FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **PETS**		POLICY NO: HR-028
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Pets HR03-350
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Family Visions Employees	

POLICY:
To ensure that Supported Individuals who own or wish to own pets receive positive agency support and that clear guidelines exist for employees who bring their pets to the workplace.

PROCEDURE:
Supported Individuals who would like to own pets must ensure that:

1. Prior approval is authorized by the Executive Director/designate.
2. Approval is received by the landlord if applicable.
3. All other individuals living in the home approve and do not have allergies to the animal in question.
4. The resident who wishes to adopt the pet is able to take care of the animal's needs including: clean up, grooming, purchase of food, veterinarian care etc..

Employees bringing a pet to their work place on their day off must ensure that:

1. Authorization from the Executive Director/designate and the Supported Individuals is given prior to the pet being brought to work.
2. There is no other pet in the home that would experience fear or duress with the introduction of another animal.
3. The pet is good-natured and that the Supported Individuals are not afraid of the pet.
4. The pet is current with on all veterinarian care (shots etc.).
5. The pet poses minimal interference with the employee's work duties and that the employee assumes full responsibility for the pet.
6. There are no known allergies to the pet.
7. Current records of up-to-date vaccinations are provided to the office.