



Cloch Housing Association

Paws Policy

Policy Name	Paws Policy
Policy Category	Corporate & Governance
Policy Number	120
Approved by	F&CS Sub-Committee
Responsibility	Corporate Services Officer
Date Adopted	30/05/2023
Last Review	N/A
This Review	N/A
Next Review	May 2026
Equalities Impact Assessment Required	Yes, this will be completed at a later date once training has been completed.
Link to other policies Consultation	Health & Safety Policy Code of Conduct
Need for Procedure	Risk Assessment and Register

1. Introduction

Cloch recognises that pets can foster a friendlier and happier workplace. This Policy has been created to allow staff to bring dogs to work, however, it also sets the rules and boundaries of that benefit to ensure that those without dogs and those who have fears, phobias, allergies or other issues are not exposed to risk.

2. Definition of who can bring in a dog.

This policy relates to all employees of Cloch. It does not refer to any tenants in the building.

3. Boundaries

Before a dog is allowed on the premises, employees must provide the following information via email to our Corporate Services Officer or Corporate Services Assistant:

- Confirmation that their pet is adequately toilet and obedience trained.
- Confirmation that their pet is clean, appropriately vaccinated and free of parasites.
- Sign the liability statement.

This information will be held on the staff members personnel file. Dogs will not be considered for inclusion until they are at least 1 year old and adequately trained. All dogs should be kept on a lead when being walked round the building and the owner will be encouraged to work in the designated dog friendly workspace, if their work remit permits this. The owner is responsible for informing others of their dog's presence. If a dog is unwell, they are not permitted into the office.

4. Owner Responsibility

- Dogs must be supervised at all times in the workplace.
- Owners should use the Paws Room only. (The use of the CEO's room can be used when permission has been sought in advance). The Fire Door/corridor door between the Paws Room and adjoining CEO's room door must be kept closed at all times so that dogs cannot wander into other parts of the office.
- Owners are solely accountable and responsible for their dog's behaviour.
- Dogs must be walked only in permitted outdoor areas.
- 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 bin.
- Owners must make sure their dog does not wander into restricted areas (as detailed below under "Restrictions").
- 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).
- Owners must use the Terrace Road entrance to arrive/leave with their dog and to avoid using other exits (eg at reception).

If any of these occur, it falls to the CEO's 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. Owners will also be responsible for any expenses and cleaning resulting from their pet's behaviour.

Should the dog get three strikes, or bite someone in the office, the dog will be required to leave immediately and a review of further visits will be held by the CEO and the member of staff.

5. Number of Dogs in the office

- A maximum of two dogs with up to two owners will be allowed in the office on any day.
- Should you wish to book your dog in for the day please email our Corporate Services Officer or Corporate Services Assistant stating the day you wish to bring your dog in.
- If more than two employees request the same day, the person who last brought in their dog will not be eligible to bring their dog in.
- Dog days can only be booked two days in advance.
- No more than three days in a week can be booked at anytime.

6. We aim to:

- Provide a happy and healthy dog friendly working environment.
- We will ensure all staff and visitors feel safe in the workplace
- We will take members of staff concerns seriously and investigate as soon as possible if complaints are received.
- We have the right to review and make reasonable adjustments to the Paws Policy as and when required to ensure the safety and wellbeing of all our staff.

7. 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.

8. Restrictions

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

- Team Meetings (if being held in-person within the office eg Conference Room)
- Meeting rooms during meetings
- All kitchen areas
- Staff room
- Any open office space where a member of staff works, where they have declared they have a phobia, allergy or other reason that they are not comfortable with dogs in their space.
- Reception

9. Review of Policy

This policy and the procedures it contains will be reviewed at least every 3 years. All staff (who wish to use the Paws Policy) shall be required to sign off the Paws Risk Assessment, which is an appendix to the policy.

Additional Information

The Health and Safety at Work Act does require the employer to ensure the safety, health and welfare, so far as is reasonably practicable, of its personnel and others. There is no specific legislation with the Health and Safety Executive relating to the keeping or bringing of pet animals into the workplace. However, phobias and allergies will be covered by the legislation.

Paws Policy – 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 Cloch Housing Association 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 they have carefully read the foregoing terms and conditions and Cloch Housing Association’s Paws Policy and understands the contents thereof.

Signature of Dog Owner: _____

Print Name: _____

Date: _____