



PET-FRIENDLY WORKPLACE POLICY

MyEdinburgh is proud to be a pet-friendly and dog-friendly collaborative workspace. We recognise the positive impact pets can have on wellbeing, connection, and workplace culture.

To ensure our spaces remain welcoming, safe, and comfortable for everyone, including those with allergies, concerns around animals, or who simply prefer pet-free environments, we ask all pet owners to follow the guidelines below. This policy applies to:

- 7 Montgomery Street Lane
- 16–17 Montgomery Street Lane
- 18 Brunswick Street Lane (“The Bakery”)

1. Approval & Suitability

Pets attending *MyEdinburgh* spaces should:

- be well-socialised and non-aggressive;
- be clean, healthy, and appropriately vaccinated;
- be comfortable in shared indoor environments.

MyEdinburgh reserves the right to refuse or withdraw permission for pets where necessary.

2. Owner Responsibilities

Pet owners are fully responsible for:

- supervising their pet at all times;
- ensuring pets do not disrupt others;
- cleaning up immediately after their pet;
- ensuring pets do not damage furniture, equipment, or property.

Pets should not be left unattended in any part of the building. Owners may be charged for any cleaning, repair, or damage caused.

3. Respect for Others

We aim to create a balanced environment for everyone using the space. Owners should:

- respect colleagues, visitors, and neighbours;
- be mindful of allergies, fears, or sensitivities;
- prevent excessive barking, jumping, or disruptive behaviour;
- keep pets close by and under control at all times.

If concerns are raised regarding a pet's behaviour *MyEdinburgh* may ask for the pet to be removed from the premises.

4. Restricted Areas

For hygiene and safety reasons, pets are not permitted:

- in kitchens if food is being prepared;
- in private meetings where attendees are uncomfortable with animals;
- at events where organisers request a pet-free environment;
- in any clearly designated pet-free zones.

Registered assistance dogs are exempt from these restrictions where legally required.

5. Hygiene & Safety

Owners should ensure:

- pets are toileted before entering the building where possible;
- accidents are cleaned immediately;
- pets are free from fleas or parasites;
- leads are used in shared circulation areas where appropriate.
- Food and water bowls are kept tidy and not obstruct walkways.

6. Shared Community Environment

MyEdinburgh operates as a shared collaborative environment. Bringing a pet into the workplace is a privilege, not an entitlement. We encourage owners to:

- use good judgement;
- consider the comfort of others;
- help maintain the positive, welcoming atmosphere of the space.

7. Removal of Permission

MyEdinburgh reserves the right to ask that a pet no longer attends the workspace if:

- behaviour becomes disruptive;
- complaints are received;
- hygiene or safety concerns arise; or
- this policy is repeatedly not followed.

Thank you for helping us maintain a respectful, inclusive, and pet-friendly environment.

Any questions, please contact *MyEdinburgh* at hello@myedinburgh.org