

PAYBACK Dog Etiquette

1. Etiquette Dog Owner
2. Etiquette Dog

1. What does the dog owner have to consider (before or so that) the dog can be brought to the office?

- Each dog must be registered with Office Management using the Office Dog Onboarding Form (#goodtoknow (A-Z) "Dog in the Office").
- The dog must have certain skills and know commands (see dog etiquette)
- The dog is not allowed in the office until it meets the requirements (applies especially to puppies, which should not be brought in)
- The dog must be accustomed to the office and all premises in advance.
- The dog should know all colleagues in the wider environment.
 - Important: Do I have colleagues with anxiety/allergies in my immediate environment? If so, a solution must be found that suits everyone, but the person comes first.
- The dog should know other dogs in the same area or in an neighbouring area.
 - The animals should get to know each other beforehand on neutral ground.
- The dog is not allowed to run around unleashed in the office, in the corridors or in the lobby.
- **The following areas are generally off-limits to dogs:**
 - Conference rooms
 - Kitchens
 - Toilets
 - Canteen
 - Playroom
 - Gym
- The dog is only allowed to lie in its place and should, if possible, walk on direct paths to the place or outside
- The dog's place must be chosen carefully
 - Not too close to doors/hallways/passageways
 - Escape routes must remain free
 - The dog must also be leashed at the place (but may have a radius of movement)
- A "dog guardian" must be appointed who can supervise the animal and/or intervene in an emergency while the owner is at a meeting or the like
- Dog documents / health aspects
 - Liability insurance
 - Vaccination certificate
 - The dog must be regularly dewormed or checked for worm infestation.
 - The dog should have a proper hygiene (coat, mouth, paws & claws, etc.)

- In case of illness, the dog is not allowed to be brought along.
 - In the case of dogs with a strong flow of saliva, ensure that the saliva is not spread around the office (by shaking the dog vigorously, have a small towel ready to dry it off).
- The dog's equipment must be brought by the owner
 - Blanket / basket
 - Drinking and food bowl (must be lockable, food should be odourless and must not be kept in the refrigerators)
 - Separate dishcloths must be used for cleaning the bowl, which must be brought privately
 - Toy
 - Towel
 - poop bag
- If the dog gets wet, the dog must be dried off and the used towel must be stored in an odourless place
- If a mishap occurs or PAYBACK property is damaged
 - The dog owner must report this to the Office Management immediately
 - The costs of cleaning or repair must be borne by the dog owner or by the liability insurance company
 - PAYBACK GmbH is not liable for damage to third parties/guests.
- No listed dogs may be brought along, even if they have a permit to be kept.
- On each day when the dog is present, it must be visually clear at the location that there is a dog in the office (note/posting: e.g. dog on site)
- When eating lunch outside, all parties should please be considerate.

2. Skills and commands that the dog must have / master:

- The dog must answer to its own name
- The dog must be well socialised
- The dog must be house trained
- The dog must be able to walk on a lead
- The dog must know commands such as "sit", "down", "stay" (or similar).
- The dog must be able to remain alone and stay relaxed in its place (on command) - even for a longer period of time.
- The dog must be completely friendly towards people and other dogs, it must not be aggressive, nervous or fearful.
- The dog should not show any territorial behaviour.
- The dog should not roll around
- The dog should always behave calmly and not bark, howl or similar.
- If the female dog is in season, she must stay at home.