**APPENDIX 1**.

**Otago Polytechnic Dogs On-Campus Consent Form**

**REQUEST TO HAVE A DOG PRESENT ON AN OTAGO POLYTECHNIC CAMPUS INCLUDING PROGRAMME/SERVICE AREAS AND SHARED OFFICE SPACES CONSULTATION**

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| **Otago Polytechnic Campus:** |  |
| **College/Service Area:** |  |
| **School** *(if applicable):* |  |
| **Name of Kaimahi Dog Owner:** |  |
| **Dog Name:** |  |
| **Breed:** |  |
| [**Otago Polytechnic Dogs On-campus Policy**](https://online.op.ac.nz/about-us/governance-and-management/policy-library/dogs-on-campus-under-review) | |
| **Kaimahi Dog Owner Declaration** *(Please read and sign before sending it to kaimahi in your work area.)*  As a kaimahi dog owner, I declare I am required to ask all other kaimahi in my school/service area to complete this consent form and return it to the Formal Leader/Head of School.  I declare that I have read, understand and agree to the Otago Polytechnic Dogs On-campus Policy, to the best of my knowledge, my dog is suitable to be permitted at the Otago Polytechnic campus stated above.  **Signed:**  **Date:** | |

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| **Kaimahi being consulted** *(please complete)***:**  I *(name of kaimahi being consulted*)  agree or disagree (*select your response*) to having said dog present in the kaimahi school/programme/service area plus shared office space.  **Reason for decision if disagree** *(noting confidentiality to be maintained by the Formal Leader)***:**    **Signed:**  **Date:** |

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| **Formal Leader**  **Name:**  Kaimahi (dog owner) advised of consultation by Formal Leader/Head of School  *Tick/circle applicable, sign and date.*   * Yes, dog is permitted to occupy shared office space. * No, dog is not permitted to occupy shared office space.   Kaimahi (dog owner) advised of the outcome of consultation via email by formal leader:   Date:  NOTE: All information contained within this form must be kept in a secure file by the Formal Leader/Head of School and information contained therein too be kept confidential.  **Signed:**  **Date:** |