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Human Resource Policy (DRAFT)

Title: Service Animals at Work Policy		Number:
Reference:	Adopted by Board of Directors Date: Effective:	Supersedes:
Prepared by: CEO		

1. Policy Intent

The Corporation and its Governing Board recognizes the importance of Service and Assistance Animals to individuals with disabilities and has established the following policy regarding Service Animals (and Service Animals in training) and Assistance Animals, to assist people with disabilities. This policy ensures that people with disabilities, who require the use of Service or Assistance Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. The Corporation is committed to allowing people with disabilities the use of a Service Animal on-site to facilitate their full-participation in the workforce.

2. Policy Definitions

A. Duty to Accommodate

The Saskatchewan Labour Standards Act defines accommodation as: “modifying the duties or reassigning the employee”.

This duty applies to all characteristics identified in the *Saskatchewan Human Rights Code* including: disabilities, family status, pregnancy, ancestry, and religion.

B. Service Animal

A "Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take

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prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

C. Assistance Animal

"Assistance Animals" are (1) animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or (2) animals that provide emotional support which alleviates one or more identified symptoms or effects of a person's disability. Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

D. Pet

A "Pet" is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. It is not covered by this policy. Residents are not permitted to keep pets, other than fish, in the office complex.

E. Approved Animal

An "Approved Animal" is a Service Animal or Assistance Animal that has been granted as a reasonable accommodation under this policy.

F. Owner

The "Owner" is the employee or other covered person who has requested the accommodation and has received approval to bring the "approved animal" to work.

G. Damage Owners of Approved Animals are solely responsible for any damage to persons or Company property caused by their animals.

H. Areas Off Limits to Service Animals

The Company may prohibit the use of Service Animals in certain locations because of health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, areas outlined in provincial law as being inaccessible to animals.

For further information on this policy, contact the Director of Human Resources at 306.555.5055.

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