

	QUALITY MANAGEMENT SYSTEM POLICY			Form code:
				PO-SEC-01
Title :		Pets on Campus		
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Real Estate & Facilities Service (REFs)
Pets on Campus
(Pilot policy until 31/12/2021)

Presented by:
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Pets on Campus

Responsible Office/Unit/Service/Department: Real Estate & Facilities Service

Responsible Official/Agent: Health, Safety & Security Officer / Secretary General

Aim of the Policy

The EUI is committed to providing a safe and attractive campus that is inclusive and promotes a healthy lifestyle for all EUI members. Many members own pets and require practical solutions to integrate them into their busy working lives.

This policy caters for the needs of the pet owners while remaining sensitive to the needs of other campus users who may suffer from animal-related allergies, be afraid of animals, or who are not comfortable in their company.

Scope of the policy

The policy refers to pets inside and outside EUI buildings and on EUI grounds. It applies to all EUI members. For the EUI Flats, a separate pet policy is in place within the framework of the Flats Rules and Regulations.

Policy Implementation

The Director of the Real Estate and Facilities Service is responsible for the implementation of the policy. The Health, Safety and Security officer, under the supervision of the Secretary General, is responsible for authorising access to campus grounds.

Policy Sections

1. Definitions
2. General rules
3. Support and Service animals
4. Authorization process
5. Documentation
6. Restricted areas
7. Code of Conduct
8. Liability

1. Definitions

- *Animal handler*: anyone bringing a pet on campus and being responsible for it.
- *EUI members*: all members of the EUI community (faculty, researchers, other academics, support, academic and outsourced staff).
- *(Emotional) Support animals*: a support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a space when there is a relationship between the person's disability and the assistance the animal provides. Emotional support animals are often used as part of a medical treatment plan as therapy animals, therefore their admission on Campus requires a specific medical certificate to be assessed by the HSSO (by sending a mail message to safety_security@eui.eu) and the EUI medical advisor.
- *Service animals*: service animals are animals such as dogs, or, in some cases, miniature horses, that are individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. A service animal is a working animal, not a pet. Service dogs are always allowed on campus grounds and university buildings without requesting specific authorisation. Other animals need authorisation.
- *HSSO*: EUI Health, Safety and Security officer

2. General Rules

The European University Institute (EUI) allows its members to bring animals onto EUI grounds in accordance with the rules and regulations outlined in this policy and in compliance with the relevant Italian law (D.P.R. 320/54).

Admission on campus grounds (outdoor) and buildings (indoor) is subject to a specific notification process (point 4) that is reviewed and approved by the HSSO under the supervision of the Secretary General, provided that all paperwork (point 5) is compliant with indicated requirements.

Failure to follow the rules outlined in this policy will result in owners being forbidden to bring their pets on campus and may lead to the policy's suspension.

3. Notification process

a) EUI members wishing to bring a pet into the office (indoor):

- The EUI member asks other office occupant(s) for written approval to bring a pet into the office;
- After receiving formal approval, the EUI member asks his/her direct supervisor for written approval to bring a pet on campus;
- Once the request is approved, the EUI member sends a mail message to safety_security@eui.eu attaching the approvals and all documentation indicated in point 4.

b) EUI members wishing to bring a pet on campus (outdoor only):

- The EUI member sends an email to safety_security@eui.eu attaching all the documents indicated in point 4.

4. Documentation

Complete documentation to bring a pet on campus is to be sent by e-mail to: safety_security@eui.eu, also specifying the expected frequency of attendance on campus, and includes the following items:

- Copy of vaccination certificate
- Copy of liability insurance policy
- Risk assessment form (see annex)

Confirmation that the pet can be brought on campus will only be provided if the documentation sent complies with the requirements.

5. Restricted areas

Except for service animals (see point 1.), animals are not admitted in the following areas of the EUI campus:

- Canteen/bar areas (or any other areas where food is prepared)
- Conference/seminar rooms
- Library
- HAEU reading rooms
- Common/social rooms
- Restrooms

6. Code of conduct

Anyone bringing an animal onto campus is expected to be aware that the animal may represent a hazard to others, including allergies and bites. Animal handlers cannot oblige others to be in the presence of the animal. For example, meetings cannot be convened in an office in which an animal is present (unless all participants are in agreement).

Animals must never be left unattended, including in offices. They must always be supervised by the animal handler or a nominated guardian. Guardians are to be communicated via mail the HSSO at

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safety_security@eui.eu. The guardian is obliged to comply with all the provisions indicated in the present policy. The overall responsibility of the animal always remains with the owner.

If the presence of an animal distracts or disrupts activities, or constitutes a nuisance of any kind, the animal handler may be asked at any time to leave the area. Excessive noise, barking or other disruptive behaviour will not be accepted and may result in the animal being sent away from campus.

Rules for animals on campus:

- a) The animal handler must keep the animal under control at all times;
- b) Outdoor: animals shall be kept on a lead (max. 2m) and maintain such a distance that they do not pose a threat to the health or safety of others;
- c) Indoor: animals shall be kept on a lead (max. 1.5m);
- d) In public areas, or in the presence of other people, dogs over 30kg shall wear a muzzle;
- e) Small pets (rabbits, hamsters, birds...) must be kept inside a cage at all times;
- f) Dogs must not bark unless in very exceptional circumstances. Dogs that have a tendency to bark will not be allowed on campus after three warnings;
- g) Cats and dogs must wear proof of identification in the form of a collar;
- h) Animals shall not be left unattended at any time or left in the owner's vehicle;
- i) If the animal handler is required to leave the animal alone, they must appoint a guardian (see above).
- j) The animal handler is responsible for cleaning up after the animal and disposing of its waste. Animals must not dirty the building walls, furniture or the like when carrying out their business;
- k) Dogs and cats must be on a flea and tick programme (see risk assessment template);
- l) EUI Staff who are allowed to bring an animal into their office must make clear to colleagues and potential visitors with adequate signage that an animal might be present in the office (signage will be provided by the REFS with the confirmation that the animal can be brought on campus).

Only points a,b,c,h, j apply to service animals (see point 1.)

7. Liability

The animal handler while on campus grounds is responsible and liable for the animal at all times: damages to people and/or EUI property caused by the animal will be the exclusive responsibility of the animal handler.

The EUI reserves the right to charge the animal handler for all the costs associated to additional cleaning, repair or replacement for any damage caused by the animal to EUI or personal property. The EUI reserves the right to permanently ban from campus an animal that causes any harm, nuisance, or damage to people or property.