

Procedure Title:

MISCELLANEOUS**PROCEDURE NUMBER: 8-0-8**

Policy Title:

Pets in the Workplace

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. While Keystone recognizes the benefits of a pet-friendly work environment, it has chosen not to allow employees to bring their dogs or other pets to work during work or non-work hours.
2. This policy applies only to employee owned pets, not those purchased and maintained by individuals in their homes. “No pet” policies may be applied to certain work areas, depending on the home and individuals living there.

NOTES: