



workiva
Pet Policy

Pet Policy

Pets are welcome at the following Workiva facilities:

- Ames
- Bozeman
- Charleston (Dogs only at this time)
- Denver
- Missoula
- New York City
- Denver

Due to restrictions of our leases, no other locations permit pets unless they are Service Animals as defined by local regulations. Service Animals are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Provisions of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

As a pet owner, you are responsible for your pet while at Workiva. This policy affects you more than your pet. Should you not follow this policy, you will be asked to no longer bring a pet with you to Workiva. With the large number of dogs as opposed to other types of pets, this policy's language refers to dogs; however it applies to all pets. This policy is in effect 24/7, not just normal business hours.

Pet Policy

Pet/Dog Owner Policy

- You should always have your dog on a leash, inside and outside of the facility. Dogs may not roam free any time.
- You may not leave your dog unattended at any time. If you need to step away from your dog, you must find someone to assume responsibility for your dog. The person assuming responsibility must follow this policy.
- To maintain the cleanliness of the flooring, you must provide a bed or blanket for your dog
- You must ensure your dog is potty trained. You will be responsible for carpet cleaning if your dog has an accident.
- When you take your dog outdoors for a potty break, you must respect the plantings and landscaping around the facility and only permit your dog to potty in designated areas where there are doggie stations with baggies. Do not let your dog urinate on any landscaping plants. Clean up after your dog and deposit the baggie in the station.
- Respect your co-workers and others by not permitting your dog to bark. If your dog is not trained to not bark, you will be asked to remove your dog from the facility.
- Be aware that not all employees like dogs or may have allergies. Should someone in your work area have allergies or is uncomfortable with your dog, you will be asked to leave your dog at home.
- In Ames, no dogs are permitted in the Café at any time.
- In Ames, no dogs are permitted in or to walk through the servery or atrium from 10:30 to 2:30 (during lunch period).
- You must keep your dog off of furniture, including lounge furniture, atrium furniture and outdoor furniture. Small dogs are permitted on workstations.
- Your dog should be up-to-date on all vaccinations. Should there be an incident of a bite, you are liable for all damages. Workiva may request proof of vaccinations at its discretion.