

# Pet-Friendly Office Policy

Dear Employees,

We are excited to announce our new Pet-Friendly Office Policy, which allows employees to bring their pets to the workplace under the following guidelines:

## Policy Details

- **Eligibility:** Only pets that are well-behaved and vaccinated are allowed.
- **Designated Areas:** Pets are only permitted in designated areas of the office.
- **Owner Responsibility:** Pet owners are responsible for their pets' behavior and clean-up.
- **Allergies:** Employees with allergies or phobias should notify HR.
- **Schedule:** Pets are allowed during designated hours, Monday to Friday, from 9 AM to 5 PM.

Please ensure your pets are safe and comfortable while at work. We believe that this policy will enhance our work environment and provide added joy to our office culture.

If you have any questions or concerns, please feel free to reach out to the HR department.

Thank you,

The Management Team