

CREATIVE WORKS

A SPACE FOR WORK AND LIFE

Creative Works Dog Friendly Policy

Policy Brief and Purpose

Our dogs friendly policy in the workspace outline the rules for bringing, caring for and supervising dogs within Creative Works' premises.

We believe that dogs can foster a friendlier and happier workplace, influence creativity and increase productivity. They're fun, playful and can have positive influence on our work and wellbeing. We'll allow our members and visitors to have their dogs at work if they fulfil below criteria.

However, we want to make sure that animals won't disrupt our operations, damage property or cause medical issues to others at Creative Works.

Scope

This policy refers to all CW tenants, members, users of the hired spaces, visitors, contractors, consultants and staff.

It applies to 1st and 2nd floor at 7 Blackhorse Lane, London, E17 6DS excluding the main staircase and the lift as shared building areas.

Policy elements

Tenants, members and staff who own dogs can request to bring them to their workspace. They should always consult with Creative Works Management Team in advance to:

- Confirm CW that their dogs is adequately trained (potty trained/house broken)
- Present current documentation of insurance policy that covers their dogs
- Provide proof that their dogs are clean, properly vaccinated and free of parasites

Further conditions:

- If the dogs causes allergies or other medical problems for the users of Creative Works permission to bring the dogs to Creative Works may be revoked
- If the dogs shows any aggressive behaviour or biting, permission to bring the dogs to Creative Works may be revoked
- Pet must be controlled, restrained if needed while on CW premises
- The owner must sign and date a copy of this policy to confirm their acceptable of the arrangements

What dogss are allowed?

Office dogss are usually dogs and cats, but any dogs that's well-trained and not potentially dangerous or unpleasant is also allowed. Young animals aren't allowed until they're adequately trained. Pets like snakes, spiders, mice, rats and bunnies (which chew up cords) are prohibited in the workspace.

Creative Works reserves the right to require that dogs should be on a leash and their movements restricted to their owner's office, bay and desk space. Dogs owners are responsible for informing others of their dog's presence.

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When dogss get ill, owners should leave them at home.

Owner's responsibilities

Generally, we want to ensure that our company, tenants', members' and dogss are cared for properly. Pet owners should clean up after their dogss. They're solely responsible for their dogss' behaviour and wellbeing. They should supervise their dogss in the workspace and know their location at all times. More specifically, they should make sure their animal doesn't:

- Make a mess
- Fight with other office dogss
- Wander in common areas unsupervised and not on the leash
- Endanger themselves or others
- Damage company or employees property
- Annoy coworkers (e.g. barking, climbing on their desks)

If any of these occur, the CW will discuss with the owner and agree actions to remedy the problem. These actions will be shared in writing.

If the dogs misbehaves, their owner may be prohibited from bringing the dogs to the office again. The owners will also be responsible for any expenses and cleaning resulting from their dogss' behaviour.

If the problem is deemed to be of a persistent or serious nature, CW reserves the right to remove permission to bring the dogs.

Areas where dogss are not allowed:

- Offices of employees with allergies or phobias, where this has been notified.
- Common Areas such as Kitchen, Meeting Rooms, Toilets
- Training room
- Server room

Complaint process

Please follow the CW published complaints policy.

If CW user has a medical or personal issue (e.g. allergy, phobia), they can directly contact CW management at hello@creativeworks.space

Users of Creative Works with service animals will be allowed to move freely with their dogss on the leash. If any problem arises because of service animals, we will make appropriate accommodations to resolve it.

We also instruct CW users to not feed other members dogss at work, if not authorised.

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Name: _____

Signature: _____

Company: _____

Date: _____

Last updated	Next review	Person responsible
July 2025	July 2027	EG