**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:**                                                                                                         |