

DOGS AT THE WORKPLACE

Playbook



WE ARE OPEN TO OPINIONS, PEOPLE, AND SOLUTIONS.

Everyone is welcome - with or without a dog.

Everyone is invited to express their opinion respectfully, freely, and without pressure.

In case of differences, we trust you to actively contribute in finding solutions and to show a willingness to compromise.

Dogs are generally welcome at OMG/Annalect.

At the same time, there are colleagues who have difficulties with dogs. Both views should be considered in collaboration.

This playbook can set a framework and conditions but cannot resolve all situations.

We must respect different and opposing opinions or wishes and strive to find pragmatic compromises or solutions.





Playbook

DOGS AT THE WORKPLACE

1

Requirements

2

Basic rules

3

Ways to a solution in case
of discord



1 Requirements

- **Registration:** Discuss your wish with your direct manager. They will coordinate with the department management or other departments.
- **Behavior/Education:** Your dog is house-trained, follows instructions, can be alone in the room for a short time, is amicable, behaves calmly and does not approach people unexpectedly.
- **Safety:** Your dog is fully insured: personal and property damage must be covered.
- **Mood:** Colleagues in the immediate vicinity are informed about when and where the dog is at the workplace. Any concerns have been discussed and solutions/compromises agreed upon.
- **Are there other dogs in the Annalect & bynd* area?** It has been checked whether the dogs get along or what solution you have if they need to be separated.

*DUS: [SW] 5th floor - Annalect + Adylic + BYND // HH: ZW_Annalect/Bynd/OMG



2

Basic rules

- Your dog does not disturb your or your colleagues' daily work.
- Your dog stays close to your place and doesn't lie in the way. Keep your dog on a leash in the corridors and when moving in the open-plan areas.
- Your dog must do its business outside (n.b., the rooftop terrace at Stilwerk is not suitable for this).
- The kitchen and bathrooms are not appropriate places for your dog to stay.
- Your dog should only attend meetings if absolutely necessary. Make sure to coordinate with the other participants.
- If your dog must be present for a meeting, choose a meeting room with few textiles.
- Very small rooms (phone booths, etc.) should be avoided.

Your dog has its own equipment, which should be returned to its cupboard/locker after use.

- Pay attention to general hygiene, e.g., do not use dishes from the kitchen and do not store pet food openly in the cupboards.
- A blanket or dog basket leaves less hair on the carpets, which helps persons with allergies.



3

Ways to a solution in case of discord

Be open to a change of perspective

Try to put yourself in the other person's shoes and assess how they feel in a situation. Better yet, simply ask them.

Indecision/individual rejection

Try a dog trial day to create security and trust.

Permanent discord

Discuss ideas for solutions. Examples may include: Your dog may stay in a specific office/in a specific area of the space. Alternatively, you tie your dog to your desk with a leash of defined length at the place. Or you agree on specific dog/dog-free days.

You have discussed it to death and cannot reach a consensus

Look for a third, neutral person to help you resolve the issue and develop new creative ideas. Keep in mind that all opinions should be treated with respect; it is not about blaming but about compromise and solution.

