



Dogs in the Workplace Policy

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 *Dogs in the Workplace Policy* applies when a dog is brought to the Biodiversity Research Centre (BRC) building. The policy does not apply to service animals brought to campus to provide assistance to persons with disabilities and where the service animal is certified as a guide animal pursuant to the Guide Animal Act of British Columbia.

The BRC recognizes the positive role that dogs play in the lives of many faculty, staff and students. That being said, some BRC members have pet allergies and dog phobias. If an issue is identified, we take consultative steps to avoid contact. Some occupants in shared offices may already have difficulty focusing without the addition of a dog to the office. Please consider these issues before asking the BRC to approve your request.

Bringing a dog to work is a privilege and a responsibility and owners must ensure that dogs are quiet, well behaved, and kept out of spaces such as research labs, meeting rooms, the kitchens, the Museum and other spaces listed below.

Dogs are not allowed in the building, unless each of the conditions below is met:

1. Permission to bring a dog to work must be obtained from the BRC Administrator prior to the dog being brought on the premises. 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 brcadmin@biodiversity.ubc.ca. Dog owners will be notified of the complaint and will be given an opportunity to respond.
2. 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.**
3. 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.
4. No dog aggression will be tolerated. If a dog poses a health or safety risk to faculty/staff/student or causes a disturbance, the dog must immediately be removed from the BRC building until the situation is resolved.
5. Owners or caretakers of dogs must clean up after their dog --- both inside the building and outside on campus property.
6. BRC assumes no responsibility for any dog. Dog owners shall be held responsible for any personal or property damage caused by their dog and includes: damage from accidents, excessive dog hair and odor removal.

[1]"The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment." - [UBC Statement on Respectful Environment for Students, Faculty and Staff](#)



Dogs in the Workplace Application and Agreement

Your Name: _____

Dog's Name _____

Your Position _____

Your Dept/Research Group: _____

Office Number: _____

I have reviewed the **BRC's Dogs in the Workplace Policy** and agree to abide by these rules.

Dog Owner's Signature

Date

Cell number to call when not in office: _____

Administrator's Signature

Date

Please submit completed agreement to the BRC Administrator, Room 115.

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).*

- **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.**

1)	_____	_____	_____
	Co-worker in shared workspace name (please print)	signature	date
2)	_____	_____	_____
	Co-worker in shared workspace name (please print)	signature	date
3)	_____	_____	_____
	Co-worker in shared workspace name (please print)	signature	date
4)	_____	_____	_____
	Co-worker in shared workspace name (please print)	signature	date
5)	_____	_____	_____
	Co-worker in shared workspace name (please print)	signature	date