

ASSISTIVE ANIMAL SAMPLE POLICY

[] is committed to providing equal employment opportunities to all employees and applicants, including individuals with disabilities and/or medical conditions. This policy outlines the guidelines and procedures for accommodating a need for an assistive animal in the workplace. As with any other accommodation request, the company will engage in the interactive process, with the assistance of the employee's health care provider, to determine whether they can perform the essential functions of their job with or without a reasonable accommodation, which may include use of an assistive animal. The company will conduct an individualized assessment of both the job and the individual's specific limitations.

"Assistive Animals" may include:

- A guide dog trained for the blind or visually impaired;
- Signal dog or other animal trained for deaf or hearing impaired;
- Service dog or other animal trained to the requirements of a person with a disability; and
- Support dog or other animal that provides emotional, cognitive, or other similar support to a person with a disability (otherwise known as an "emotional support animal").

Employees requesting the accommodation of an assistive animal should contact [**Name/Title of Authorized Company Rep.**] to initiate the interactive process.

Employees seeking to bring an assistive animal to the workplace must provide a health care provider's certification of the need for an assistive animal, as well as certification from the employee that the animal is housebroken, not aggressive, free from offensive odors and parasites, and that the animal will not otherwise cause a safety or health issue. The company also has a right to assess these requirements within the first two weeks of the animal coming onsite, and challenge an employee's request for an assistive animal with objective evidence that the animal does not satisfy these standards.

The company may also request an annual recertification of the continued need for the assistive animal, as appropriate. The company will maintain confidentiality to the extent possible regarding any accommodations/limitations, meaning that information will be shared on a need-to-know basis only. The company will not request any documentation regarding the employee's specific underlying disability and/or diagnosis.

The employee is solely responsible for supervising the animal, ensuring the animal is not disruptive to the work environment, that it is clean and free of parasites, as well as cleaning up after the animal when it relieves itself. To the extent an accommodation is needed to care for the animal, the company will provide one, as reasonable.