

ANIMALS IN THE WORKPLACE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	G. People & Culture
Parent Policy:	G01
Approval Date:	June 12, 2017
Effective Date:	June 12, 2017
Procedure Owner:	Chief People and Culture Officer

Overview:	
Procedures:	<p>Service Animals</p> <ul style="list-style-type: none"> ● Employees who are in need of a Service Animal must obtain written authorization prior to bringing the Service Animal to the workplace by: <ul style="list-style-type: none"> ○ written request to the Chief People and Culture Officer ○ providing appropriate documentation from a medical practitioner. ● Requests will be responded to in accordance with Olds College policies. ● A person who brings a Service Animal onto Olds College property will be held responsible for any costs, damages, injury and/or lawsuits brought forward in relation to their Service Animal. ● Owners are required to maintain control over their Service Animal at all times. Service Animals should not growl, bark aggressively, snap, bite, or lunge at anyone at any time. Protection under the Service Dogs Act does not apply if the owner does not control the behaviour of their service dog. In all cases, only clean, trained, well-behaved, non-aggressive Service Animals are allowed, and they are to be leashed and kept under control at all times. ● Olds College reserves the right to ask the owner to leave the public place if their Service Dog is not under control. ● It is the owner's responsibility to ensure that animals relieve themselves outside. ● It is the owner's responsibility to clean up after their animal. Owners should not call upon co-workers or facilities staff for any clean up. ● Individuals are reminded not to touch, feed or pet a Service Animal when the animal is working as it distracts the animal from the task at hand. ● Service Animals are permitted in areas where food is served, sold or offered for sale to customers; however, there are laws prohibiting service animals in areas where food is stored, processed, prepared and handled, such as the kitchen area.

Therapy Animals

- Employees who are wishing to bring in Therapy Animal(s) must obtain written authorization **prior** to bringing the Therapy Animal(s) to the workplace by:
 - written request to the Chief People and Culture Officer
 - providing current certification
 - must remain compliant with certified program (e.g. vaccines, annual police check, appropriate testing, work hours reported, etc.)
- Requests will be responded to in accordance with Olds College policies.
- Certified Therapy Animal(s) usually carry insurance coverage under the program that they are certified in. If not, owners of the animals should carry insurance. Owners \ Certified Programs will be held responsible for any costs, damages, injury and/or lawsuits brought forward in relation to their Therapy Animal(s)
- Owners are required to maintain control over their Therapy Animal(s) at all times. Therapy Animal(s) should not growl, bark aggressively, snap, bite, or lunge at anyone at any time. In all cases, only clean, trained, well-behaved, non-aggressive Therapy Animal(s) are allowed, and they are to be kept under control at all times.
- Olds College reserves the right to ask the owner to leave the public place if their Therapy Animal(s) are not under control.
- It is the owner's responsibility to ensure that animals relieve themselves outside.
- It is the owner's responsibility to clean up after their animal. Owners should not call upon co-workers or facilities staff for any clean up.

Program Animals

- Program Animal usage must be compliant with Olds College the Institutional Animal Care and Use Policy.
- Employee owned animals utilized in college programming are allowed on campus on the days that they are utilized in class, and must be kenneled when not in class.

Pets

- Employees and visitors are reminded that bringing a Pet to work and leaving them in a car is neither appropriate, nor safe.

Definitions:

Related Information:

Review Period:

Revision History:

B05 Institutional Animal Care & Use

3 years

New: June 12, 2017