

SIH Pet Policy

Pets make our lives better in so many ways. At work, they create a fun, happy environment, encourage interactions among people, and get us up for regular exercise breaks.

Pets are also a responsibility, and the opportunity to have them at our workplace is a privilege all participants must respect. To take part in our pets-at-work program, employees must agree to honor this workplace pet policy.

Scope

- This workplace pet policy applies to members only. Because it would be too difficult to track requirements and participation, we do not allow visitors to bring pets to our workplace.
- This policy applies to the Staunton Innovation Hub location, and participating pets are allowed any time their owner is at work.
- The focus of our policy is dogs. Other pets are not included at this time.

Pet Requirements

To participate, pets must be:

- At least 4 months old.
- Up to date on vaccinations required by state law.
- Free of any communicable infections or any parasites such as fleas.
- Clean and well-groomed.
- House-trained.
- Obedient, well-socialized and with no history of biting, excessive barking, chasing or aggressive behavior.
- Microchipped, to help locate and return them in case they would run away while visiting.
- Covered under their owner's homeowners/renters insurance policy, which must cover dog bites.

Pet Parent Responsibilities

To comply with our workplace pet policy, pet parents who want to bring their pets to work must agree:

- Be 100% responsible for their pet's behavior, well-being, hygiene and happiness the entire time he or she is visiting.
- Be respectful of other employees, and their pets, to ensure everyone can be as successful and productive as possible at work.
- Manage their workspace to ensure it is "pet-proofed" and safe for their visiting pet.

- Keep their pet with them and controlled throughout the day. Or, make arrangements with a colleague to do so if they need to step away for more than a couple of minutes to use the restroom or heat up food
- Pets must have a collar at all times, which includes a tag with owners name and phone number, as well as an up-to-date rabies tag. If a dog bites someone, we need to be able to see the rabies tag immediately.
- Pets must be on a leash at all times while in common areas. No retractable or flexi-leashes allowed.
- Provide their own pet items to ensure pet safety, such as leashes, crates or gates to keep the pet securely in the member's work area.
- Provide their own pet wellness items, such as waste bags, toys, food and water bowls.
- Provide adequate bathroom breaks, access to water and food, and exercise throughout the day.
- Clean up after their pet immediately if any accidents occur inside AND for outside restroom breaks. The designated dog potty area is the mulchy area by the Visulite Theater (near the large SIH Plaza sign).
- Maintain homeowners/renters insurance that covers dog bites.
- Be legally and financially responsible for any damage caused by their pet.
- Provide annual proof of vaccination and health for their visiting pets, if asked.
- Take their pet home at any time if the pet's behavior or health makes it a distraction, nuisance or danger to anyone else, or if asked to do so by SIH staff.

Managing Issues

Concerns related to visiting pets or the workplace pet policy should be handled in the following way:

- All issues must be addressed to the community manager or other SIH staff member, and not to the pet owner directly
- SIH staff will talk with the pet parent and work to resolve issues mutually.
- If the issue persists, the pet will no longer be welcome at the hub

By signing this document, I agree to follow all of the policies listed. I understand that a lack of compliance will result in a verbal or written request to address the issue. Further issues after the initial request will result in the loss of pet privileges at the Staunton Innovaiton Hub, at the management's discretion. We reserve the right to deny pet privileges for any reason.

Name:

Signature:

Date: