



BELL TOWER  
WORK  
IS WHERE MY  
DOG  
— IS —



Aspen Properties takes great interest in the health and safety of all employees in Bell Tower. Using a holistic approach with this objective in mind, Aspen Properties has decided to permit appropriate dogs in tenant premises. A dog may be allowed in a tenant premises if its health and behavior are acceptable within an office setting and if it does not adversely affect office or property operations. It is the responsibility of the dog owner to check first with others in the workplace to ensure that there are no concerns, such as allergies to dogs, etc.

A dog owner wishing to bring a dog to the office should first obtain written permission from the authorized person in the tenant's operation. Any decision to allow a dog to come to the office will first require written authorization from the tenant (see attached authorization form) to be submitted to the landlord. This does not include cases involving service animals, which shall be allowed in accordance with the City of Edmonton codes and bylaws.

If the dog owner does not abide by or uphold the Pet Rules and Etiquette in the Workplace, they will be asked to discontinue bringing their dog to the office.

Aspen Properties shall not be liable for loss of, or injury to, any dog brought to the office.

Once the following package is complete or if you have any questions, please forward to:

Ana Pereira – Edmonton Reception | [edmontonreception@aspenproperties.ca](mailto:edmontonreception@aspenproperties.ca) | 780.442.3100



### RULES AND ETIQUETTE IN THE WORKPLACE FOR ALL DOGS

1. Dog owner must obtain written approval from employer and provide it to the landlord, prior to the pet being brought into the building.
2. All dogs must be:
  - Leashed at all times except while in the private office of the owner
  - In the continuous full control of their owners
  - In the physical presence of the owner in the owner's office, or in the space around the owner's desk, at all times
  - Licensed, according to the law, with current identification tags
  - Parasite-free (fleas, ticks, etc.)
  - Up to date with vaccinations and immunizations, with proof being provided prior to the dog being brought into the building
  - Obedient and well socialized
  - House-broken and of good hygiene (no foul, unpleasant or strong odors)
  - Moved in and out of the building using the most expedient route and via the designated elevator(s)
  - Spayed or neutered, with proof being provided prior to the dog being brought to the building
  - Free of infectious or contagious disease
3. No dog shall:
  - Bark or exhibit aggressive behavior
  - Be disruptive to co-workers, distract any employee from their work or reduce any employee's productivity or quality of work. No squeaky toys or meaty treats are permitted
  - Be brought into the building if it is sick
  - Foul the inside or outside of the building
  - Be permitted in the building if it causes any person to experience fear or any other physical or psychological discomfort



4. Owners are expected to clean up completely and immediately after their dog.
5. The owner of the dog is completely and solely liable for any injuries or any damage to personal property caused by the dog. Any repair or cleaning /maintenance costs incurred by a dog will be charged in full to the owner.
6. The dog owner shall maintain a liability insurance policy covering damage or injuries caused by the dog while at the office. The Tenant may specify minimum coverage amounts under such a policy and may require the owner to pay for such coverage.
7. Dogs are not allowed in certain areas that are open to the public and commonly used, such as bathrooms, golf simulator, and fitness areas, except as necessary to travel to or from the approved tenant premises.
8. There is main floor Pup Plaza area specifically designed and designated for their use.
9. Dogs are not allowed in any of the restaurants located in the building unless specifically allowed by the restaurant establishment itself.
10. If required, the janitorial company designated by the landlord, will do a thorough cleaning of the office or area where the dog is located, which will include shampooing of carpets, high and low dusting of all surfaces, etc. to ensure that any dog smells, dander or hair are removed. The cost of this cleaning will be charged directly to the Tenant.
11. Aspen Properties maintain the right to refuse a dog entry to the building at their discretion. There is a no tolerance bite policy and any dogs engaging in behavior that is considered aggressive must be removed from the property immediately



## WAIVER DOCUMENT AND TENANT APPROVAL

I, \_\_\_\_\_ will be bringing my dog to work at \_\_\_\_\_(insert company name and suite number). I understand that my dog must be well trained and that I must maintain full control of my dog at all times. In addition, I understand that I am fully and solely responsible for any and all dog accidents that should occur and that I am responsible for assuring that my dog never poses any harm or risk to any employees or visitors. Finally, I understand that if I do not abide by these rules or my dog misbehaves, Aspen Properties reserves the right to discontinue my privilege of bringing my dog to work.

I agree to assume responsibility and, indemnify and to hold Aspen Properties and \_\_\_\_\_(insert company name) harmless against any and all liability resulting from my dog's presence in the workplace. Signed: \_\_\_\_\_ Date: \_\_\_\_\_.

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_(Print Name)

Authorized signatory of \_\_\_\_\_(Company Name)

## DOG PICTURES

We require photos of all dog residents of Bell Tower for security purposes. Please forward a photo of your dog to [edmontonreception@aspenproperties.ca](mailto:edmontonreception@aspenproperties.ca) along with this application.

Additionally, if you would like to have your dog included on our Dogs of Bell Tower mural located in the loading dock area, please circle "yes" below and include a few fun facts about your four- legged friend. This could include their favorite food, games, things they love, etc.

Include my dog on the Dogs of Bell Tower mural:  YES  NO

Fun Facts:

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## APPLICATION TO BRING A DOG TO BELL TOWER

Owner Name:			
Phone:		Email:	
Company Name:		Suite #:	
Dog Name:			
Size of Dog: (small, medium, or large)		Breed of Dog:	
Length of Ownership:		Dog Age:	

**PLEASE CONFIRM THAT EACH OF THE FOLLOWING ARE CORRECT BY INITIALING BESIDE EACH**

	This dog has all vaccinations/immunizations (Rabies, Bordetella, DHPP) up to date (Please attach documents)
	I confirm that I will keep all vaccinations/immunizations up to date
	This dog is parasite/ pest (tick/flea) free
	This dog is house trained
	This dog is spayed/neutered
	This dog is not aggressive
	This dog does not bark or make excessive noise
	I am willing to accept liability and sign a liability waiver releasing Aspen Properties from responsibility of damage to any property by my dog
	I am willing to accept responsibility if my dog is aggressive or bites any person in the building
	I have discussed this application and received approval from my employer to bring my dog to the workplace (Please attach documents)
	I have secured a liability insurance policy which will cover any damage or injuries caused by my dog while in the building
	In the event that the building must be evacuated, I confirm I will stay with my dog and wait for emergency personnel to evacuate myself and my dog. I confirm that I will register myself as a person requiring assistance with the fire warden for our premises. In the event of a building emergency where myself and my dog are in immediate danger, I confirm my dog is able to evacuate with me or can be carried out by me

# Bell Tower | Dog Policy



I understand that if any of the above are not correct or if any of the rules and regulations governing dogs in the workplace are not followed or if my employer no longer approves, I will be asked to remove my dog from the workplace immediately	
Signed this _____ day of _____, 20_____.	
(Print Name of Dog Owner)	(Signature of Dog Owner)

Approved by Aspen Properties on this _____ day of _____ 20_____.	
(Print Name)	(Signature)
Aspen tag number assigned to this dog is:	