

CONSTANCE PET POLICY

Constance is responsible for assuring the health and safety of all employees. In keeping with this objective, it 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.

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 his or her work; or
- reduces any employee's productivity or quality of work.

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

- sick animals;
- animals not fully housebroken;
- 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;
- animals in heat will not be permitted to come to the office;
- dogs that bark or behave aggressively; or
- animals that foul the inside or outside of the building.

All dogs must be leashed at all times. 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.

Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate overseer.

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.

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