

THE COUNSELING SOURCE, INC. POLICY AND PROCEDURE

TITLE: Pet Policy

PURPOSE: To inform employees of the company's position on bringing pets into the workplace.

POLICY: Employees of The Counseling Source should not bring their pets into the workplace, including the main operating office or facilities served. There may be rare occasions in which an employee may be inclined to bring a pet into the workplace, such as an activity involving pets sponsored by the facility. In this event, the employee must receive prior approval from the Executive Director before bringing his or her pet into the workplace. Prior approval from the Executive Director will include an email requesting permission to bring the pet into the workplace and the reason for the request. Pets should not be brought into the workplace unless formally approved by the Executive Director.

REVIEWED: March 2018