



Document Title: Pet Policy	Document#	Organization: Walter P. Rawl and Sons, Inc.
Revision:	Document Owner: Deborah Darby	Effective Date: 12/18/2024

APPROVALS

NAME	TITLE	DEPT NAME	DATE
Jeff Gaines	HR Manager	Human Resources	12/18/2024

REVISION HISTORY

REVISION	DESCRIPTION OF CHANGE	ORIGINATOR	RELEASE DATE
	Original Document	Deborah Darby	

WP Rawl reserves the right to amend or alter the terms of this policy.

**This document is proprietary and confidential property of
Walter P. Rawl & Sons, Inc.**

EMPLOYMENT WITH WALTER P. RAWL & SONS, INC. CONSTITUTES AT-WILL EMPLOYMENT. THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER WALTER P. RAWL & SONS, INC. OR THE EMPLOYEE AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT CAUSE. EMPLOYEES ARE FREE TO TERMINATE THEIR RELATIONSHIP AT ANY TIME FOR ANY REASON OR FOR NO REASON. SIMILARLY WALTER P. RAWL & SONS, INC. IS FREE TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITH AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE. NOTHING IN ANY WALTER P. RAWL & SONS, INC. POLICY CHANGES THIS AT-WILL EMPLOYMENT RELATIONSHIP. LIKewise, THERE CAN BE NO ORAL OR IMPLIED MODIFICATION OF WALTER P. RAWL & SONS, INC.'S AT-WILL EMPLOYMENT POLICY. THE COMPANY'S AT-WILL EMPLOYMENT POLICY CAN BE MODIFIED ONLY IN WRITING SIGNED BY ANY OFFICER OF THE COMPANY.



1. PURPOSE

The purpose of this No Pet Policy is to maintain a safe, clean, and professional working environment at WP Rawl, free from potential hazards, distractions, or allergens that pets may introduce. By restricting the presence of animals on company property and in company vehicles, we aim to protect our employees, visitors, and assets while ensuring compliance with health and safety standards.

2. SCOPE

This policy applies to all WP Rawl employees, contractors, visitors, and vendors. It covers all WP Rawl-owned or operated properties, including offices, production areas, warehouses, surrounding facilities, and company vehicles, including semi-trucks. This policy is effective across all locations, regardless of state or region.

3. PROCEDURE

At WP Rawl, we are committed to providing a safe, clean, and professional environment across all company properties and vehicles. To support this goal, we have implemented the following No Pet Policy:

General Rule

Pets and other animals are not allowed on any WP Rawl property, including inside or around facilities and company vehicles (e.g., semi-trucks, delivery vehicles, company cars, etc.). This policy is designed to uphold the company's safety standards, prevent damage to property, and ensure the health and comfort of all individuals.

If any animal is spotted in or around WP Rawl property or facilities, animal control should be contacted immediately to ensure the safety and well-being of employees and to prevent potential hazards.

Exceptions

The only exception to this policy is for service animals required by individuals with disabilities, as outlined by the Americans with Disabilities Act (ADA). Employees or visitors who need to bring a service animal onto the premises must notify Human Resources in advance and provide necessary documentation as requested. Owner of said service animal shall be liable for all damages or expenses arising out of the actions of the pet, and shall hold WPR and its agents and employees harmless from all liability or loss arising out of the actions of the pet. The pet may not be allowed to urinate or defecate on any unauthorized area of WPR premises. The owner of said service animal shall immediately remove and properly dispose of any and all pet waste offsite of WPR.



Service Animal Guidelines

- Service animals must be under control at all times.
- Service animals must be leashed, harnessed, or tethered unless these devices interfere with the service animal's work or the individual's disability prevents their use.
- The owner is fully responsible for the care, supervision, and behavior of the service animal.
- WP Rawl reserves the right to request the removal of a service animal if it behaves in a manner that poses a direct threat to the health and safety of others or is out of control.

Company Vehicles

No pets are allowed in any WP Rawl-owned or operated vehicles, including semi-trucks, at any time. This restriction is in place to prevent potential damage, distractions, and hygiene concerns related to animals in the work environment.

Consequences of Violating the Policy

Employees who violate this policy may face disciplinary action, up to and including termination. Visitors or contractors who violate this policy will be asked to remove the pet immediately.

Employee Responsibilities

All employees are responsible for complying with this policy and reporting any violations to their immediate supervisor or Human Resources. In the event of spotting an animal on or around WP Rawl property, employees should immediately contact animal control for assistance.



Acknowledgment and Agreement

Policy Name: Pet Policy

I, the undersigned, acknowledge that I have received, read, and understood the Pet Policy. I understand that it is my responsibility to comply with the terms outlined in this policy. I also understand that failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

By signing below, I certify that I have had the opportunity to ask questions about this policy and that I agree to follow its guidelines as a condition of my employment with Walter P Rawl & Sons, Inc.

If I have any questions about this policy in the future, I understand that I should direct them to my supervisor or the Human Resources Department.

Employee Information:

- **Name (Printed):** _____
- **Employee ID:** _____
- **Department:** _____

Acknowledgment and Agreement Signature:

- **Employee Signature:** _____
- **Date:** _____