limit the number of pets present each day. Employees must apply to bring their pets, and spots are available on a first-come, first-served basis.]

OR

[Not really. We'd like to see how it goes. We'll monitor the response to our pet-friendly office policy and address any issues if we feel there are too many pets at any one time.]

REQUIREMENTS & RESPONSIBILITIES

Q: What are the requirements for bringing a pet to work?

A: We'll consider pets that have:

- A record of updated vaccinations and parasite prevention
- Good manners: house-trained and well-behaved (no frequent barking or history of aggression)
- Been spayed or neutered
- A willingness to be under their owner's control at all times (leash, crate, or within the owner's workspace)

Q: What should I bring for my pet?

This answer depends on what you're offering in your office to accommodate pets. I've provided two options below, ready for you to customize.

A: [Just your pet's food and a leash! We offer all the other necessities and amenities for your pet's comfort including:

- Pet bed
- Crate
- Food and water bowls
- Quiet toys (squeak-free)
- Waste bags and cleaning supplies
- All-natural, few-ingredient treats]

OR

[Please bring all necessary items for your pet's comfort and safety, such as:

- Your pet's food and treats
- Leash
- Pet bed and/or crate
- Food and water bowls
- Quiet toys (squeak-free, please!)
- Waste bags and cleaning supplies]

Q: Who is responsible for cleaning up after pets?

A: Pet parent/owners are responsible for cleaning up after their pets. Each pet owner will immediately take care of poop cleanup outside, plus any accidents. At the end of each day, remove any shedding, and take home any pet items brought in.

We also have a cleaning team who comes in [weekly] to take care of overall pet office space cleanliness and removal of waste bags, etc.

OFFICE ETIQUETTE & SAFETY

Q: Where are pets allowed in the office?

A: We have set up pet-friendly office areas as well as an outdoor relief and play area. Pets will need to stay in those zones. They're not allowed in our kitchens and certain meeting rooms that are clearly marked as pet-free.

In addition, we've established pet-free office areas for the comfort of employees with allergies and who wish to work away from pets. You'll find signs that designate these different zones.

Q: What if a pet disturbs others or causes damage?

A: As you would expect, any pet that disrupts the office through repeated barking or any aggression to other animals or staff will need to go home. That pet will likely lose the ability to come to the office again.

If a pet causes damage, we'll address that issue on an individual basis.

Q: How are allergies or phobias handled?

A: We understand that employees with allergies or other pet issues may be uncomfortable with pets in the office. That's why we have set up separate and distinct pet-friendly and pet-free zones.

In addition, we've brought in air purifiers to reduce allergens in the air. If you have allergies or other issues, please contact HR and we'll work together to accommodate a comfortable space or arrangement for you.

PROCESS & APPROVAL

Q: How do I get approval to bring my pet?

A: Contact HR to [stop by] [get the online link] and complete the application process. This includes your pet's information, veterinary records, and your signature on the Employee Pledge document outlining your responsibilities.

An HR staff member will review your application and provide approval if your pet meets the guidelines outlined in our Pet-Friendly Office Policy. [\[link\]](#)

Q: Can I bring my pet every day?

A: [Yes, pets are allowed in the office Monday-Friday during business hours.]

OR

[Not every day. We've designated certain days for pets in the workplace: (list the days).]

Other questions?

Please contact HR. We're happy to answer questions you may have. Thank you!