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Name:	Domesticated Pets at the Workplace Policy
Policy Number:	3-1056
Origin:	Facilities Management
Approved:	December 20, 2014
Issuing Authority:	Senior Director, Facilities Management
Responsibility:	Manager of Security, Facilities Management
Supersedes:	3-1054 Campus Dog Policy
Effective Date:	May 19, 2015
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Policy:

All persons bringing a domesticated pet(s) on campus shall follow this policy to ensure the general safety of the campus community, respect any domesticated pet related health issues of the university community and protect the university campus, buildings and furniture assets. Students and visitors in residence shall follow applicable residence policies. This policy is applicable both in buildings and on Campus grounds.

Before the owner of a domesticated pet can bring the pet on Campus, the owner must consider whether bringing the pet on Campus will cause any health or personal safety concerns for co-workers or students, by consulting with the following University representatives:

- Faculty, consult with appropriate Dean,
- Staff, consult with the appropriate Senior Director;
- Students, consult with the Senior Director, Students Services.

Once this consultation has been completed and all persons are in agreement that the domesticated pet may enter the workplace, the following procedure must be followed:

Procedure:

1. The owner of a domesticated pet shall;
 - a. Not allow the domesticated pet to run at large at any time.
 - b. Not allow the domesticated pet to damage university property at any time.
 - c. Immediately remove any animal waste from the area. Pet owners, who select to have a pet in their office, will be responsible to clean the office.
 - d. Not allow the domesticated pet to be in any teaching or research space.

- e. Not allow the domesticated pet to be in any computer lab, around computer kiosks, or around teaching computers in classrooms.
- f. Not allow the domesticated pet to be on the athletic field.
2. Domesticated pets may be off the leash in the person's office, as long as the domesticated pet is contained in a closed area, and a notice is posted indicating that a domesticated pet is in the location.
3. Notwithstanding the above, a service animal can be without a leash provided that the service animal is:
 - a. Being used by a person as a service animal, or;
 - b. Participating in a university approved event.
4. Any owner of a domesticated pet, who fails to comply with the policy, will be instructed to not bring their domesticated pet on campus.
5. All complaints concerning domesticated pets in relation to this policy shall be reported to Security 420-5577.

Domesticated Pet Aggression:

1. The owner of any dog that behaves in an aggressive manner or attacks a person may be dealt with in accordance with the Halifax Regional Municipality By-Law number A-300.
2. Any domesticated pet that behaves in an aggressive manner or attacks any persons on campus may be banned from Saint Mary's property.

Process for Reporting Safety Related Concerns:

Saint Mary's University is committed to providing and maintaining a safe and healthy work environment for all faculty, staff, students and visitors. The University recognizes that safety concerns related to approved domesticated pets on Campus may arise from time to time. As per the OHS Act, if any employee has health or safety related concerns the following process is to be followed:

- The employee must report any health and safety concerns to their direct supervisor. The supervisor will investigate and advise the employee of result of the investigation.
- If the employee is not satisfied with the supervisor's response, the employee shall forward the concern to the Joint Occupational Health and Safety Committee (JOHSC). The JOHSC will investigate, make recommendations for correction, when required and report the results of the investigation to the employee.
- If the employee is not satisfied with the JOHSC response, the employee shall forward the concern to the OHS Division, Department of Labour and Advanced Education.

All other members of the Saint Mary's Campus should report safety concerns relating to domesticated pets on Campus to Facilities Management and the OHS Office.