



Pet Buddy Overview

What is a Pet Buddy?

A pet buddy is an educated pet owner who has been taking their pet to work for over 6 months. All pet buddies are approved by the Pet Director and act as mentors to others who are bringing their pets to work for the first time. They ensure that all necessary steps have been taken for proper training and integration into the office environment.

The owner of each new pet coming into the office will be matched with a pet buddy who has a similar pet (breed, temperament, etc).

Responsibilities of a Pet Buddy

- Pet buddies must be able to spend time with the new pet and owner on the first day in the office.
- Go over the Pet Profile - ask the new employee about the personality and behavior of their pet, discuss what training they have already had, how the pet acts around other pets and humans, and how they expect their pet to behave at work.
- Complete the Pet Buddy Checklist on the first day.

Pet Buddy Checklist

- Walk around and introduce the dog to the office.
- Introduce the dog to other dogs in the immediate workspace.
- Give tips to the owner if any concerns were noted.
- Provide tips to the owner to properly introduce their pets to other office dogs.
- Show the owner approved potty areas.
- Show the owner where the Spot Bot and cleaning supplies are.
- Instruct owner how to take advantage of pet perks (dog walking service, etc.)
- Report any concerns with the introductory process to the Pet Director