

iVET360°

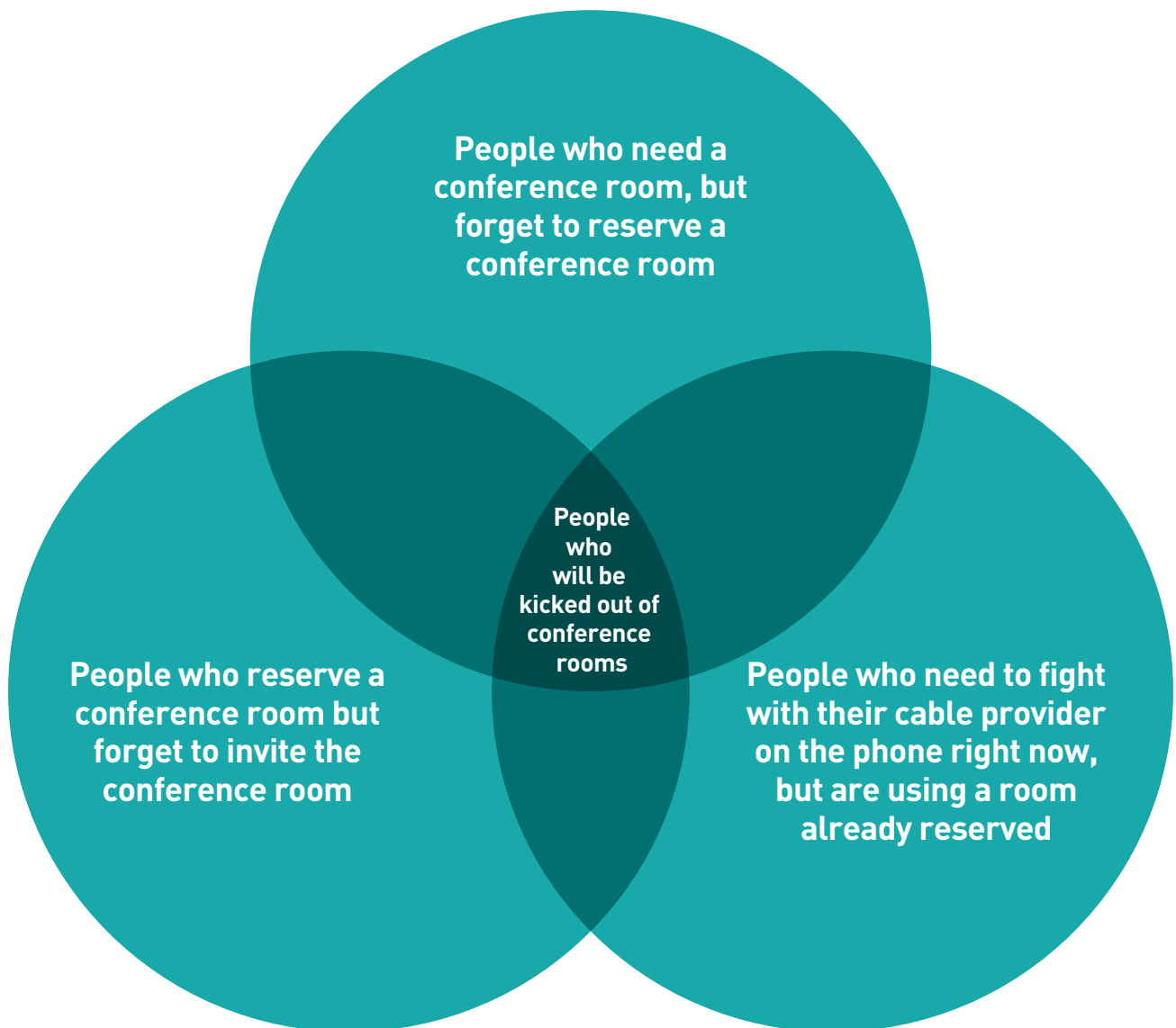
# HOUSE RULES





# CONFERENCE ROOMS

**Need a meeting to be private?** Please reserve a conference room by name when you send an invite to other participants, keeping in mind that you must also invite the conference room itself. This avoids awkward social interactions with the conference rooms (*the Mastiff, despite its size, is really quite sensitive*) as well as reservation conflicts. Please see the Venn diagram below for clarification.





# KITCHEN

**To avoid endless negotiation with their unions,** we have opted not to employ elves or your parents to handle the washing of dishes, keeping the fridge clean, and other routine office kitchen maintenance. Instead, we ask that you refer to this handy flowchart to determine your role in such situations. Who knows? You may just learn a new skill!



## Dirty Dishes in the Sink?

Are they yours?

**YES**

This should go without saying, but put them in the dishwasher\* or wash by hand

**NO**

Do you have time to do them?

Rinse and put in the dishwasher\* or wash by hand

*\*If your dish fills the dishwasher, please run it. If you don't know how, ask a manager who probably won't know either—but can point you to someone who does.*



## Use the Keurig?

**YES**

Please remove and discard the used pods after your drink is brewed.

**NO**

Because I want to pat myself on the back for saving the planet in my own small way.



## Putting Food in the Fridge?

**Be honest:**  
are you really going to eat that in the next two days?

**YES**

Did you eat it by the 3rd day?

**NO**

DO NOT offer it to a co-worker.  
Please throw it away.

**NO**

Throw it away or offer it to a  
co-worker who might be  
subsisting on office candy.



## Dishwasher says CLEAN?

**Open it. Are there dishes in there?**

**YES**

If you have time  
please empty it

**NO**

You're obviously in denial.  
Check again and see "Yes."



## Out of Paper Towels or Kleenex?

**Paper Towels**

Replace the roll on the  
counter. More can be  
found on the kitchen  
shelves and in the  
storage closet.

**Kleenex**

You're on your own, Felicia.  
Refill it yourself.



## Empty the water bottle?

Can you lift a new one without spilling it?

**YES**

Please replace with new bottle.

**NO**

Go get someone from the Sales Department. They're good at doing the heavy lifting.



## Brought Something Smelly for Lunch?

DOES IT NEED HEATING?

**YES**

Eat at Theo's.

**NO**

Enjoy, but consider a breath mint.



# OFFICE SPACE

iVET360 has chosen an open office floor plan to better facilitate our mission as a doggy daycare facility, and to avoid the compulsion to hang annoying motivational posters on cube walls. This requires consideration on the part of all employees with regard to office noise. Be advised that the following behaviors could result in a **RED FLAG**, which co-workers employ to remind others that they need to lower their volume or activity level:

## PHONE CALLS ARE KIND OF IMPORTANT HERE

If someone is on the phone in your pod and you're laughing loudly at a gif thread on Slack or whining at a high volume about your draft picks in the football pool.



## CHIT THE CHAT, BUT DO SO RESPECTFULLY

You're exuberantly chatting up a co-worker about the food carts, or your weekend plans, or that totally insane practice manager in Florida, and someone in your pod or an adjacent area is on the phone (hopefully not with the same practice manager).



## SHOW OUR DOGS LOVE WITHOUT BEING DISRUPTIVE

Your dog is playing with you or another dog and is barking or panting/whining/running around at an elevated volume.



## WE'RE ALL MOTIVATED, NOT BY YOUR TASTE IN POSTERS

You decide a motivational poster would look great on one of our office walls.





## PET ETIQUETTE FAQs

with Andre!

### **Q: I'm bringing my dog to the office for the first time. What do I need to do?**

**Andre:** First, you can plan on having your least productive day at work, because you'll be worried about your dog fitting in, adjusting ok, and not having accidents. That's why it's asked that we all alert office staff on the Slack **#dogs** channel whenever we plan to bring a dog. On the day you bring your dog to work for the first time, we'll make sure he or she will be the only one in that day. This is to allow your pet to acclimate to the office environment without the distraction of another dog. It also helps avoid having canines in the office who may have conflicting personalities/energy levels. This is usually unnecessary, however, if your pet is a Boston Terrier like myself: we're incredibly well-adjusted and universally loved by all.

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### **Q: My dog is pretty food-obsessed. Can she still come to the office?**

**Andre:** Sure—provided that you monitor your pet so that she doesn't continually bother co-workers for food, steal lunches and snacks, or is food aggressive. If it becomes a problem, you will need to take your pet home. This will not be a concern if your pet is lucky enough to be a Boston Terrier: we are unfailingly well-behaved and food/treats rain down on us regularly as a gift for our very presence.

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### **Q: My dog will be coming in with another dog he hasn't met. How do I handle this?**

**Andre:** Well, if you had a Boston Terrier, this wouldn't be an issue (see Question #1). However, I recognize that some dogs aren't as charismatic as me, so we ask that you keep your pet on a leash while meeting the other dog (who should also be on a leash). Take them for a walk together around the office to give them a chance to sniff parts and assess the other dog to ensure they'll get along.

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### **Q: I have a high-energy canine. How do I handle this in the office?**

**Andre:** Rambunctious dogs do need to be restrained so that they don't disrupt office operations. You can leash them at your desk or use one of the adjustable pens we provide in the office. It's important to know your dog's needs and see that they get regular potty breaks—dogs that have repeated accidents will be asked to stay home. Regular short walks and quiet toys/chewies also help your pet stay settled in the office. If your dog and another want to play, please make sure their activity isn't loud or distracting to your co-workers—or to me, when I am napping in a totally adorable position. **#bostonsofinstagram**

*Have a dog etiquette question for Andre?  
Submit it to [hromano@ivet360.com](mailto:hromano@ivet360.com).*



# SLACK

**iVET360** ▾

● You

🔍 Jump to...

☰ All Unreads

🔍 All Threads

Channels

# dogs

**# general**

# marketing

# random

# socialmediacalendar

# staffupdates

# websites

Direct Messages

● Andre

● Sidera

● Lola

● Nash

○ Lilah

○ Charlie

● Kenya

● Cooper

○ Oslo

○ Popeye

○ Olive

**iVET360**

☆ | ● active | goteam

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Today

**iVET360** 9:30 AM

We use Slack to communicate in an informal way that's quiet and efficient. We also use it to share all kinds of things—work-related or not—and it has various channels where you can do this. Many times, it is the quickest way to get a response from someone or send information if needed for a project. A couple of notes about Slack and how we use it:

- We ask that if you will be out, are leaving early, coming late, or working from home, you post something on the #staffupdates channel. This is just to give your supervisor and others you're working on projects with a heads up. There's no need to leave reasons (although it's cool if you do because we're kinda nosy and always interested in what's up with you).

- From time to time, we do need to clean out the saved files on Slack so it operates properly. When you have a moment, you can go into your saved files and delete anything you don't absolutely need. Occasionally, management will need to delete all saved files when Slack becomes inaccessible/inoperable due to lack of space—so you'll want to make sure you've downloaded that classic gif you want to use again.

+ Message