



# Rules and Etiquette for Animals/Pets in the Workplace

## Introduction

The University of British Columbia recognizes the important role that animals/pets play in the lives of many faculty, staff and students. Bringing an animal/pet to work is a privilege and a responsibility. In order to respect the health and safety of University faculty, staff and students in accordance with UBC's statement on a Respectful Environment [1], the following rules and etiquette shall apply when a pet is brought to the Biodiversity Research Centre (BRC) building. For off campus locations, contact the administration of those spaces for guidance.

## Exemption

The [Guide Dog and Service Dog Act of British Columbia](#) states, "A guide dog team, service dog team or dog-in-training team may, in the same manner as would an individual who is not a member of any of those teams, enter and use any place, accommodation, building or conveyance to which the public is invited or has access" and therefore shall be allowed access to all spaces in the workplace. Persons with disabilities who rely on a guide dog or service dog have a right to access and use all public services and places. Human rights laws protect people with disabilities who rely on guide and service dogs even if the dog is not certified under the Guide Dog and Service Dog Act.

The University of British Columbia Biodiversity Research Centre and Ponderosa Swing Space Annex E are workplaces where:

- bringing an animal/pet to the workplace is a privilege
- decisions on allowing personal animals/pets in the workplace will be made in a transparent and collaborative manner
- faculty and staff are consulted with and have an opportunity to share any concerns freely and in a respectful manner prior to the animal/pet being introduced into the area
- Rules will be reviewed on a regular basis and revised as needed

## General Rules

- 1) Prior to bringing a pet/animal into a UBC workplace, an individual must complete an agreement process. The agreement includes completion of this document, as well as permission from their supervisor and coworkers in their immediate and surrounding work areas.
- 2) If concerns are expressed, the administrative head of unit or BRC Administrator is responsible for taking remedial action. It is inappropriate to request that personnel modify their work schedules, change work location or take allergy medication in order to create a situation permissive to having a pet in the workplace. Proper action involves resolution of concerns through agreed upon restrictions to bring a pet into the workplace.
- 3) Upon written complaint regarding a specific dog, the Administrator may rescind permission to bring the dog to work. Reasonable steps toward resolving any dog related issue will be explored prior to 'banning' a specific dog. Comments and concerns may be directed in writing to the BRC Administrator, at [katie.beall@ubc.ca](mailto:katie.beall@ubc.ca). Dog owners will be notified of the complaint and will be given an opportunity to respond.



***Note: If an Administrative Head of Unit wishes to bring in an animal/pet into the workplace and concerns are expressed, the Dean is responsible for facilitating sign off on this agreement.***

- 4) The owner of the animal/pet is responsible for the animal/pet at all times. UBC assumes no responsibility for any personal animal/pet brought on campus.
- 5) Owners must ensure that their animal/pet is licensed, has current vaccinations and ID tags. If asked, owners must append copies of proof of vaccination and licensing to this application for retention by the unit.
- 6) All dogs should remain in their owner's office or shared workspace. Dogs should not go into other peoples' offices without being specifically welcomed. **All dogs in the BRC should be kept on leashes when outside of the owner's office at all times in the building.**
- 7) Office(s) or workspace(s) where the animal/pet resides shall have a sign indicating the presence of the animal to inform anyone entering the space. This sign can also be used in the event of an emergency to ensure the animal/pet is safely evacuated.
- 8) For the health and safety of all individuals, dogs are prohibited from research labs, kitchens, restrooms and washrooms, computer labs, photocopy rooms, meeting rooms, and areas housing hazardous materials or machinery. To preserve the integrity of the Museum collections and specimens, dogs are not allowed in the BBM or lower level of the BRC.
- 9) No dog aggression will be tolerated. If the presence of an animal/pet causes a significant disturbance or poses a health and safety risk to faculty/staff/students, the owner must take all reasonable action to immediately address the concern. The administrative head of unit or BRC Administrator will collaborate with the Joint Occupational Health and Safety Committee (JOHSC)/Local Safety Team (LST) to determine whether the animal/pet can be brought back into the workplace.
- 10) If the presence of an animal/pet raises concerns that are not considered a significant disturbance or a health and safety risk, the administrative head of unit or BRC Administrator will take reasonable steps to address the concerns.
- 11) Owners of the animal/pet are responsible for any cleaning up after their animal/pet – both inside the building and outside on campus property.
- 12) The BRC and UBC assume no responsibility for any dog. Animal/pet owners are financially responsible for damage caused by their animal/pet including but not limited to: damage from accidents, shedding, defecation, urination, chewing, scratching, and/or rambunctious behaviours, and/or odour removal. It is the responsibility of the administrative head of unit to enforce this.
- 13) Visitors to the Biodiversity Research Centre and Ponderosa Swing Space Annex E may prefer not to encounter an animal/pet while they are in the area, and the Biodiversity Research Centre will provide an appropriate response to the concern.



# Rules and Etiquette for Animals/Pets in the Workplace Agreement

*Note: This agreement is specific to this workplace and not transferable*

Name of animal/pet owner/sitter: \_\_\_\_\_  
Position of animal/pet owner/sitter: \_\_\_\_\_  
Department/Research Group \_\_\_\_\_  
Office Number \_\_\_\_\_  
Name of animal/pet: \_\_\_\_\_  
Type of animal/pet (e.g. dog, cat, etc.) \_\_\_\_\_  
Effective Date Range: From: \_\_\_\_\_  
To: \_\_\_\_\_

Detail any building/department/area specific considerations or restrictions that have been agreed to (e.g. designated days of the week, entry/exit points etc.)

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***I have reviewed the Rules and Etiquette for Animals/Pets in the Workplace and agree to abide by the rules and guiding principles detailed above. All faculty and staff in the workplace have been included in this consultative and collaborative process to ensure the continuation of a safe and respectful environment.***

_____ Employee's Signature	_____ Date	_____ Cell number to call when not in office
_____ Current Supervisor's Signature	_____ Date	
_____ Administrator's Signature	_____ Date	
_____ Dean's Signature (If applicable)	_____ Date	



**SHARED OFFICES: Office-mates and people in nearby offices should feel empowered to object to having a dog in their working environment. Consent can be removed at any time without explanation. To withdraw consent, please email the Administrator ([brcadmin@biodiversity.ubc.ca](mailto:brcadmin@biodiversity.ubc.ca)).**

- Approval from all of your office mates must be obtained before this request is approved.
- A new agreement must be signed when new office mates arrive.
- No more than one dog in an office at any given time. If more than one application is received for an individual office, a schedule must be created and maintained by the owners to ensure that only one dog is in the office.

Co-worker in shared workspace name (please print)	Signature	Date
Co-worker in shared workspace name (please print)	Signature	Date
Co-worker in shared workspace name (please print)	Signature	Date
Co-worker in shared workspace name (please print)	Signature	Date
Co-worker in shared workspace name (please print)	Signature	Date

**Please provide the completed form to your supervisor and the BRC Administrator**