



Pets Policy – Market House

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

MARKET HOUSE PET POLICY

Voluntary Action Shetland (VAS) is responsible for assuring the health and safety of all employees and users of Market House. In keeping with this objective, VAS does not permit employees/users to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees/users. Some employees/users may feel threatened or be distracted by the presence of animals, particularly dogs. In addition, VAS wishes to prevent pets from fouling the office space or damaging company property.

Service/Assistance Dogs

Any employee/user who requires the help of a service/assistance animal will be permitted to bring a service/assistance animal to the office, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company.

An animal may be excluded from the office 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.

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

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

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

All dogs must be leashed at all times. All animals must be in the continuous full control of their owners. They should 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. Owners are expected to clean up, completely and immediately, after their animals.

Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor.

An employee who brings an animal to the office 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.

VAS may, at its discretion, require animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The company may specify minimum coverage amounts under such a policy, and may require the owner to pay for such coverage.

VAS shall not be liable for loss of, or injury to, any animal brought to the office.