

T-GADGETS PET REPORT

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T-Gadgets

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Executive Summary

The CEO, James recently visited his brothers' company on the other side of town, he discovered that his brother's organisation had adopted a young Labrador a few months ago and the dog lived at the office.

James's brother explained that they had not intended to adopt the Labrador but since doing so his organisation had increased in productivity and it had boosted the morale of his staff.

This report was written to research and present findings on whether T-Gadgets should get an office pet; the research is to aid in the CEO in making a decision on the topic.

Key findings found that there are a range of benefits in having an office pet such as improved morale and productivity. However there are important factors that need to be considered such as do staff have allergies and whom is responsible for the health and well-being of the animal.

- The **purpose** of the report
- The **key findings** and **key conclusions** or **recommendations**

Introduction

The purpose of this report is to determine if the organisation of T-Gadgets should invest in an office pet, such as a puppy.

James has requested the author to investigate the benefits and disadvantages in office pets, followed by a recommendation to aid in him being able to decide if T-Gadgets should invest in one.

James has requested that this report would be presented to him on Friday the 25 August 20xx.

To present a balance view on the topic, author researched the topic of office pets via internet searching using Google as the search engine.

- Know what the report is **about**
- Know **why** the report was written and **who** it was written for, **timeframe** for submitting report
- Know where the information/research **comes from** and what **methods were used** to collect the information

Findings

1. There are a number of studies into work places where office pets are located, that show benefits not only to the health and well-being of staff, but also aid in better communication and productivity within a workplace. Morale is shown to improve with the ability of staff being able to interact not only with the animal, but also providing a good conversation starter or topic for colleagues to talk about throughout the day.

Pets are can promote employees spending less time at desks and moving about more often to interact with the pet such as a quick walk around the work grounds to help provide a fresh perspective when returning

Having pets around can prompt more breaks and movement throughout the day, and sometimes a quick stroll around the block can provide a fresh perspective. Short breaks throughout the day are shown to help boost productivity.

Pets are also powerful conversation starters and can allow your team to bond in ways they otherwise might not have.

Studies show higher job satisfaction with pet-friendly workplaces. Companies have found that bringing dogs to work helps to keep employees' spirits high and adds to the sense of community and connection.

Though history, animals have proved to provide benefits and assistance to humans in various tasks and work places such as disability aid, therapy and police or military service.

2. However there are some risks involved in any form of pet ownership, including work-place ownership. Not everyone enjoys companionship with animals as much as others. Especially if one has an allergy or health condition that could be effected by an office pet, not only could a pet cause staff health to be at risk as much as a benefit, but also could lower productivity if staff are unable to come into work due to allergic reactions or not being comfortable if a pet is wandering about the office.

Some companies keep a "doggie database" of authorized pets and on any given day can have 4 to 10 dogs in the office.

A new study finds that when it comes to their pets, pet parents are willing to lie.

A study conducted in conjunction with Fuzzy Pet Health found 65-percent of pet owners lie to their employers about taking their animals to the vet.

Most don't believe their boss would think it's a valid excuse for missing work.

More than a third of workers (39-percent) admit to taking a day off from work because of a sick pet.

It's not just about work. Three in 10 say they have cancelled plans with friends to spend time with their pets.

3. Additionally, pets come with expenses. These expenses can range from pet eating important documents, growling at potential customers, barking during a stakeholder meeting, or finding the use of office equipment or furniture as chew toys or bathrooms. Hygiene is also a huge factor if a company or organisation works with or stores food products.

Studies show the biggest concerns are noise abatement and keeping dogs under control in the office. This can easily be addressed by designating areas where they can and cannot be and setting clear expectations that owners will bear the responsibility for containing their pet, cleaning up any messes, and monitoring activity and behavior.

"To address behavior, many policies I have seen include a three-strike rule—if the dog misbehaves in any fashion three times, or otherwise does not meet the rules, they're out, and employees just have to understand that," Roberts (a director of risk management) said. "It also makes sense to think about workplace activity. For example, if you're going into a meeting, you have to make arrangements for someone to watch the dog if you are not available."

While many suggest that having pets can be a great icebreaker with clients or set various stakeholders at ease, it is also easy to establish scheduling procedures if there are concerns about having animals in the office when key customers are expected or big meetings conducted.

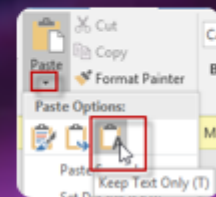
Questions of legal liability for any potential damage or injuries also give many risk professionals pause when considering making the office pet-friendly. Legal trends may actually be making this a bit less of a risk for employers, however. According to Geordie Duckler, an attorney who has focused exclusively on animal law for the past 15 years, recent legislation in almost every state has worked to increase owner liability, with some states going so far as to adopt strict liability policies. This may make inviting pets into the workplace a somewhat safer bet for employers by helping to limit their liability should serious problems ensue.

Duckler also pointed to the rise of in-depth behavior classes as a trend that has reduced some of the risk for employers. "People are spending more money and more time on true obedience classes, not just teaching animals to respond to basic commands, but to interact productively with owners, and that helps reduce the risk as there is now a better chance than not that the dog has been trained," he said.

He recommended that employers consider this as part of a thoughtful, thorough vetting process. Policies could stipulate, for example, that a dog first obtain a behavior certificate from a licensed animal behaviorist. Anyone overseeing a program should ask for more than just a dog's breed, weight, or age, but also look at where the animal came from and its history, particularly as many rescue dogs may present unknowns that could introduce risk, he said.

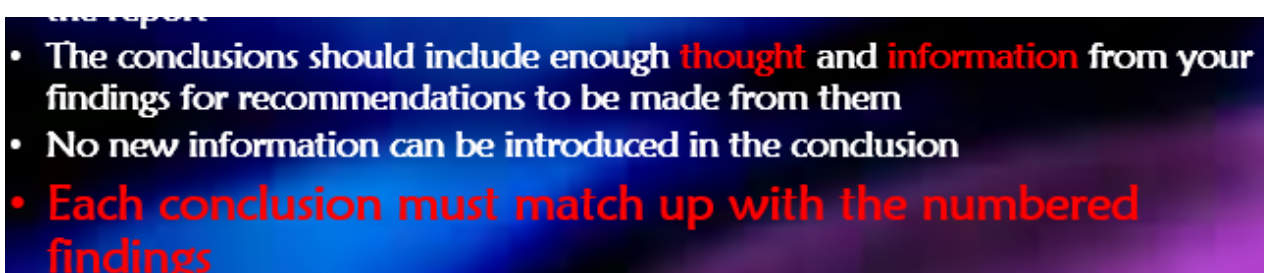
4. Additionally pets, like humans, get sick and have medical bills. It is importance that this is factored into pet ownership, especially in the office and it is clear who pays for the bills and is responsible for the health and wellbeing of the pet. Additionally if the pet develops behaviour problems and ultimate cause's injury or harm to an employee or client, the organisation needs to factor this risk, much like an employer with a record of violence would need to be considered before being hired for an organisation.

- It is important to **give facts as researched** and not your own personal thoughts or opinions on the topic and no interpretation should be given at this point
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Conclusion

1. There is a range of supporting information showing that office pets can provide both moral and health benefits within the workplace and can aid in better communication and productivity.
2. There are a range of risks included in pet ownership within the workplace. Staff health must be considered. Control of pets would be most important to protect office furniture and staff.
3. In a workplace there are other factors that need to be considered such as the responsibility for the control of the animal as unlike a home pet, there can be many staff working in the office as well as customers who might not like dogs or who may be bitten or clothing damaged etc.
4. Additionally there are health risks that must be considered such as if staff have any allergy's to animals and is there a risk to equipment with having a pet in the building if any behavioural problems emerge.

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- The conclusions should include enough **thought** and **information** from your findings for recommendations to be made from them
 - No new information can be introduced in the conclusion
 - **Each conclusion must match up with the numbered findings**

Recommendations

1. There is evidence that an office pet could bring benefits to T-gadgets.
2. RecommFurther research should be conducted into the risks and the decision should not be rushed.
3. Further investigation needed into how costs would be covered.
4. Recommended that HR find out:

Do any staff have a known medical condition that would be effected by an office pet. This should be documented.

Who would be responsible for the control of the animal. This needs to be decided before going ahead.

- This section is for you to provide your opinion, whether the solution is:
 - A solution to a problem
 - An action that should be taken
 - What should be done about a situation
 - Possible changes that should be implemented
- Each recommendation must match a numbered finding and conclusion eg Recommend that we complete

References

<https://open.buffer.com/the-pets-of-buffer/>

<http://healthypets.mercola.com/sites/healthypets/archive/2014/10/10/8-ways-dogs-help-people.aspx>

<https://www.entrepreneur.com/slideshow/232859>

- However for the purposes of this course you simply need to identify who/what was your sources for your research (findings) and a link to the source – generally a **URL**