

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, 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.

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.

Disaster Plan

Barn Fire

Safety Measures:

- Verify that all volunteers are trained in the use of Fire Extinguishers, that Fire Extinguishers are located in the appropriate and conspicuous space, and that they are inspected monthly by the VP of On-site Operations.
- Store machinery and flammable materials well outside the barn or any area where animals may be located.
- Inspect electrical systems regularly and immediately correct any problems. Rodents can chew on electrical wiring and cause damage that quickly becomes a fire hazard.

- Keep appliances to a minimum in the barn. Use stall fans, space heaters, and radios only when someone is in the barn.
- Store only two days worth of hay in the stabling area, and make sure the hay is clean and dry before placing it in the barn. Sweep up all hay fines at each replacement.
- Prohibit smoking in or around the barn. A discarded cigarette can ignite dry bedding or hay in seconds.
- Avoid parking tractors and vehicles in or near the barn. Engine heat and backfires can spark a flame.
- Store other machinery and flammable materials outside the barn.

Preparation:

- Keep aisles, stall doors, and barn doors free of debris and equipment.
- Mount fire extinguishers around the stable, especially at all entrances, and have them clearly marked.
- Post emergency telephone numbers at each telephone and at each entrance. Emergency telephone numbers should include those of the Executive Director, of VP On-Site Operations, Veterinarian, emergency response, and the full address of the barn for emergency dispatch.
- Be sure the address at the entrance to the rescue is clearly visible from the main road.

In the event of a barn fire

- Immediately call 911 or your local emergency services.
- If the fire is small or contained, use Extinguishers or water to extinguish or prevent spread.
- Apply Extinguisher or water from an open area toward the fire source, never from the fire source to an open area which can spread flames further.
- Do not enter the barn if it is already engulfed in flames.

If Evacuation Occurs:

- If it is safe for you to enter the barn, evacuate animals one at a time starting with the most accessible ones.
- Never let animals loose in an area where they are able to return to the barn.
- Place a minimum of a lead rope on each horse when you open the stall door.
- Move them to the paddocks in front of the barn.
- Call Veterinarian for emergency exam of all exposed animals.

Tornado**Safety Measures:**

- As much as possible, store all moveable debris or equipment in a secure area following daily use.
- Inspect buildings, windows, roofing, and gutters every six (6) months for safety.

- Annually assess stream, bridge, and culvert drainage for proper function, blockage, and stability.
- Maintain a 4000 gallon water tank filled at all times.
- Maintain fuel powered portable generators and safety check once monthly.

Preparation:

- Clear outdoor areas of any unsecured machinery, supplies, and debris.
- Secure all indoor supplies well away from windows, doors, or aisle ways.
- Fill fuel tanks of all vehicles, tractors, generator, and portable fuel tanks.
- Start all generators and chain saws and inspect for performance and safety.
- Verify two weeks of feed, hay, and medications are stocked.
- Notify volunteer staff of potential increased need.
- Post emergency telephone numbers at each telephone and at each entrance. Emergency telephone numbers should include those of the Executive Director, VP of On-Site Operations, Veterinarian, emergency response systems, and the full address of the barn for emergency dispatch.
- Be sure the address at the entrance to the rescue is clearly visible from the main road.

In the event of a Tornado

- Place all donkeys in pastures, preferably with no trees or potential debris.
- Document herd count of any fields prior to start of storm and immediately at end.
- Visually check each donkey for injury or stress, and call Veterinarian if required.

Evacuation:

Evacuation would not be practical.

Electrical Outage**Safety Measures:**

- Move the emergency generator to Well #1 and plug into the well cord.
- Maintain fuel powered portable generators and safety check once monthly.

Preparation:

- Fill fuel tanks of all vehicles, tractors, generator, and portable fuel tanks.
- Start all generators and chain saws and inspect for performance and safety.
- Notify volunteer staff of potential increased need.

In the event of an electrical outage:

- Utilize generators to power well pumps as a primary priority, and refrigerated drugs as a secondary priority.
- Fill all available water tanks.
- In the event of generator and/or well pump failure, use the backup emergency generator.
- Document herd count of any fields daily and monitor for appropriate water supply.
- Visually check each donkey for injury or stress daily, and call Veterinarian if required.

Evacuation:

Evacuation would not be practical.

Flood**Safety Measures:**

- Inspect buildings, windows, roofing, and gutters every six (6) months for safety.
- Annually assess stream, bridge, and culvert drainage for proper function, blockage, and stability.
- Maintain all roadways entering and exiting the rescue in good condition with adequate aggregate.
- Maintain fuel powered portable generators and safety check once monthly.

Preparation:

- Verify all stream crossings and drainage areas are clear of debris.
- Clear outdoor areas of any unsecured machinery, supplies, and debris.
- Secure all indoor supplies well away from windows, doors, or aisle ways.
- Fill fuel tanks of all vehicles, tractors, generator, and portable fuel tanks.
- Start all generators and chain saws and inspect for performance and safety.
- Verify two weeks of feed, hay, and medications are stocked.
- Notify volunteer staff of potential increased need.
- Remove donkeys from fields laying in flood channels.
- Post emergency telephone numbers at each telephone and at each entrance. Emergency telephone numbers should include those of the Executive Director, VP of On-Site Operations, Veterinarian, emergency response systems, and the full address of the barn for emergency dispatch.
- Be sure the address at the entrance to the rescue is clearly visible from the main road.

In the event of a flood

- Determine by forecasts if donkeys will shelter inside or outside.
- Move donkeys to paddocks, do not leave any in Fields 4 or 5.
- Document herd count of any fields prior to start of storm and immediately at end.
- Visually check each horse for injury or stress, and call Veterinarian if required.

Evacuation:

Evacuation would not be practical.

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. Apple Car Play should be used while driving, utilizing the voice command features. For all other uses, the truck must be parked in a safe location with the transmission in Park.

Ear Bud Use

For the safety of yourself, other employees and the donkeys, ear buds cannot be worn while on the clock.

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.

Drug-Testing Policy (Random Testing)

This policy describes Peaceful Valley Donkey Rescue's procedures for conducting random drug testing of employees in its efforts to maintain a safe and drug-free workplace.

Random Selection

PVDR will randomly drug-test employees for compliance with its drug-free workplace policy on a quarterly basis. Random testing means employees will be selected for testing using a computer-based random-number generator. This will result in an equal probability that any employee from the entire group of employees will be tested. On the first day of each quarter the human resources department will pull a random selection of employee names and immediately notify the employees selected for testing. Testing must be completed on the same workday the employee is selected, absent extenuating circumstances such as out-of-town travel. In all circumstances, testing must be completed within 24 hours of selection.

If an employee selected for testing is unavailable for a legitimate reason such as an extended medical absence, human resources will document the circumstances for failure to test.

Substances Covered by Drug and Alcohol Testing

Employees will be tested for their use of commonly abused controlled substances, which include amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances. Employees must advise the testing lab of all prescription drugs taken in the past month before the test and must be prepared to show proof of such prescriptions upon request.

Testing Methods and Procedures

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted on a urine sample provided by the employee to the testing laboratory under procedures established by the laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. Employees will be considered to be engaged at work during the time spent taking a drug test and will be compensated for such time at their regular rate of pay, with the exception of retesting at the request of the employee.

PVDR will pay for the cost of the initial testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at his or her own expense if the employee disagrees with the test result.

Refusal to Test

Employees who refuse to submit to a test or who adulterate, dilute or otherwise tamper with a test specimen will be subject to immediate discharge.

Consequences of Positive Test Results

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted.

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).

I hereby absolutely and unconditionally release and discharge PVDR, including its employees, successors, assigns, directors, officers and agents, from and against any and all claims, obligations and liabilities, of every nature and kind whatsoever, relating to or arising from my participation with the PVDR volunteer program including, but not limited to personal injury.

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

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 I have any questions or concerns about PVDR's policies, procedures, interpersonal communications or my volunteer responsibilities.

In order to remain in good standing, I understand that I am required to consistently adhere to the Code of Conduct.

I understand that any unauthorized release of photographs taken in or around PVDR facilities can result in dismissal from the volunteer program 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.

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.

Executive Director	Mark Meyers	mark@pvdr.org	325-276-0948
Human Resources	Amy Meyers	amy@pvdr.org	325-276-1174
Board of Trustees	Scott Jewett	scott@pvdr.org	415-706-7384
Fraud/Complaints	Dr John Roueche	john@pvdr.org	661-259-7745
Veterinary Oversight			

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 received, read, understand and will comply with:

- Whistleblower Policy
- First Aid Plan
- Anti-Discrimination Policy
- Anti-Harassment Policy
- Grievance Policy
- Disaster Plan
- Cell Phone Policy
- Employee Compensation Policy
- Implied Endorsement Policy

Signature and Date: _____

I have received, read, understand and will comply with the Confidentiality Agreement.

Signature and Date: _____

**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 and Date:_____

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

Emergency Contact Information

Name:_____

Relationship:_____

Phone Number:_____