



Dog Policy for BBK, MCBS, and AMC

Policy Statement

BBK Consulting, Inc. (the Company) is committed to providing a welcoming workplace for all of our employees. We strive to ensure that our work environment is one that encourages productivity and a positive atmosphere. This includes allowing our employees to bring in their dog during our normal work hours while following the guidelines outlined below.

Purpose

The purpose of this policy is to outline practices and procedures in place at BBK Consulting, Inc. that need to be followed while your pet is in our building.

Definition

Pet-free zone: A pet free zone can be established in our office if necessary to help us to keep specific areas clean and customer-friendly. At this time, the Company has not defined specific pet-free zones but asks employees to keep their dog on a leash when not in their work area.

Procedure

We all love our pets and you may bring your dog into our offices as long as the following guidelines are followed:

- Your dog must be up-to-date on vaccines, flea/tick, and heartworm treatments and well socialized.
- If your dog is sick, keep him home.
- Your dog must be potty trained.
- If your dog does have an accident the area must be cleaned immediately. In some cases, the Company may have to have a professional cleaner to remove the stains, etc. If so, the employee may be responsible to pay a portion of the cleaning fees.
- All dogs must be contained in the employee's work area; cubicle or office.
- All dogs must be kept on a leash at all times when they are not in the employees work area.
- Owners must be responsible for their pets at all times. You may not leave the dog unattended in the main office area.
- No barking or growling is allowed.
- Playtime for the animals will be outside and not in our general office area.
- Be responsible and clean up after your dog outside of the building.
- Be respectful to your co-workers.

The Company reserves the right to ask you to remove your pet from the premises at any time and also has the right to take away the privilege of bringing your dog into our office if they are not able to behave in a calm manner in an office environment.