



Pets In The Workplace Policy

Purpose:

We understand the positive impact that pets can have on our well-being and workplace culture. However, it is important to ensure a productive and inclusive environment for all personnel. Therefore, the presence of pets in the workplace should be limited to emergency or unforeseen circumstances. This policy aims to ensure Acres maintains a professional atmosphere, while considering the potential distractions and allergies that some personnel may experience for animals in the workplace.

Scope:

This policy applies to all employees of Acres Enterprises Ltd.

Policy:

All Acres employees are required to adhere to the following:

1. Limited Circumstances:

Bringing pets to the workplace should be restricted to emergency situations or unforeseen circumstances only. At no time are pets allowed in client facing areas.

2. Prior Approval:

Employees must obtain prior approval from their immediate supervisor and the Human Resources department before bringing their pets to the workplace.

3. Allergy Awareness:

Personnel with known allergies or sensitivities to animals should inform their immediate supervisor and the Human Resources department. Reasonable accommodations will be made to ensure their well-being and comfort.

4. Pet Behavior and Control:

If approved, pets brought to the workplace must be well-behaved, non-aggressive, and under the control of their owner at all times. Employees are responsible for ensuring their pet does not disrupt or disturb others or cause damage to company property.

5. Cleanliness and Hygiene:

Employees are responsible for maintaining cleanliness and hygiene in their work area if they bring their pet. This includes promptly cleaning up any accidents or messes caused by their pet and ensuring that the work environment remains clean and free from allergens.