

## **Peaceful Valley Donkey Rescue Employment Policies**

### **Code Of Conduct**

Why do we have a code of conduct?

The purpose of this Code of Conduct (the Code) is to let you know the standards of conduct and business ethics we expect from employees, trustees, and volunteers of Peaceful Valley Donkey Rescue (PVDR).

If you violate any portion of the Code, or you let someone else violate the Code, or you fail to report someone violating the code, you will be subject to disciplinary action and in extreme cases you will be fired.

The Code applies to immediate family and in-laws as it relates to PVDR business. While we know you may not be able to control or influence what they do, it is the responsibility of trustees, volunteers and employees to fully disclose any matter that would violate the Code.

This Code of Conduct isn't designed to cover every possible situation. It does, however, clearly lay out the principles and ethics we expect from PVDR employees, volunteers, and trustees. You are responsible for reading and understanding everything in this document. If you have questions please contact the Fraud and Risk committee for clarification.

### **Communications.**

We expect all communications to be accurate and complete. This includes phone calls, emails, voicemail, Signal Chats, Facebook, Twitter, and any other way of communicating we end up using.

Only the Executive Director and certain Trustees are authorized to publicly communicate information about the operations and business conditions of PVDR. When they do so their communications must be complete, fair, accurate, and timely.

Communications with the press are only to be done by the Executive Director or by employees with prior authorization from the Executive Director.

### **Confidential Information.**

Certain information is confidential and is never to be communicated to anyone outside of PVDR.

This includes but is not limited to:

- Undisclosed financial information related to the operation of the rescue.
- Employee salary information.
- Donor names and their contribution amounts.

The Executive Director may, at their discretion, disclose the names and donation levels of donors if they have documentation ensuring that the donor will allow them to do so. Donor lists may only be used for PVDR related business.

**Playing Fair.**

We treat our donors, fellow employees, volunteers, suppliers, contractors, trustees, and anyone else we do business with fairly. We do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresenting the truth, or any other unfair practice.

**Conflicts of Interest.**

A conflict of interest occurs when your private interests interfere or appear to interfere with the interests of PVDR. Employees, volunteers, and Trustees may not conduct PVDR business when there is a conflict of interest. Specifically:

1. Employees, volunteers, and Trustees may not do business with any individual, company, or organization in which they have a financial interest. This includes individuals, companies, or organizations in which your friends or relatives have an interest.
2. There may be times when it is in the best interest of PVDR to do business with someone you are related to or are friends with. In those cases employees must:
  - a. Get authorization from the Executive Director before entering into any business arrangement
  - b. Ensure that PVDR is receiving competitive pricing and competitive products/ services

**Gifts.**

PVDR employees, volunteers, and Trustees may receive gifts of nominal value (less than \$20) from vendors and contractors. Gifts of greater value must be declined, returned, and reported to the Executive Director.

**Electronic Mail and Internet Use.**

All electronic mail, Internet and Intranet facilities provided by PVDR are the property of PVDR and are to be used primarily for business purposes. Limited personal use of electronic media is acceptable, as in the case of personal telephone calls, but only when used responsibly and when the privilege is not abused.

You should not expect anything you do on a PVDR computer to be private.

You should not expect any emails using your PVDR email address to be private.

PVDR reserves the right to monitor, review and disclose your emails.

Additionally, you may not use PVDR computers or your PVDR email address for viewing porn, sending hate mail, participating in political discussions or any other non-PVDR business (with the exceptions noted above).

**Use of PVDR Assets.**

PVDR assets (for example vehicles, trailers, and computers) are to be used for PVDR business and may not be used for personal business. This includes:

1. Using PVDR assets (trucks, trailers, computers, etc.) for side jobs, side businesses, or any other non-rescue related activity.
2. Running personal errands with PVDR vehicles. It is permissible to combine personal errands with PVDR-related errands as long as the personal errands are reasonable and

do not make up the majority of the trip.

## **WHISTLEBLOWER POLICY**

### **General**

Peaceful Valley Donkey Rescue's Code of Ethics and Conduct ("Code") requires trustees, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

### **Reporting Violations**

The Code addresses the organization's open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the human resources department or anyone in management who you are comfortable approaching. Supervisors and managers are required to report suspected violations of this Code of Conduct to the organization's compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization's open-door policy, individuals should contact the organization's compliance officer directly.

### **Compliance Officer**

The organization's compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the chief executive and/or the audit committee. The compliance officer has direct access to the audit committee of the board and is required to report to the audit committee at least annually on compliance activity. The organization's compliance officer is the chair of the audit committee.

### **Accounting and Auditing Matters**

The audit committee of the board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The compliance officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within 5 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Anti-Discrimination Policy**

Peaceful Valley Donkey Rescue (PVDR) is an "equal opportunity employer". PVDR will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

**Anti-Harassment Policy**

Peaceful Valley Donkey Rescue is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment. All complaints should be brought to the attention of the Executive Director. If the Executive Director is involved in the complaint, the Board of Trustees should be contacted.

**Grievance Procedure**

If an employee feels that inappropriate corrective action has been taken against him/her, and the employee has been unable to resolve the matter informally by speaking with the supervisor, the employee may file a written grievance with the Executive Director within 10 business days of the taking of the action. The Executive will conduct an investigation of the incident, where appropriate, and will generally provide a written response to the employee within 20 business days. If more time is needed to respond to the complaint, the person filing the complaint will be so notified. The decision of the Executive Director is final.

If the Executive Director is the employee's immediate supervisor, the written complaint must be submitted to the Chairman of the Board of Trustees who will follow the same procedures outlined above. In such cases, the decision of the Chairman is final.

The filing of a grievance does not operate to suspend the action being complained of. For instance, if the employee is complaining that he/she was unfairly suspended without pay, he/she

will remain suspended without pay for the period initially determined, unless and until the Executive Director reverses the decision leading to the suspension. Similarly, Peaceful Valley Donkey Rescue has no obligation to keep a terminated employee on the payroll or enrolled in any benefits not ordinarily available to terminated employees, pending completion of the grievance process.

### **Political Policy**

Employees are encouraged to be involved in the political process and will be accommodated to vote on election day [before, during or after work hours].

Employees are prohibited from campaigning for a candidate or specific party during work hours.

Employees cannot use their position within the company to coerce or pressure subordinates, staff members, vendors, or suppliers to support and/or make contributions to a particular candidate or political cause.

Employees may not use company assets or equipment (bulletin boards, copy machines, telephones, computer, email) to support a particular candidate or party.

Employees are prohibited from harassing coworkers, vendors and customers for their political beliefs.

Employees who choose to participate in political activities during work hours must ask for time off in advance and use available [vacation, PTO, or non-paid leave] for their absence.

No person can engage in any form of political activity on company premises during work hours at any time. Any political activity outside of work hours *on company premises* must receive written consent by [the executive team].

In the event a company facility is used as a campaign ground for a political figure, employees are not required to attend.

Employer-sponsored social media accounts will not be used to post political viewpoints or opinions. Any such misuse may be subject to disciplinary action.

Employees may not wear political paraphernalia (logos, buttons, t-shirts, hats, etc.) to work, especially in positions that frequently interact with the public.

Employees may not wear work-related paraphernalia to political rallies or functions that may imply the Company's support for that candidate and/or party.

Any political discussion that causes an employee to feel discriminated against, retaliated against or bullied is strictly prohibited and may be subject to disciplinary action.

### **Implied Endorsement Policy**

Peaceful Valley has a 20 year reputation of providing professional rescue services and giving our animals the very best care. We, as an organization, must protect PVDR from alignment with other causes or rescues. The Trustees are responsible for determining which alliances PVDR will make.

Employees are prohibited from wearing logos of other organizations/causes during working hours or while representing PVDR.

Employees are prohibited from signing any petition if it can be implied that you are representing PVDR and PVDR is endorsing your actions.

Employees are prohibited from referencing PVDR while engaging in social media arguments.

### **Cell Phone Policy**

On The "Yard"

All vehicles, including pickup trucks, 4-wheelers; tractors and riding mowers, will be placed in Park when:

- Answering a call
- Placing a call
- Answering a text message
- Placing a text message

All other uses are not permitted while sitting on a piece of equipment including:

- Picture taking
- Video filming
- The use of any other apps

On The "Road"

Hand held cell phone use is not allowed at anytime while driving. Long haul drivers may use the onboard "Sync" system or Apple Car Play. For all other uses, the truck must be parked in a safe location with the transmission in Park.

### **Employee Compensation Policy**

The Executive Director will be responsible for setting the salary/hourly wage for all employees.

The wages will be based on knowledge, experience and the going rate for similar positions in both the non-profit as well as the for-profit sectors. These wages will be reviewed and approved by the Board of Trustees each year.

Hourly employees working on Thanksgiving, Christmas Day, and New Years Day shall receive 1-1/2 times their regular pay. Salaried employee may take these days off unless a time critical event has occurred.

On the anniversary of their hiring, full time hourly employees will receive an additional check for the amount equal to their regular pay times 80 hours. This represents payment for (5) vacation days and (5) sick days. Any time taken off work will not be subject to further compensation.

### **Smoking Policy**

Smoking is only allowed in the specified outdoor smoking area.

Cigarette butts are to be collected and safely disposed of.

There is no smoking inside of any PVDR building.

There is no smoking in any PVDR vehicle.

There is no smoking on any PVDR equipment.

Failure to comply will result in immediate termination.

### **First Aid Policy**

PVDR requires all staff to be First Aid Certified. PVDR will pay all associated costs and help arrange the class.

### **Drug & Alcohol Policy**

In 1988, Congress enacted the Drug Free Workplace Act to require federal contractors to establish and maintain a work environment that is free from the effects of drug use and abuse. Federal Regulations 49 CFR Part 40 (§382) present the general terms of this program and its guidelines. We agree with that goal and believe that Peaceful Valley Donkey Rescue has a responsibility to its employees and those who use or come in contact with its services, to ensure a safe and productive work environment. To satisfy these responsibilities, it is the policy of Peaceful Valley Donkey Rescue and a condition of employment that an employee be present and able to perform their job free from the effects of alcohol, narcotics, depressants, stimulants, hallucinogens and cannabis or any other substances, which can impair job performance.

### **Our Commitment**

We recognize that drug and alcohol abuse may be a sign of chemical dependency and that substance abuse can be successfully treated with professional help. Peaceful Valley Donkey Rescue provides a referral to an Employee Assistance Program (EAP) through SapList.Com for employees to deal with substance abuse and other personal problems that can affect work performance. Our commitment is to help employees remain productive members of our team. In certain circumstances, the company may insist upon a mandatory referral to our EAP as a condition of continued employment. No employee will be disciplined or discriminated against simply for seeking help.

### **Employee Responsibility**

The employee is responsible for following all of our work and safety rules, and for observing the standards of behavior and employer, co-workers, and customers have the right to expect from you. In addition, if you believe you may have a problem with drugs or alcohol, you are responsible for seeking assistance, whether from or through the company or any other resource, before a drug or alcohol problem adversely affects your work performance or results in a violation of this policy. The time to seek help is BEFORE you are in "trouble", NOT AFTER. If a professional assessment is made that you have a problem with Drugs or Alcohol, your continued employment may be conditioned upon:

Entering into and completing a treatment program approved by the company.

Signing and living up to a last chance performance agreement.

Undergoing a Follow-up Testing Program at companies' discretion.

### **Scope of Our Policy**

This Policy and each of its rules apply whenever an employee is on or in Company Property, surrounding grounds and parking lots, leased or rented space. Company time (including breaks and meal periods), in any vehicle used on Company business, and in other circumstances (such

as on customer premises or at business/sales functions) we believe may adversely affect our operations, safety, reputation or the administration of this policy.

### **Our Drug and Alcohol Rules**

The following rules are extremely important and an employee who violates any one of them will be subject to disciplinary action, up to and including termination.

1. Alcohol: An employee may not possess, use, transfer, offer, or be under the influence of any intoxicating liquor while at work or on company business. This rule prohibits using any alcohol prior to reporting to work, during breaks or meal periods, or in conjunction with any Company activity, except social or business events where a Corporate Officer has authorized the moderate consumption of Alcoholic Beverages.

2. An employee will be removed from a Safety Sensitive Position for 24 hours if your blood alcohol (BA) is more than .02 and less than .04. A Breath Test over .04 is a DOT Violation, and a referral will be required to a Substance Abuse Professional before being released back to a safety sensitive position.

3. Drugs: An Employee may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or similar substance and also may not have any drugs of similar substances present in the body. Thus, an employee who tests positive for any illegal-drug violates this rule. This rule also pertains to Prescription drugs being taken without doctors authorization.

4. Drug Paraphernalia and Alcohol Containers: An Employee may not possess any Drug Paraphernalia or Alcohol Containers.

5. Prescriptions/ Over-the-counter Medications: It is the employees responsibility to check the potential effects of prescribed drugs and over-the counter Medications with your doctor or pharmacists before starting work, and to immediately let your supervisor know when such use makes it unsafe for you to report to work or do your job.

6. Adulterants: Any substance that is used for the purpose of Manipulating a drug test by adding to the specimen or ingesting.

### **Pre-Employment Testing.**

All employees are required to pass a DOT pre-employment urine drug test before being hired.

### **Random Testing Program.**

The Random-testing program is implemented a computerized Selection Process throughout the year. Each month, every employee will be given a randomly generated number. The number will be sorted and the largest and smallest numbers will be required to test that day or the next regular work day.

### **Mandatory Post Accident Testing.**

Post accident drug and/or alcohol testing will be at supervisor or company request, or as Defined in 49 CFR Part 40. See Chart



<b>Type of accident involved</b>	<b>Citation issued to the CMV driver? (Class A or B)</b>	<b>Test must be Performed.</b>
i. Human Fatality	Yes No	Yes Yes
ii. Bodily injury with immediate medical treatment away from scene..	Yes No	Yes No
iii. Disabling damage to any motor vehicle requiring tow away.	Yes No	Yes No

### **Reasonable Suspicion Testing or Reasonable Cause**

At least one Supervisor will be trained to make these observations of Work Performance, Behavior, and Physical Indicators.

Observable Symptoms or Unusual Behavior.

The Odor or Smell of Alcohol or Drugs on the employee's breath or clothes or in an area (such as in a vehicle, office, work area, or restroom) immediately controlled or occupied by the employee.

Alcohol, alcohol containers, illegal drugs or drug paraphernalia in the employee's possession or in an area controlled or occupied by the employee (vehicle, office, desk restroom. ) ;

Unexplained or Significant deterioration in job performance.

Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);

Evidence that the employee may have tampered with a previous drug test.

Criminal citations, arrests or convictions involving drugs and alcohol.

Unexplained absenteeism or tardiness

Employee admissions regarding drug or alcohol use;

Any involvement in any work-related accident or near misses.

Any type of Paraphernalia discover on your person or Company Property

**Fit for Duty**

The company could require a fit for duty exam by a certified Medical Practitioner; this exam can be administered along with Drug and Alcohol Screen to determine if employee is fit for Duty.

**Duty to Cooperate**

An employee who fails to cooperate in the administration of this policy generally will be terminated and is in violation of §49 CFR Part 40. This includes such things as:

Refusing to consent to testing, to submit a sample, or to sign required forms.

Refusing to cooperate in any way (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of truthfulness, misrepresentation or misleading statements or omissions.);

Any form of dishonesty in the investigation or testing process.

Refusing to test again at a time of the Company's choosing whenever any test results in a finding of a dilute sample or reasonable suspicion.

**Positive Test Result For Illegal Narcotic**

An employee found to be in violation of this policy by testing positive to illegal narcotics will:

Be required to re-test in exactly 14 days from the date of the original test.

Will be banned from using any ranch equipment until the second test is administered and a negative result is received.

Will be removed from the company vehicle insurance policy and will lose all driving privileges.

Will be immediately terminated for a second violation of this policy.

**Confidentiality Agreement**

I recognize that any and all information shared with me as part of my duties as a volunteer/employee is confidential and shall not be divulged to unauthorized individuals, agencies, or organizations.

I will not copy, transcribe, record, or memorize confidential information in any manner, nor disclose or use such information for any purpose other than for the limited purpose of providing the assigned services at the Peaceful Valley Donkey Rescue (PVDR).

Only serve as agency representative in the community or media spokesperson when authorized to do so by the Executive Director.

Correct, when possible, misleading or inaccurate information and representations made by others concerning PVDR policies, practices and procedures.

Maintain and safeguard the confidentiality of all business, donor, employee, volunteer and animal records, credit and financial information and/or any information relating to the operation of the agency that is not known or readily accessible to the public.

Avoid engaging in any conduct that is or could be perceived as a conflict of interest.

Refrain from using PVDR property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.

Contact a member of the Executive Staff if you have any questions or concerns about PVDR's policies, procedures, interpersonal communications or my volunteer responsibilities.

I understand that any unauthorized release of photographs taken in or around PVDR facilities can result in dismissal and legal action may occur.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

Executive Director Mark Meyers mark@pvdr.org 325-276-1662  
Human Resources Amy Meyers amy@pvdr.org 325-276-1174  
Fraud/Complaints Scott Jewett scott@pvdr.org 415-706-7384  
Veterinary Oversight Dr John Roueche john@pvdr.org 661-259-7745

A copy of this Employee Policy can be found at [pvdrforms.org](http://pvdrforms.org)

End of Document

The following pages should be signed, dated and returned to our Human Resources Department

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

**EMPLOYEE ACKNOWLEDGEMENT AND CONSENT TO TESTING**

- 1. I acknowledge receiving a copy of the Company’s Drug and Alcohol Policy.
- 2. I voluntarily agree to provide a sample of my Urine for Testing and to submit to any related physical or other examination when I have been requested to do so.
- 3. I authorize the release of the Test Result (and any other relevant medical information) to the Company for its use evaluation and suitability for continued employment. I also release the Company from all liability arising out of or connected with the testing.
- 4. I understand that if I refuse to submit to the testing, to give a requested sample(s), to authorize release of the results to the company, and/or if the test results indicate that I do not meet the Company’s standards, I may be terminated.
- 5. I understand that any attempt to switch, adulterate or in any way tamper with the requested sample(s) or to other wise manipulate the testing process will result in termination of employment. I also understand that if my test results are dilute on the second testing, I may be terminated.

I have read the entire Drug and Alcohol Policy and each of the above statements

Yes                      No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I have read, understand and will comply with:**

- Code of Conduct
- Whistleblower Policy
- Anti-Discrimination Policy
- Anti-Harassment Policy
- Grievance Policy
- Political Policy
- Implied Endorsement
- Cell Phone Policy
- Employee Compensation Policy
- Confidentiality Agreement
- Smoking Policy
- First Aid Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

**AFFIRMATIVE STATEMENT REGARDING THE CODE OF CONDUCT AND ETHICS**

This certifies that I have read and understand PVDR’s Code of Conduct (the “Code”). Except as disclosed below on this Affirmative Statement, my immediate family, my in-laws and I have not breached the Code. I am not aware of any violation of the Code by anyone else.

I agree to comply with the Code and conduct the activities of PVDR in keeping with highest ethical standards and to comply with international, federal, state, and local laws applicable to PVDR’s activities.

As an officer or employee, I understand that failure to comply with the Code shall lead to disciplinary action, which may include reprimand, termination of my employment and/or the reduction of compensation or demotion.

As a Trustee, committee member or volunteer, I understand that failure to comply with the Code shall lead to disciplinary action by PVDR’s Board of Trustees, which may include immediate relinquishment of duties and possibly legal action.

I have disclosed below all financial or other relationships with suppliers, agencies or competitors of PVDR that I am aware of in which I, my immediate family or my in-laws are involved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Disclosures: (Please use this section to disclose **any potential conflicts of interest or violations of the Code**. Use additional sheets of paper if necessary.)