

MEMORANDUM

FROM: Human Resources
TO: All Pet-Loving Employees
RE: Take Your Dog to Work Day
DATE: June 21, 2019

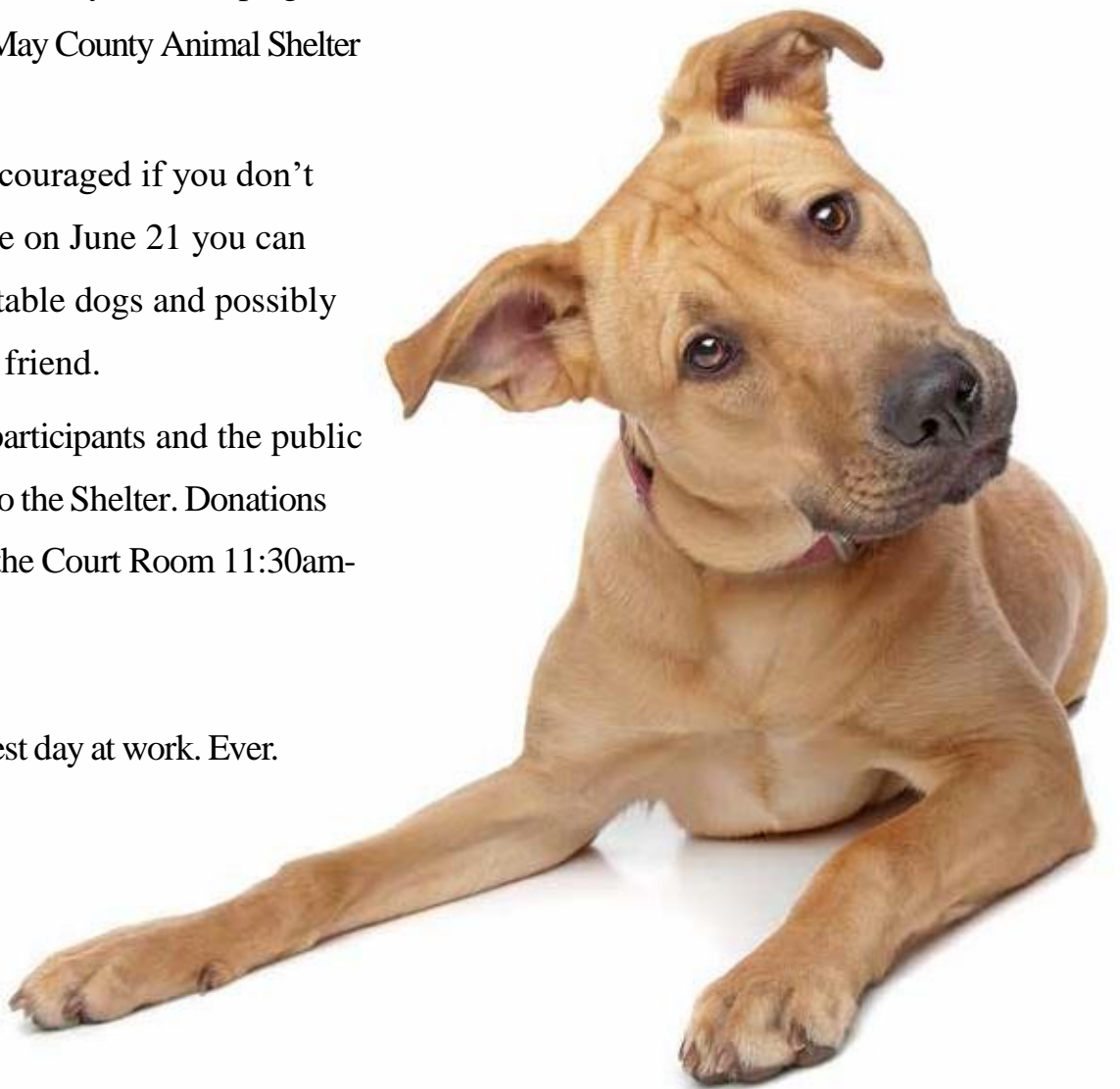
That face! You hate walking out the door every single day and leaving it behind. But **Friday, June 21** will be different because it's **Take Your Dog to Work Day!** It's a day to spend with your best buddy while helping out pets from the Cape May County Animal Shelter & Adoption Center.

Do not be discouraged if you don't have a dog, because on June 21 you can meet 2 of the adoptable dogs and possibly find your new best friend.

We encourage participants and the public to make donations to the Shelter. Donations will be collected in the Court Room 11:30am-1:30pm.

Let's have the best day at work. Ever.

Wha
what?





ODEN

Adult • American Staffords...



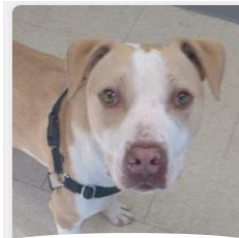
Mason

Adult • American Staffords...



Sasha

Adult • American Staffords...



Herb

Adult • American Staffords...



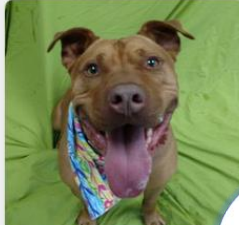
Mystic

Adult • Dogo Argentino Mix



Max

Young • Rottweiler & Hound...



Ned

Adult • Pit Bull Terrier Mix

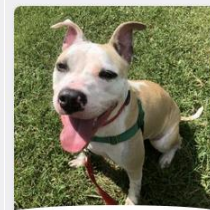


Young • Bull Terrier Mix



Norman

Adult • Border Collie Mix



Marcy

Young • American Staffords...



Opie

Adult • American Staffords...



Thor

American Staffordshire Terrier
Mix
Adult • Male



Dred

Adult • American Staffords...



Adult • German Shepherd D...



Kele

Young • American Staffords...



Bruno

Adult • American Staffords...



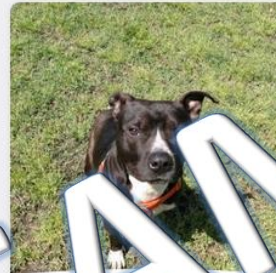
Maxine

Adult • German Shepherd D...



Winston

Young • Cane Corso Mix



Helo

Young • American Staffords...



Tessa

Adult • American Staffords...



Reign

Young • American Staffords...



Hollywood (Woody)

Adult • American Staffords...



Ozzy

Adult • German Shepherd D...



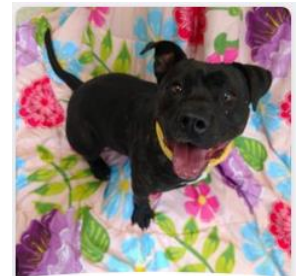
Prince

Adult • Labrador Retriever ...



Ramesses (PetSma...)

Senior • Domestic Short Hair



Atlantis

Adult • American Staffords...

DOGS WITHOUT A FAMILY



I'm working
today!

My name is:

- * Please ask before you pet me.
I'm shy.
- * I'm a little nervous around new
people and prefer to be left
alone. (No offense.)
- * Pet me pet me pet me pet me.



Thanks for your paw-ticipation.

PETS AT WORK POLICY



We hope you enjoy the benefit of bringing your dog to work. Please participate responsibly by adhering to the following terms:

Each employee will be fully responsible for his or her dog at all times while on company premises.

The following are requirements that must be met by any employee wishing to bring his or her dog to work:

- Dog must be clean, well groomed and free of contagious illness.
- A current veterinary record proving wellness, heartworm prevention, parasite control and vaccine compliance may be required by HR.
- Dog must be potty-trained/house broken.
- Dog must have no history of aggressive behavior or biting and be well socialized to people and other dogs.
- Dog must be under its owner's control while on company premises.

General Rules

- Any display of aggressive behavior will require immediate removal from the premises. Any employee asked to take his or her dog home must do so immediately. Employees will be responsible for making up any resulting lost productivity.
- Dogs must be secured on leads at all times on business premises outside of buildings.
- Water, comforts and food must be provided for the dog.
- All dogs must be treated humanely. A high standard of animal compassion is expected of all employees.
- Toys that produce loud sounds or squeaking are prohibited.
- Employees are totally responsible for cleaning up and sanitizing immediately after accidents and for supplying effective products. Feces and poop bags must be sealed and discarded outside the building in the dumpster.
- Employees will be held fully responsible for any damage that is done to the property or its employees.
- Dogs must be accompanied by the employee owner at all times. Dogs must not be allowed to wander unattended, inside or outside the building. If dogs are left alone in employee work areas, they must be restrained by baby gates and/or crates.
- Dogs may only attend short business meetings if they are quiet and do not distract participants or owners.
- Employee pet owners will provide a safe and comfortable place for their dogs within their workspace by "dog proofing" the area.
- Dogs must not be allowed to chew on waste or any form of office equipment (i.e. electric wire, cords, carpet, etc.)

Employee Name _____ Department _____

Dog Breed/Mix _____ Gender _____ Age _____

Dog's Name _____

Please check all that apply to your pet:

* Healthy * Non-Aggressive * Flea/Tick Free * Spayed/Neutered

* Not in Season (if non-neutered female dog) * Housebroken

NOTE: This slip must be signed and returned to Human Resources by June 20th

(date) _____ in order for you to participate.

By signing below, I hereby acknowledge that all information given is true. I agree to abide by the guidelines and rules my company has set forth. I agree to be responsible for any and all actions of my pet during our participation and will not hold my company liable for any personal or property damage.

Employee Signature _____ Date _____