



## Policy and Procedure # 291

### **Pets in the Kimbel Building**

Approval: /S/ Dani Cook

Effective Date: 5/11/2023

#### **POLICY:**

EFI strives to provide our clients and staff with safe, comfortable, efficient, and high-quality services. This policy is a guideline for pets visiting the Kimbel Building to provide for the safety, health, and happiness of our clients and staff.

#### **PROCEDURE:**

Because pets affect more than just the owner, these conditions must be met to keep a safe environment for clients and employees. The following rules apply to any pets or service animals living in or visiting a supported living home.

#### **1. Staff pets:**

Employees seeking to bring a pet to the Kimbel Building should discuss the matter with the Human Resource Director. The Human Resource Director will ensure the following guidelines are met:

- A. Any pet brought to the Kimbel Building must always be on a leash and with their respective owners while in common areas of the building.
- B. The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of any person that may come into contact with animals at the Kimbel building including Clients, Employees, or contractors. An animal may be excluded from the office if it:
  - a. Causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort.
  - b. Distracts any employee from their work.
  - c. Reduces any employee's productivity or quality of work.
  - d. Injures in any way any clients, employees, or contractors.
- C. Employees who choose to bring any pet into the building must sign a release of liability taking full responsibility for any damage or harm caused by their pet to any EFI staff, clients, property, or visitors.
- D. Employees who choose to bring any pet into the building must provide proof of full vaccination for their pet to HR
- E. Pets that are not allowed in the Kimbel Building:
  - a. Sick Pets



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- b. Animals with fleas or any disease that is communicable to other animals or humans.
- c. Animals that bark or behave aggressively.
- d. Any pet that is not up to date on vaccinations required by state law.

#### 2. Pet owner Responsibilities:

- A. Be 100% responsible for their pet's behavior, well-being, hygiene, and happiness the entire time he or she is visiting.
- B. Be respectful of other employees and their pets to ensure everyone can be as successful and productive as possible at work.
- C. Manage their workspace to ensure it is "pet-proofed" and safe for their visiting pet.
- D. Provide their own pet wellness items, such as waste bags, toys, food, and water bowls.
- E. Provide adequate bathroom breaks, access to water and food, and exercise throughout the day.
- F. Use alternate pet care away from work on days when the employee would be unable to fully manage the pet at work (e.g., an all-day meeting) or the pet is ill.