

## Dogs in the Workplace Policy & Agreement

This policy relates to all office-based employees of LLUK (no production services staff) who have passed their probation period and outlines our rules for bringing, caring for and supervising dogs at the LLUK office location(s) of Maidenhead or Cookham or other LLUK office(s) as may be determined from time to time by the Company.

We expect everyone to read and respect this policy. The Company reserves the right to vary the conditions herein at any time and it remains at the discretion of the CEO.

### General Information

Employee Name	
Department	
Date	

Emergency Contact details				
Name	Relationship	Telephone number(s)		
		Home	Work	Mobile

### Pet Description

Type	
Breed	
Age	

### 1. Guidelines & Elements

Before your dog is allowed on the premises, you must provide the following information via email to [hr@lluk.co](mailto:hr@lluk.co):

- Confirmation that you have considered the impact of your dog on your colleagues and how it might affect any known medical conditions or allergies.
- Confirmation that your dog is adequately toilet and obedience trained.
- Provide details of your dog: name, breed, age, recent photograph.
- Confirmation that your dog is clean, appropriately vaccinated and free of parasites.
- Sign the liability statement (see below).

Dogs will not be considered for inclusion until they are at least 3 months old and adequately trained. **All dogs should be kept on a lead in the owner's workspace, or in the owner provided dog-crate.** The owner is responsible for informing others of their dog's presence. If your dog is unwell, they are not permitted into the office.

The Company will offer the services of a Behavioural Specialist to assess the compatibility of the dog in the Company workplace. Arrangements for this session should be made email to [hr@lluk.co](mailto:hr@lluk.co) who will liaise with the Dog Owner and Specialist to co-ordinate a meeting date within the first week of the dog coming to the Workplace.

## 2. Owner Responsibility

The pet owner agrees to observe the following guidelines. Authorisation is granted at the sole discretion of LLUK and can be revoked at any time

- Owner will complete a questionnaire about the dog's behaviour in a range of settings and send to [@hr.lluk.co](mailto:hr@lluk.co) for review
- Owners are solely accountable and responsible for their dog's behaviour and care.
- Owner will liaise with HR to arrange for Behavioural Specialist assessment of the dog within first week of bringing the dog to the office workplace.
- Owner will be solely responsible for all clean-up inside and outside the building.
- Owner will immediately report any accidents to the Office Manager so appropriate disinfectant measures can also be taken by our cleaner.
- Owner will not bring any pet to work that has not been fully house trained.
- Owner will not bring a pet to work that is ill or behaving abnormally and will remove the pet from the premises if they become ill while on company property.
- Owner will not bring a pet to work that has bitten or is aggressive, destructive, excessively vocal or fearful.
- Owner must control the pet at all times, using a leash while walking the pet and some form of containment (ie dog-crate) in their work area.
- Owner must keep a supply of plastic bags with ties at all times and is responsible for the appropriate disposal of pet waste, which MUST NOT be placed in the office bin or within the Company premises, must be external in appropriately labelled waste bins
- Dogs must be supervised at all times in the workplace
- Provide a suitable dog crate-'safe place' for the dog to sleep undisturbed
- Dogs must be walked only in permitted outdoor areas
- Owners must make sure their dog does not wander into restricted areas (as below).
- Owners must make sure their dog does not endanger themselves or others.
- Owners must make sure their dog does not damage company or employee property.
- Owners must make sure their dog does not distract the team nor service/assistance animals. (e.g. barking constantly, climbing on desks, dog play).
- No pets will be allowed in the following areas: Kitchen, Break out area, Toilets, Reception, Meeting Rooms.

If any of these occur, it falls to the CEO's discretion to determine an appropriate course of action which may lead to the removal of the dog from the premises.

As a general rule, if the pet misbehaves three times or becomes overly aggressive, their owner may be prohibited from bringing the dog to the office.

Owners will also be responsible for any expenses and cleaning resulting from their dog's behaviour.

We operate a three-strike warning policy for the following incidents: excessive barking, toileting within the premises, and entering restricted areas listed below. Should the dog get three strikes, or bite someone in the office, the dog will be required to leave immediately and will no longer be accepted in the office.

### 3. Number of Dogs in the office

A maximum of five dogs may be allowed in the office environment on any day. This is subject to continued review by the Company and is at the discretion of the CEO.

Owners must collaborate with other dog owners to ensure that their pet dogs are mutually compatible and that the number of dogs present in the open office (max 5) or a closed office (max 2) are not exceeded.

### 4. Company Responsibility

- Provide a happy and healthy dog friendly working environment.
- We will ensure all team members and visitors feel safe in the workplace.
- We will take team member's concerns seriously and investigate as soon as any complaints are received.
- We may provide LLUK dog robe/towel
- We will provide emergency comfort/care cleaning provision box
- We 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 Team Members.

### 5. Inclusivity

This policy does not apply to service/assistance animals. They are allowed to move freely with their owners.

### 6. Restrictions

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

- Production Services areas
- Team Meetings
- Meeting rooms during meetings with external parties (unless pre-agreed).

### 7. Medical Information

Pet owner agrees to maintain copies of all pertinent pet medical information on premises and agrees to the following minimum requirements:

- All vaccinations, including bordetellosis, are complete and current. Recommend C3 and C5 for dogs, C7 should also be considered.
- Parasite control is being done on a routine basis and the animal is free of ticks and fleas. Animal has no recent history (6 months) of infection or ringworm.

## 8. General Risk Assessment

Project title	"Pets at Work" Scheme – Dogs in the Workplace
Manager / Responsible Person	Rachel Walker, CEO
Location(s)	Office areas only – not Production Services
Address(s)	LLUK – Maidenhead LLUK – Cookham
Date of assessment	15 <sup>th</sup> March 2024

Details of Hazards, Risks and Implemented Controls	
Hazard 1	Dog-human aggression resulting in injury
Risks	Dog being startled e.g. by sudden noise or sudden movement and snapping or biting
Controls	<ul style="list-style-type: none"> <li>• Behavioural assessment of dog that includes a questionnaire completed by the owner about the dog's behaviour in a range of settings and an assessment in the workplace that includes the dog's reaction to office noises, to approach by a stranger and being touched by a stranger (conducted by a <b>Behavioural Specialist</b>, who works in animal behaviour and has an established protocol for assessing dogs)</li> <li>• Acclimatisation period for the dog in the office setting to limit contact with others until the dog is settled and showing relaxed behaviour in the office environment</li> <li>• Owners informed of their liability for the dog and any damages resulting from the dog's behaviour. Owner to provide evidence of appropriate insurance cover for the dog and insurer informed of dog's presence in the workplace</li> </ul>

<b>Hazard 2</b>	<b>Distress to staff or visitors due to non-consensual contact with dog</b>
Risks	Contact with dog triggers an allergic reaction or an exacerbation of anxiety in someone with dog phobia
Controls	<ul style="list-style-type: none"> <li>• Dog's habitual resting place not to be within a 5 metre radius of someone with a dog allergy in an open-plan office space or in the same office where offices are not open plan. Contact with dander is the primary trigger for dog allergies and 5 metres has been established as a safe distance in the Pets at Work Scheme run by Purina, who worked in conjunction with a medical specialist. We have utilised this guidance when developing the Assessment</li> <li>• Dogs to follow a pre-determined route into the building and only allowed in certain areas (not in the Production Services area, Kitchen, Cloakrooms or Break Out area(s), and Meeting Room(s) (unless with prior agreement of Meeting Chair)</li> <li>• Sign-in book indicates dog's presence in the department and the room they are in</li> <li>• Sign on door indicates when the dog is in the office and indicates alternative contact information (mobile number and email address) for those who do not want to enter the office when the dog is present</li> </ul>

Hazard 3	Dog causing disruption in working areas
Risks	Dog barks causing a distraction; interruptions to work routine due to visiting the dog
Controls	<ul style="list-style-type: none"> <li>• Behavioural assessment to indicate dogs likely to settle well in the office environment</li> <li>• Acclimatisation period to enable dog to get used to the noises in the office environment. If dog continues to show disruptive barking, access to the scheme will be revoked</li> <li>• Dogs to wear a collar; lead to be provided (both by Owner)</li> <li>• Owners must have their dogs microchipped for identification purposes</li> <li>• Having an identified individual that staff can report a complaint to. This can be done anonymously by leaving a note in the 'Suggestion Box'</li> <li>• Pre-determined route into and out of the building to limit disruption of staff/visitors acknowledging the dog</li> <li>• Pre-determined times when the dog can be visited (note that increased social contact between colleagues and contact with the dog for potential stress relief is one goal of the scheme, so this not to be so limited that the scheme cannot achieve its aims)</li> </ul>

Hazard 4	Hair and dirt in the office space brought in by the dog
Risks	Dog comes in wet from the rain and causes an odour; sheds hair which requires more cleaning; dog fouls in office space or on the paths around the location
Controls	<ul style="list-style-type: none"> <li>• Only house-trained, mature (over 3 months old) dogs allowed on the scheme</li> <li>• Owner to provide towel to dry the dog on wet days (although LLUK may also provide towelling dog-robe)</li> <li>• Cleaning kit to be kept in Room xxxxx to clean up any accidents swiftly</li> <li>• Owner to carry poo bags and adhere to appropriate bye-laws pertaining to dog fouling</li> <li>• Owner to ensure used dog-poo bags to be removed from office premises and not left in any office bins etc</li> </ul>

Hazard 5	Stress to the dog from too much contact with unfamiliar others
Risks	Dog's welfare is compromised due to being in an unfamiliar place and being petted by unfamiliar people regularly; dog appears uncharacteristically lethargic, carries tail low, whines or whimpers or tries to hide
Controls	<ul style="list-style-type: none"> <li>• Limited hours of contact with the dog, without which the dog is able to express species-appropriate behaviours and rest without disruption</li> <li>• Behavioural assessment to identify dogs uncomfortable with physical contact or who do not have the required temperament to settle quietly in the office environment</li> <li>• Owner to provide a safe-space for the dog to settle and rest – i.e. a dog-crate/basket suitable to size of dog, and soft cushion etc</li> </ul>

Hazard 6	Damage to property resulting from dog's behaviour
Risks	Dog chews, scratches or otherwise damages LLUK, Landlord or personal property (e.g. furniture, carpet, handbag etc)
Controls	<ul style="list-style-type: none"> <li>• Behavioural assessment of dog to note reactions to sounds and approaches from people to ascertain dog is comfortable in the working environment and unlikely to be triggered into a high arousal state that could lead to behaviour that damages property</li> <li>• Dog not left alone (apart from very brief periods e.g. while owner goes to the toilet)</li> <li>• Acclimatisation period for the dog in the office to monitor their behaviour and ensure that they settle well and do not exhibit boredom-related chewing or nuisance behaviour</li> <li>• Owners informed of their Liability for the dog and any damages resulting from the dog's behaviour. Owner to provide evidence of appropriate insurance cover for the</li> </ul>

Additional Controls to be implemented (if relevant)		Date
Controls		

Emergency Procedures
<p>In case of emergency evacuation of the building, the sign-in sheet will indicate the dog's presence in the building. The owner is responsible for evacuating the dog from the premises and must keep the dog on a short, non-extendable lead in corridors and during evacuation procedures.</p> <p>The owner should identify a 'buddy' who is responsible for looking after the dog if an emergency calls them away from their desk or in case of Fire Drill / Evacuation. They must liaise with their buddy on any days the dog is coming in to work to ensure they are able to look after the dog if an emergency arises.</p> <p>Owner provides an emergency contact who can collect the dog from the workplace if an emergency incapacitates their owner.</p>

Assessor		
Name	Signature	Date
Manager / Responsible Person		
Name	Signature	Date

LLUK will process the data provided on this form in accordance with the HR privacy notice.

## 9. Liability Statement

In consideration of being permitted to bring a dog to the workplace, the dog owner does hereby unconditionally agree to take any and 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 or property in connection with or related to his/her dog in the workplace.

The employee dog owner further hereby agrees to take full responsibility of the actions of their dog and protect and indemnify LLUK 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 his/her dog to the workplace.

By signing this agreement, the employee dog owner expressly acknowledges and represents that he/she has carefully read the foregoing terms and conditions and the LLUK Dogs in the Workplace Policy and understands the contents thereof. Additionally, the employee dog owner confirms they have read, understood and agree to the LLUK Risk Assessment for 'Pets at Work' scheme.

Signature of Dog Owner	
Print Name	
Date	

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with the Employer. The Employer may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on the Employer and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

Completed document to be sent to [hr@lluk.co](mailto:hr@lluk.co) for review, validation and recording purposes.

## Dog Behaviour Questionnaire

Please complete and return this form to [hr@lluk.co](mailto:hr@lluk.co) for review, assessment and record purposes

Dog Owner Name	
Dog's Breed & Name	
Dog's Age	
How long have you owned your dog?	
How did you acquire your dog?	
Is your dog spayed / neutered?	
Any known medical conditions or allergies?	
Describe your dog's daily routine including feeding, exercise, and playtime	
How often and for how long does your dog typically get exercise and outdoor time?	
How does your dog behave at home? e.g. calm, anxious, active	
Does your dog exhibit any undesirable behaviours at home? e.g. chewing, barking, digging	
How does your dog generally behave around family members and visitors?	

Does your dog have any specific preference for interaction e.g. likes belly rubs, dislikes being picked up	
How does your dog behave around other dogs or pets in the household?	
How does your dog behave around other dogs or animals outside of the household?	
Has your dog undergone any training, and if so, what type?	
How does your dog respond to commands and cues? e.g. sit, stay, come	
Does your dog exhibit any fears or phobias? e.g. thunderstorms, fireworks	
Does your dog show any signs of aggression? (Towards people, other dogs, or specific situations.)	
How does your dog behave when travelling or in new environments?	
Does your dog have any special needs or preference you would like to share? e.g. dietary restrictions, favourite toys	
Is there anything else you would like to add about your dog's behaviour, personality, or any specific concerns?	