

PROCEDURE

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| Series: | HR-Practices | COA: CFOP: |
| Procedure Name: | Pet Policy | |
| Procedure Number: | HR-2810 | |
| Review Date: | 4/16/2024, 10/28/2025 | |
| Revision #/Date: | N/A | |
| Effective Date: | 9/20/2022 | |
| Applicable to: | Family Partnerships of Central Florida (FPOCF) Board members, officers, employees, consultants, and volunteers | |

PURPOSE:

Family Partnerships of Central Florida (FPOCF) is responsible for assuring the health and safety of all employees. In keeping with this objective, FPOCF does not permit employees to bring household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or distracted by the presence of animals, particularly dogs. In addition, FPOCF wishes to prevent pets from fouling office space or damaging company property.

Family Partnerships of Central Florida does not allow animals in the workplace; however, an individual with a disability may request a reasonable accommodation under the Americans with Disabilities Act to bring a service animal to work when medically necessary. Procedures for requesting a reasonable accommodation are described in the HR2202 Americans with Disabilities procedure which can be found on the Family Partnerships of Central Florida website.

Service Animals

In general, a service animal is an animal trained to work or perform tasks for the benefit of an individual with a disability, such as guiding individuals with impaired vision, alerting individuals to an impending seizure, or pulling a wheelchair and fetching dropped items.

Family Partnerships of Central Florida evaluates all requests to bring a service animal into the workplace to determine if the accommodation is reasonable and can be provided without undue hardship. Employees may be asked to bring the service animal to the workplace to demonstrate the animal's training and ability to be in the workplace without disruption.

If an accommodation is granted to allow a service animal in the workplace, the arrangement may be permitted on a temporary or trial basis. Reasonable behavior is expected from service animals while on company property. Disruptive and aggressive service animals must be removed from the premises immediately and permission to bring the animal to work will be revoked.

All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current, and animals must be in good health. Service animals must wear an owner identification tag (which always includes the name and phone number of the owner).

Animals must be on a leash, harness or other type of restraint always, unless the owner/partner is unable to retain an animal on a leash due to a disability.

The employee must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the employee. The employee is expected to clean and dispose of all animal waste appropriately.

An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

FPOCF may, at its discretion, require the animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The company may specify minimum coverage amounts under such a policy and may require the owner to pay for such coverage.

FPOCF is not be liable for loss of, or injury to, any animal brought to the office.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 11/11/2025