



PET ETIQUETTE GUIDELINES

The Pet Etiquette Guide
for dogs in the workplace



Want know more?

Email [\[name@name.com\]](mailto:[name@name.com])

to learn more about bringing your pet to the office.





When you and your dog join the **Pets at Work Programme, it's really important to make sure everyone in the workplace is on the same page when it comes to roles and responsibilities. Here are our tips to keep everything running smoothly.**

Make sure you familiarise yourself with these guidelines and remember at all times to:



Be considerate to colleagues.



Be considerate to pets.



Be committed to maintaining a clean, healthy and safe workplace.

YOUR PET ETIQUETTE CHECKLIST

Before you bring your dog into the office, ensure you can answer 'yes' to the questions below!

Is your dog office-ready?

Your four-legged friend should be well-trained and comfortable around new people and other pets.

Have you asked colleagues if they have any concerns?

Some may suffer from allergies, be nervous of dogs, or think two legs are better than four in the office.

Do you know the pet-free areas of the office?

These include toilets, food areas as well as certain meeting rooms, lifts and the main stairs.

Do you have enough time to look after you dog?

Make sure you're not too busy with meetings on the days you bring your dog to the office. You'll need to be able to take your dog for regular walks and have the time to take him/her home if he/she is having a bad day.

Is your 'doggie bag' ready to go?

Make sure you have enough toys to keep your dog entertained, as well as a water bowl, a handful of treats and your dog's blanket or bed. Also remember to bring plenty of disposable waste bags.

Do you have a lead with you?

Your dog should be kept on a lead at all times, including in meeting rooms.

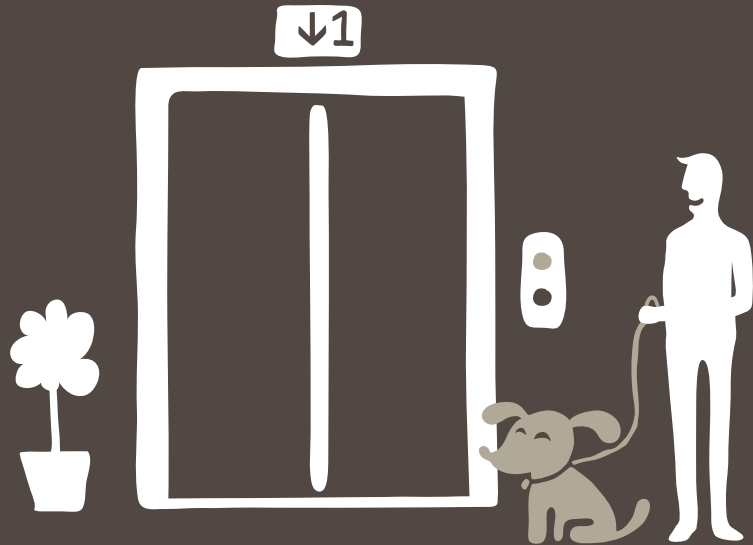
Do you have your paperwork to hand?

Remember to bring details of your dog's up-to-date vaccinations, "wormers" and flea treatments and Passpawt.

HOUSE RULES

Once you've arrived at work, please keep in mind our 'house rules.' Look out for the below signs to help guide you through our pet-friendly office.





DOG-FRIENDLY LIFTS

Always wait for your lift several paces back from the doors so that your dog has time to see and calmly greet any arriving people and dogs.

Please wait for the next lift if it is full, or if there are dogs that yours may not be comfortable sharing a small space with.

Try asking your dog to 'sit' when you both enter the lift. This way, he/she may find it easier to balance.

Try not to play with or excite your dog in the lift. Calm travel is safe travel!

Always make sure your dog is facing the exit doors when they open at your floor so that he/she isn't surprised at the sight of other dogs and owners who may be waiting.

DOG-FRIENDLY MEETING ROOMS

On entering a meeting room, allow your dog a few moments to explore and get used to the sight, scent and sounds of the room but keep a close eye in case he/she is tempted to “scent mark.”

Allow your dog to greet any dogs near to where you'll be seated.

Avoid cornering your dog or placing him/her too close to other dogs and colleagues. Remember that dogs will be watching and communicating with each other under tables so bear this in mind when you select your seat.

Consider bringing water, as well as toys to keep your dog occupied during meetings. If you are in a longer meeting, consider bringing your dog's blanket or bed.



COMMUNAL AREAS

Your dog must be on the lead in communal areas of the building, including the entrances and exits, foyer, security barriers, stairs and lifts.

Upon entering any communal area, allow your dog a few moments to explore and get used to the sight, scent and sounds of the area, but keep a close eye in case your dog is tempted to “scent mark.”

Let your dog calmly greet any colleagues and their dogs near to you.

Avoid cornering your dog or placing him/her in over-crowded areas that could make him/her feel uncomfortable.

Ensure that your dog remains calm and focuses on you when requested.

