

Dogs and Pets in the Workplace Policy

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1. General:

When staff go to work many may now want to bring their dog / pet with them to them to the workplace. Pets can foster a friendlier, happier workplace. However, you need to ensure that they do not disrupt operations, damage property or cause issues to the young people, staff team and or visitors.

This policy outlines HND Children's Care Ltd rules for bringing, caring for and supervising dogs / pets at the workplace.

We expect everyone to read and respect this policy.

Who this policy refers to:

This HND Children's Care Ltd dogs and pets in the workplace policy relates to all employees and contractors, who wish to bring their dog to the workplace.

2. Staff Responsibilities:

Before your dog is allowed on the premises, you must provide the following information to your line manager.

- Confirmation your pet will not cause allergies or other medical problems to people or other pets.
- Confirmation that your pet is adequately toilet and obedience trained.
- Provide details of your dog / pet's name, breed, and age.
- Confirmation that your pet is clean, appropriately vaccinated, and free of parasites.

The services manager MUST complete a risk assessment before allowing dogs / pets into the workplace.

Furthermore, the service / manager must ensure the following:



- That no staff, young people or visitors are allergic to the dog / pet.
- That the services staff and young people are happy and agree for a dog / pet to be in their workplace / home.

Dogs will not be considered for inclusion until they are, at least 1 year old and adequately trained. All dogs should be kept with the owner in the workspace. You as the owner are responsible, if your duties include working away from the main service, for example outreach, etc., it is not appropriate to leave your dog with other staff members in the office. The owner is responsible for informing others of their dog's presence.

If your dog is unwell, they are not permitted into the office:

- Dogs must be supervised at all times by their owner in the workplace.
- Owners are solely accountable and responsible for their dog's behaviour.
- Owners should clean up after their dog with dog mess cleaned up and removed from site, dog mess MUST NOT be placed in the office/home's Bin.
- Make sure their dog does not endanger themselves or others.
- Make sure their dog does not damage company or employee property.
- Make sure their dog does not distract the team (e.g., barking constantly, climbing on desks, dog play etc.)

If any of these occur, it falls to the Directors' discretion to determine the seriousness of the pet's actions. As a general rule, if the pet misbehaves three times or becomes overly aggressive, their owner may be prohibited from bringing the pet to the office / services. Owners will also be responsible for any expenses and cleaning resulting from their pet's behaviour.

HND Children's Care Ltd operate a three-strike warning policy for the following incidents: excessive barking and toileting within the premises, areas listed below.

Should the dog get three strikes, or bite someone in the office / service, the dog will be required to leave immediately and will no longer be accepted in the office / service.

3. Company Responsibilities:

- Provide a happy and healthy inclusive working environment.
- HND Children's Care Ltd We will ensure all young people; team members and visitors feel safe in the workplace.
- HND Children's Care Ltd will take team members' concerns seriously and investigate as soon as complaints are received.
- HND Children's Care Ltd have the right to review and make reasonable adjustments to the Dogs in the Workplace policy as and when required to ensure the safety and wellbeing of our young people and Team Members.

4. Inclusivity:



This policy does not apply to service/assistance animals. They are allowed to move freely with their owners. If any problem arises because of service animals, we will make appropriate accommodations to resolve it.

5. Restrictions:

Please respect the below-restricted areas where dogs are not allowed:

- Team Meetings (unless pre-agreed)
- Meeting rooms during meetings with external parties (unless pre-agreed)

6. Liability Statement:

In consideration of being permitted to bring a dog / pet to the workplace, the dog / pet owner does hereby unconditionally agree to take all liability; claims, demands, actions, and causes of actions arising out of or related to any loss, damage or injury that may be sustained by any person, other dog / pet, or property in connection with or related to his / her dog / pet in the workplace.

The employee dog / pet owner further hereby agrees to take full responsibility of the actions of their dog / pet, and protect all from any loss, damage, liability, and expense, including legal fees, that may be incurred as a result of injuries to persons or other dogs or damage to property, directly or indirectly associated with the employee bringing their dog / pet to the workplace.

By signing this agreement, the employee dog owner expressly acknowledges and represents that they have carefully read the foregoing terms and conditions and the Dogs / Pets in the Workplace Policy and understands the contents thereof.

Signature of Dog / Pet Owner:

Print Name:

Date:

END.