

Cornerstone Behavioral Healthcare

PM.31 Internal Animal Policy

Cornerstone Behavioral Healthcare allows employees to bring animals to the workplace on a limited basis, provided specific requirements are met. These requirements are intended to maintain a safe, professional, and productive work environment for all employees and clients.

Requirements:

- Prior permission must be obtained from the employee's Supervisor and then the CEO before an animal may be brought into the workplace.
- The animal must not display aggressive behavior.
- The animal's presence must not interfere with the job performance of the employee or others.
- The animal's owner must provide and maintain proof of current vaccinations and required shots. Documentation will be kept in a separate file for the animal.
- Because the employee assumes all risk and liability in bringing an animal to the workplace, the employee may be required to provide proof of insurance coverage for the animal.
- Animals must remain leashed and/or in cages at all times unless inside the employee's office.
- The animal and its gear must be kept clean and sanitary. It is not the responsibility of the cleaning service's staff to clean up after the animal or maintain the animal's designated area.
- The animal's owner is fully responsible for the removal and disposal of pet waste.

If at any time the animal is deemed disruptive, unsafe, or otherwise inappropriate for the office environment, management will notify the employee, and the animal must be immediately removed from the workplace.

Frank Willard

09/08/2025

CEO

Date