

# PET POLICY AGREEMENT

**The Caputo Group (CG)** is responsible for assuring the health and safety of all employees. In keeping with this objective, **CG** has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets in the office. A pet may be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations.

A pet owner wishing to bring a pet to the office should first obtain written permission from Julie Caputo. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by management. That decision will be final.

An employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to bring a service animal to the office, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company.

**The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may come into contact with animals at the office.**

An animal may be excluded from the office if it:

- causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort;
- distracts any employee from their work; or
- reduces any employee's productivity or quality of work.

Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the anyone on the management team or the owner's immediate supervisor.

In addition, the following animals may not be brought to the workplace:

- sick animals;
- animals with fleas or any disease that is communicable to other animals in the office or to humans;
- animals that have not been properly vaccinated, or that have internal or external parasites;
- dogs that bark or behave aggressively; or
- animals that foul the inside or outside of the building.

Animals that have not been spayed or neutered will not be permitted to come to the office in season.

THE  
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GROUP

**All dogs must be leashed at all times when not in the owner's office.** All animals must be in the continuous full control of their owners. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Owners are expected to clean up, completely and immediately, after their animals. Animals will not be permitted, at any time, to roam freely in the common areas. Animals are to be contained in owner's office behind a suitable pet gate or in a kennel.

An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

**CG** may, at its discretion, require animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The company may specify minimum coverage amounts under such a policy and may require the owner to pay for such coverage.

**CG** shall not be liable for loss of, or injury to, any animal brought to the office.

Anyone with questions or concerns regarding this policy should contact management.

As a pet owner, I have read and understand my responsibilities and agree to the terms of this policy.

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*Signature*

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*Date*

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*Printed Name*