



MMGY Pet Policy

MMGY Global has formulated this pet policy balancing health and safety concerns with the desire to promote a positive employment experience by allowing appropriate pets in the office on employer designated workdays. A pet may be allowed in the office if its health and behavior are compatible with MMGY Global's office setting, and if the pet does not adversely affect office operations and productivity.

The privilege of bringing a pet to MMGY Global on designated days is subordinate to the health, safety, and comfort of persons who may come into contact with pets at the office. By bringing your pet to MMGY Global, you agree to abide by MMGY Global's pet policy.

1. Scope. This Policy applies to employees only; visitors are not allowed to bring pets to MMGY Global.

1.1 Premises. This Policy applies to Suite 500 of the building located at 7301 W. 80th Street, Overland Park, Kansas 66204 (the "Premises").

1.2 Acceptable Pets. "Acceptable Pets" within this policy only includes dogs that meet all of the Pet Requirements in Section 3; all other animals are excluded from this Policy at this time.

1.3 Employer Designated Workdays. Employees may only bring in an Acceptable Pet on days designated by MMGY Global.

2. Pet Sign-Up. Employees must sign their pet up by 8 a.m. the day before each MMGY Global designated pet day by use of Exhibit A (the "Sign-Up Sheet"). Employees understand that only 10 Acceptable Pets are allowed on the Premises at a time and therefore spots are filled on by using the Sign-Up Sheet on a first come-first served basis.

3. Pet Requirements. To participate, Acceptable Pets must be:

3.1 At least 3 months old;

3.2 Spayed or neutered;

3.3 Up to date on vaccinations required by state and city law;

3.4 Free of any infections communicable to humans and other animals, and parasites (such as fleas);

3.5 Clean and well groomed;

3.6 House-trained;

3.7 Obedient, well-socialized with humans and other pets, and with no history of biting, excessive barking, chasing, or aggressive behavior of any kind;

3.8 Microchipped or wearing a collar with identifying tags;

3.9 Covered under the pet owner's homeowners or renters insurance policy, which must cover dog bites.

4. Pet Owner Responsibilities. To comply with this Policy, pet owners who bring or wish to bring their Acceptable Pet to MMGY Global agree to:

4.1 Be fully responsible for their pet's behavior, well-being, hygiene, and happiness during the entirety of the pet's visit, including times the pet is within the office, or being walked on or near MMGY Global's premises.

4.2 Be legally and financially responsible for any damage caused by their pet, including but not limited to dog bites to humans and other pets, and property damage.

4.3 Be respectful of other employees, and other employees' pets.

4.4 Manage their workspace to ensure it is "pet-proofed" and safe for their visiting pet.

4.5 Keep the pet next to them and controlled throughout the day or have made arrangements with a colleague to do the same if the owner needs to step away.

4.6 Keep pets out of any pet-free areas that MMGY Global may designate from time to time.

4.7 Ensure that their pet's behavior does not interfere with other employees' comfort or productivity.

4.8 Immediately clean up after their pet if an accident occurs.

4.9 Maintain homeowners or renters insurance that covers dog bites.

4.10 Maintain up-to-date records of vaccinations and proof that the pet has been spayed or neutered.

4.11 Provide their own pet items to:

4.11.1 Ensure pet safety, including but not limited to leashes, crates, or gates to keep the pet secure in the owner's work area;

4.11.2 Ensure adequate care throughout the day, including but not limited to food, water, bowls, and waste bags; and

4.11.3 Allow proper clean up if an accident occurs indoors.

4.12 Take their pet home at any time if the pet's behavior or health makes it dangerous, distracting, or bothersome to anyone else, or if asked to do so by MMGY Global.

5. Grievances and Managing Issues. Concerns related to visiting pets must be handled in the following way:

5.1 If the pet has bitten, or is suspected of biting a human or another pet during the pet's visit, the pet must be removed from the premises immediately.

5.2 All other complaints must be submitted to a Human Resources associate anonymously or non-anonymously, depending on the reporting employee's comfort level.

5.2.1 A pet may be immediately excluded from the MMGY Global at the discretion of the Human Resources associate if it is suspected that the pet: (1) causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort; (2) severely distracts any person from getting their work done; or (3) severely reduces productivity or work quality of any person.

5.2.2 If the Human Resources associate determines the complaint does not require the immediate exclusion of the pet from MMGY Global under Section 5.2.1, then the pet owner will be given a written warning describing the nature of the complaint.

5.2.3 If the pet owner has received 3 written complaints within a 12 month period, then the pet is not welcome to return to MMGY Global for 12 months from the date of the third written complaint, unless MMGY Global agrees to allow the pet to return on a trial basis after the owner demonstrates a change in behavior or improved health status of the pet. An owner may show a change in behavior by providing proof of the pet's successful completion of behavioral training. Proof of the pet's improved health status must be demonstrated by a veterinarian's signed letter.

6. Self-Reporting. Pet owners are encouraged to self-report their own pet's disruptive or noncompliant behavior to make colleagues feel comfortable with the positive employment experience MMGY Global desire to promote.

6.1. Must follow Overland Park City pet ordinance.

Note: This policy will be updated in the employee handbook in 2022. The above policy is not intended to address reasonable accommodations for service dogs that may be medically necessary. Employees needing an accommodation for their service animal should contact Human Resources.