



AMESBURY TOWN COUNCIL



Town Clerk – Wendy Bown
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Amesbury Town Council Pet Policy

Amesbury Town Council is responsible for assuring the health and safety of all employees. In keeping with this objective, Amesbury Town Council has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets to work. A pet may be allowed in the office/works van if its health and behaviour are acceptable within a business setting, and if it does not adversely affect operations.

A pet owner wishing to bring a pet to the office should first obtain written permission from the Town Clerk / Mayor of Amesbury. Any decision to allow a pet to come to work, or to exclude a pet from work, will be made by the Staffing Committee.

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. An pet may be excluded if it:

- causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort;
- distracts any employee from their work; or
- reduces any employee's productivity or quality of work.

Any individual with a grievance regarding a pet at work should, in the first instance, bring the matter to the attention of the Town Clerk / Mayor of Amesbury.

In addition, the following pets may not be brought to the workplace:

- sick pets;
- pets with fleas or any disease that is communicable to other animals in the office or to humans;
- pets that have not been properly vaccinated, or that have internal or external parasites;
- pets that bark or behave aggressively; or
- pets that foul the inside or outside of the building.

Pets that have not been spayed or neutered will not be permitted to come to the office when in season.

All pets must be leashed/harnessed or in a cage/carrier at all times. All animals must be in the continuous full control of their owners. They must 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. A notice is to be displayed on the office door to indicate the presence of an animal. Owners are expected to clean up, completely and immediately, after their animals.

An employee who brings an animal to work 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.

Amesbury Town Council shall not be liable for loss of, or injury to, any animal brought to work.

Adopted (date):

Signed: **(Mayor)**

Signed: **(Town Clerk)**