

## Dogs at Engine Shed policy



This policy outlines our rules for bringing, caring for and supervising dogs at Engine Shed.

Everyone bringing a dog to Engine Shed must read and adhere to this policy. We reserve the right to withdraw access for dogs to the building at any time, and to ask you to remove your dog from site immediately at our sole discretion.

Before a dog is allowed on the premises, the owner/guardian must fill out a registration form, send to our reception team ([reception@engine-shed.co.uk](mailto:reception@engine-shed.co.uk)) and receive confirmation.

Dogs will be welcome in Platform 14 and in private offices:

**Private offices:** you must secure agreement from the lead tenant to have a dog in your office (usually the person who signed the lease). There should be no more than 1 dog in a private office at any one time without prior agreement from the Engine Shed team. Dogs must enter and exit the building via the most direct route to your office, ideally avoiding the business lounge. They must be kept on a lead when outside your office.

**Business lounge:** Platform 14 will be the designated dog friendly area of the business lounge. Dogs must be at least 1 year old, adequately trained and kept on a lead at all times.

## Owner/guardian Responsibility

Owners/guardians are required to:

- Ensure that dogs are supervised at all times.
- Keep dogs in their private office or with their guardian in Platform 14 except when entering/exiting the building. They must be on a lead at all times in shared areas.
- Secure appropriate permission from their company before bringing a dog into a private office. Office risk assessments should be updated.
- Be solely accountable and responsible for their dog's behaviour.
- Where the dog has a nervous disposition or suffers from anxiety, consider a coat/collar/ or small sign to inform people not to approach and cause your dog any unwanted stress.
- Only walk dogs outside the building.
- Clean up after their dog with dog mess cleaned up and removed from site, dog mess MUST NOT be placed in the office bin.
- Ensure that their dog does not endanger themselves or others, or damage property.
- Ensure that their dog does not distract or disrupt other residents.
- Be responsible for any expenses and cleaning required as a result of their pet's behaviour.

## Inclusivity

We will strive to provide a happy and healthy dog friendly working environment where everyone feels safe and welcomed. We will:

- Take measures to ensure that anyone who is anxious around dogs is not negatively impacted by this policy
- Take the concerns of any tenant, member, visitor, or employee seriously and investigate any reports/complaints promptly.
- Take swift action to address concerns, which may include changes to this policy.

This policy does not apply to service/assistance animals. They are allowed to move freely with their owners. If any problem arises because of service animals, we will make appropriate accommodations to resolve it.

## Restrictions

Dogs are not allowed in the following areas:

- The Member's Lounge
- Meeting rooms
- Meeting room corridor

These restrictions apply between 8:45am - 5pm when the building is open to the public. When closed to the public resident's only route for entry and exit is through Members Lounge.

## Liability

In consideration of being permitted to bring a dog to the workplace, the dog owner/guardian unconditionally agrees to take any and all liability, claims, demands, actions and causes of actions arising out of or related to any loss, damage or injury that may be sustained by any person, other dog or property in connection with or related to his/her dog in the workplace.

The owner/guardian agrees to take full responsibility of the actions of their dog and protect and indemnify the Science Research Foundation from any loss, damage, liability and expense, including legal fees, that may be incurred as a result of injuries to persons or other dogs or damage to property, directly or indirectly associated with the employee bringing his/her dog to the workplace.

By signing the registration form, the dog owner/guardian expressly acknowledges and represents that they have read this policy and understands and accepts the terms thereof.