

Peaceful Valley Donkey Rescue Employment Policies

Name: _____

Date: _____

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).

Violation of the Employee Policies and failure to report a violation of the Employee policy may be subject to disciplinary action up to and including termination of employment.

The Code applies to immediate family and in-laws as it relates to the Confidentiality Agreement. 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, Risk & Compliance Committee for clarification.

Communications

All electronic and telephonic communication systems, including voicemail and electronic mail (e-mail), and all communication and information transmitted by, received from, or stored in these systems are the property of the PVDR and, as such, are to be used solely for job-related purposes.

All voicemail and e-mail communications are PVDR business records and, therefore, may be transmitted only to individuals who have a business need to receive them. The following disclaimer must be added to all e-mail communication:

"CONFIDENTIALITY NOTICE: This e-mail communication and any attachments from Peaceful Valley Donkey Rescue, Inc. may contain confidential and privileged information for the use of the designated recipients named above. This transmission is strictly confidential. If you are not the intended recipient of this message, you may not disclose, print, copy, or disseminate this information. If you have received this in error, please reply and notify the sender (only) and delete the message. Unauthorized interception of this e-mail is a violation of the Electronic Communications Privacy Act, 18 USC §2510-2521."

Additionally, as PVDR records, such communication is subject to disclosure to law enforcement, government officials, or other third parties through subpoena or other processes. Consequently, personnel should always be sure that the business information in voicemail and e-mail communications is accurate, appropriate, and lawful. Voicemail and e-mail communications by personnel may not necessarily reflect the view of PVDR, its directors, or management. Abuse of the voicemail or e-mail system or use in violation of law or the PVDR's policies will result in disciplinary action up to and including termination of employment.

While PVDR does not intend to regularly review personnel voicemail or e-mail communications, personnel have no right or expectation of privacy in either the voicemail or e-mail systems and will permit personnel to use it in the performance of their duties for PVDR. Voicemail and e-mail communications are to be treated like shared paper files, with the expectation that anything within them is available for review by the PVDR management.

To ensure that the use of voicemail and e-mail systems is consistent with PVDR's legitimate business interests, authorized representatives of the PVDR may monitor such systems from time to time. The PVDR reserves the right to review personnel's voicemail and e-mail communications and to disclose them to law enforcement, government officials, or other third parties without the personnel's notification or permission. The voicemail and e-mail systems of PVDR constitute the property of PVDR, and personnel must consent to the PVDR's review and disclosure of voicemail and e-mail communications as a condition of continued employment.

By way of general guidance, misuse of PVDR information systems includes but is not limited to ethnic slurs, racial comments, off-color jokes, political campaigning or anything that may be construed as harassment or showing disrespect for others. In any event, what constitutes improper use of such systems is determined by PVDR in its sole discretion.

Computer Systems and Internet Usage

It is important for personnel to remember that the computer and other communication systems of PVDR are the property of PVDR. Personnel should not expect privacy with respect to anything communicated to, stored on, transmitted through or by, or otherwise involving a company telephone, computer, telephone connection, computer connection, or network. Moreover, the improper use of PVDR's computers and other communication systems, including the improper use of such systems to search the internet or to visit inappropriate internet sites may result in discipline, up to and including termination.

Excessive personal use of the internet may result in disciplinary action, up to and including termination. Similarly, any inappropriate internet use may result in disciplinary action, up to and including termination. What constitutes personal use and/or improper use will be determined by PVDR.

Prohibited Activities include, but are not limited to:

- Unauthorized dissemination of confidential information
- Dissemination, including printing, of copyrighted materials, including articles or software, in violation of copyright laws;
- Accessing the internet in any manner that may be disruptive, offensive to others, or harmful to morale, including:
 - Materials (visual, textual, or auditory) or transmissions containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, gender, sexual orientation, age, disability, religious or political beliefs;
- Sending or soliciting sexually-oriented messages or images
- Use of the internet for any political activity

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.

Discrimination, Harassment, and Sexual Harassment

PVDR prohibits any form of discrimination or harassment on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, or any other characteristic or status protected by law on the basis of sex, including sexual harassment.

Prohibited harassment is any unwelcome verbal or physical conduct when such conduct is discriminatory (i.e., pertains to, or is motivated by, a characteristic protected by law) and when submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment.

Harassment includes unwelcome discriminatory conduct of a verbal or physical nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For example, harassment can include unwelcome verbal, visual, or physical conduct of a sexual or discriminatory nature, such as unnecessary touching of an individual, graphic or verbal commentary about an individual's body, skin color, or ethnicity; degrading verbal abuse; a display in the workplace of sexually suggestive or otherwise offensive objects or pictures; offensive jokes; and physical assault. The harassment may also include, among other things, unwelcome propositions, flirtations, and requests---whether express or implied---for sexual favors.

Sexual harassment also includes any unwelcome sexual advances, requests for sexual favors, or other conduct of a verbal or physical nature when submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual. No supervisor or other personnel shall threaten or insinuate that another personnel's or applicant's refusal to submit to sexual advances will adversely affect any aspect of that person's employment. Similarly, no personnel shall promise, imply, or grant any preferential treatment to another personnel or applicant in exchange for engaging in sexual conduct.

Personnel who feel they are being harassed have certain rights and responsibilities.

Speak Up. Any personnel subjected to offensive or unwelcome comments or behavior has the right to inform the individual that such comments or behavior is unwelcome or offensive and should promptly do so. Making clear to others what is unwelcome or offensive is the first step in preventing unlawful harassment from occurring.

Report Harassment. If any personnel feels they are a victim of any type of discriminatory harassment, including any of the conduct listed above, or retaliation by any co-worker, customer, supplier, or other person, then they should immediately contact the Compliance Officer. Likewise, personnel witnessing harassment of other personnel should immediately report any such incidents to the Compliance Officer.

Report Inappropriate Behavior by Supervisors. Any personnel who feel that they have been subjected to any offensive and inappropriate behavior by a supervisor with immediate (or successively higher) authority over them should immediately report the matter to the Compliance Officer or Executive Director. While PVDR does not tolerate harassment by anyone connected with the PVDR, PVDR requires the utmost professionalism from its supervisors and managers.

Be Prompt. Prompt reports are important; they help PVDR eradicate discrimination and harassment and facilitate quick and thorough investigations. For this reason, personnel should

always make a report as soon as possible, usually within 24 hours of the offensive conduct. Personnel should not wait for a situation to become worse or unbearable before making a report. For instance, if a supervisor makes inappropriate sexual comments, personnel should not wait until the conduct interferes with their ability to do the job. Instead, personnel should promptly tell the supervisor that their conduct is unwelcome and offensive and then contact the Executive Director or Compliance Officer. Personnel may report directly to the Executive Director or Compliance Officer if uncomfortable with confronting the supervisor. Even if personnel does not report offensive conduct within 24 hours, PVDR still wants personnel to report the conduct and PVDR will deal with the report appropriately.

Managers have a responsibility to enforce the policy and to eliminate harassment.

All supervisors have the responsibility to eliminate all harassing behavior. This responsibility includes communicating PVDR's anti-harassment policy, educating all personnel under their supervision about the policy and how to use it, and enforcing it.

PVDR encourages good-faith reports and prohibits retaliation.

Under no circumstances will personnel who, in good faith, reports alleged incidents of harassment or cooperates in an investigation of any such report be subjected to any form of reprisal or retaliation because of their report or cooperation in such an investigation. Any personnel who feel that they have been threatened with or subjected to such reprisal or retaliation should immediately report the reprisal or retaliation to their supervisor, the Executive Director or the Compliance Officer.

All allegations of harassment or retaliation will be taken seriously and investigated as promptly and confidentially as possible. Appropriate corrective action will be taken if warranted. Any personnel who, after an investigation, is determined to have engaged in any form of discrimination, harassment, or retaliation violating this policy will be subject to appropriate disciplinary action, up to and including discharge.

While PVDR is committed to preventing and correcting unlawful discrimination, harassment, and retaliation, it also recognizes that false accusations of discrimination, harassment, or retaliation may harm an innocent party who is falsely accused. Accordingly, any personnel who, after an investigation, is found to have knowingly made a false accusation of discrimination, harassment, or retaliation may be subject to appropriate disciplinary action. However, if personnel make a report of what they, in good faith, believe to be harassment or retaliation, the personnel will not be subjected to disciplinary action even if the employee turns out to have been mistaken.

Personal and Business Code of Conduct

PVDR personnel are expected to be considerate of co-workers, volunteers, visitors, customers, and all others in the workplace. Animal safety and well-being are the primary priorities and values of PVDR and guide policy and practice decisions.

In addition, the following non-exclusive list gives some examples of conduct that absolutely will not be tolerated by PVDR.

- Abuse of Animals.
- Using alcoholic beverages on the PVDR's premises (except with the approval of the Executive Director) or reporting to work while under the influence of alcoholic beverages.

- Possessing, using (other than the use of a drug prescribed by a medical practitioner per the medical practitioner's instructions), selling a controlled substance on the job, or reporting for work under the influence of such a controlled substance.
- Using profanity or abusive language toward another PVDR personnel
- The possession of sexually explicit materials on PVDR premises
- Possessing firearms or other weapons on PVDR premises, with the exception of Law Enforcement.
- Insubordination—refusing to follow a superior's direction or instructions concerning a job-related matter.
- Assaulting a co-worker, partner, or client on the PVDR's premises.
- Stealing or misusing personnel property on PVDR premises
- Gambling on PVDR's premises.
- Tampering with or falsifying PVDR's records or documents, including, but not limited to, employment applications, timesheets, expense records, documentation databases, referrals, intake documents, and credit card account records.
- Engaging in sexual or other harassment, discrimination, or retaliation.
- Engaging in crimes of moral turpitude.

The above list is not all-inclusive but illustrative of the types of behavior that will not be permitted. Any infraction of these rules of personal conduct is considered grounds for corrective action, ranging from verbal warning to immediate termination of employment, depending on the seriousness of the offense. Nothing in this section limits PVDR's right to terminate employment at will, with or without cause or advance notice.

PERSONNEL FILES

Contents

Each employee has a personnel file maintained by PVDR's Human Resource Department that contains, but is not limited to:

- Resume
- References
- Job Description
- Pay and compensation
- Performance Evaluations with signature page
- Federal, State, and local requirements
- Supervisory Remarks
- Criminal Background check
- Warnings, or grievances, commendations
- Internal investigation notes and reports
- Training certificates
- Medical/Insurance forms and records
- Drug test results
- Self-identified disability, veteran, or other status records
- Child support/garnishments
- Requests for employment/payroll verifications
- Workers compensation claims
- Litigation-related or legally privileged communications and documents

The Human Resource Department maintains the employee's name, address, and telephone number and the person to be notified in case of an emergency in the personnel folder. It is the employee's responsibility to inform the Compliance Officer of any change in this information.

Access To File

Generally, all information contained in the employee's personnel file is confidential, and the release of information will be closely controlled. A properly completed and signed authorization is required to release employee information except as may be required by law.

Although requirements for respecting confidentiality pertain to all PVDR personnel, employees must realize there may be times when it will be appropriate for various PVDR employees to request specific information such as terms of employment, past evaluations, and employees' development information. Employees should also realize that, at times, legal statutes or regulations may require the sharing or reviewing of information; therefore, confidentiality cannot be interpreted as absolute. Insofar as possible, the employee's consent or agreement to such information will be obtained.

Employees may request access to their personnel files by writing to the Compliance Officer. Within a reasonable time, the employee will be granted a review of the file in the presence of the Human Resource Department Representative. Contents of the file are the property of the organization. Copies of specific information may be obtained at the employee's expense. Personnel records will be maintained for a minimum of three years after termination.

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

Personnel are expected and required to always act in good faith and in the best interest of PVDR. Personnel shall avoid any actual conflicts of interest and situations that might give rise to the appearance of a conflict of interest or other impropriety (regardless of whether a conflict of interest or other impropriety exists). A conflict of interest exists or has the potential to exist and warrants disclosure, including but not limited to a conflict that renders the person unable or potentially unable to perform duties in an impartial manner and/or permits a person to receive or potentially receive private gain or favor for themselves or others, or otherwise creates the appearance of impropriety.

The following principles and guidelines are not designed to address every possible situation involving a potential conflict of interest or instance of employee misconduct. They are intended, however, to establish a minimum acceptable level of conduct with respect to certain circumstances of potential conflicts of interest or questionable conduct. Conduct to the contrary will not be tolerated and may result in disciplinary action, up to and including termination of employment.

Accepting Gifts:

It is recognized that personnel may be offered gifts or similar favors from persons utilizing the services of the PVDR, and common courtesy may require the acceptance thereof. However,

gifts should not be accepted if they are offered (or appear to be offered) as an inducement to perform an act inconsistent with the best interest of PVDR or if acceptance, directly or indirectly, places the donee under any obligation to the donor. In no event should a person accept 1) cash payments or 2) gifts or similar favors having a value over \$25.00. In any event, the recipient of a gift shall report the acceptance of the gift and the nature of the gift in writing to the Executive Director.

Workplace Violence

PVDR is committed to preventing workplace violence and maintaining a safe work environment. PVDR has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur onsite or offsite during work-related activities.

Prohibited Conduct

All personnel, clients, volunteers, and partners should always be treated with courtesy and respect. Personnel are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces other personnel, clients, volunteers, and partners will not be tolerated. PVDR resources may not be used to threaten, stalk, or harass anyone at or outside the workplace. PVDR treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, Compliance Officer, or the Executive Director. When reporting a threat or incident of violence, personnel should be as specific and detailed as possible. Personnel should not place themselves in peril or attempt to intercede during an incident.

Personnel should promptly inform the Compliance Officer of any protective or restraining order they have obtained that lists the workplace as a protected area. Personnel are encouraged to report safety concerns regarding intimate partner violence. PVDR will not retaliate against personnel making good-faith reports.

Investigations and Enforcement

PVDR will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making the report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, PVDR may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

PVDR encourages personnel to bring their disputes to the attention of their supervisors or Compliance Officer before the situation escalates. PVDR will not discipline personnel for raising such concerns.

Use of PVDR Assets

The assets, equipment, and supplies of PVDR should be used in a conscientious, efficient, and prudent manner. Company property is not intended for frivolous use or for personal benefit, including business which is not PVDR business. Personnel must exercise care and follow all operating instructions, safety standards, and guidelines when using company property. Please

notify the Compliance Officer if any equipment appears to be damaged, defective, or in need of repair. This following includes:

PVDR employees may use PVDR vehicles to run personal errands as long as the personal errands are reasonable and do not make up the majority of the trip.

Only the Executive Director and Chief Operating Officer have “daily driver” vehicles assigned to them. All other employees must seek special permission to drive a company vehicle to their residence for any reason.

Outside Employment

All personnel are expected to conduct themselves in a manner that is not detrimental to the image or purposes of PVDR. Employees may not engage in outside employment incompatible with their PVDR employment. They shall have no interest arising by contract or other relationship with service providers that creates a conflict of interest with duties. Employees may not use their positions for private gain for themselves or other parties.

Grievance Procedure

For minor issues between two employee or between employees and supervisors

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 Director 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 Compliance Officer who will follow the same procedures outlined above. In such cases, the decision of the Compliance Officer 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, PVDR 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.

Whistleblower Policy

For serious issues requiring the involvement of the Board of Trustees

Compliance Officer Scott Jewett scott@pvdr.org

Assistant Compliance Officer Debbie Foley debbie@pvdr.org

General

Peaceful Valley Donkey Rescue's Code of Ethics and Conduct ("Code") requires Trustees, Executive 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 Trustees, Executive Officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Trustee, Executive 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 compliance 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 compliance 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 compliance 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.

Initial _____

Political Policy

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity.

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.

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.

Initial _____

Leave of Absences

Bereavement

This benefit is available to all full-time employees. PVDR grants paid time off in the event of a death in the employee's immediate family. For purposes of this benefit, immediate family includes any employee's spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, child, grandparent, grandchild, and foster parents or children. Up to three days with pay may be granted, depending on personal circumstances. If extensive travel is involved, two additional days may be granted.

Jury Duty/Subpoenaed Witness:

Any employee summoned to serve as a juror or subpoenaed to appear as a witness must notify their supervisor upon receipt of such summons or subpoena and, to the extent possible, keep in touch with their supervisor during the time the employee is serving as a juror or appearing as a witness. If, on any given day, an employee is released from jury summons or subpoena and two or more hours remain in the workday, the employee must return to work.

Any employee who serves as a juror or appears as a witness pursuant to a subpoena will be permitted to return to the same employment they held when summoned or subpoenaed unless circumstances have changed while the employee was serving so that reemployment is impossible or unreasonable.

An employee intending to return to PVDR following jury service or appearance as a subpoenaed witness must, as soon as practical after release from jury service or subpoena, give PVDR actual notice that the employee intends to return and must provide PVDR with documentation from the court or other tribunal concerning the actual dates and times of such employee's service or appearance.

When a full-time employee is summoned for jury service or subpoenaed to appear as a witness, PVDR may provide pay benefits if, in the PVDR's sole discretion, it chooses to do so. In any event, deductions will not be made from exempt employees' salaries for jury or witness service lasting less than one full work week. Regardless of whether pay

continuation benefits are provided, time spent by an employee in service as a juror or witness will not count toward hours worked for purposes of overtime compensation.

An employee wishing to take time off to appear voluntarily as a witness or party to any litigation or other judicial, legislative, or administrative proceeding must obtain the approval of their supervisor. If time off is granted, the employee will be required to use any available personal leave or to obtain approval for a leave of absence without pay.

In the event an employee appears as a witness or attends court proceedings at the request of PVDR, such time will be considered hours worked for all purposes, and the provisions of this policy will not apply.

Military

An employee's eligibility for leave for military service and reemployment afterward is governed by state and federal law. Questions regarding military leave should be directed to the Compliance Officer.

Social Media Policy

the policy will encompass public communications through such internet mediums and websites, including all social media networks that allow users to communicate online.

This directive will apply to all personnel, the Board of Directors, and volunteers of PVDR.

PVDR recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. PVDR also respects the right of all personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present to PVDR, the clients we serve, and the associations we are affiliated with.

The purpose is to educate PVDR on the risks of social media and to ensure personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action.

Social Media Guidelines

- PVDR holds all personnel who participate in social media and networking to the same standards as it does for all other forms of media, including radio, television, and print. Including the point of contact for PVDR, who coordinates media.

- Comments or remarks of an inappropriate nature that are detrimental to PVDR, its clients, volunteers, affiliates, or an individual will not be tolerated and will be subject to disciplinary action.

- It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone, including personnel, players, corporate partners, and the media, may have access to social media communications. You should always conduct yourself appropriately and professionally.

- Refrain from divulging confidential information of a PVDR service-related information.

- Always use your best judgment – pause before posting. Ultimately, you are solely responsible for your comments, and they are published for the public record.

- If requested to participate in an online network as a direct result of your affiliation with or participation in PVDR, PVDR recommends that you request approval from your supervisor, which may also include approval from the Executive Director.

Social Media Violations

The following examples of conduct through social media and networking mediums are violations of PVDR Social Media and Networking Policy and may be subject to disciplinary action.

- Any statement deemed publicly critical of PVDR personnel or the Board of Directors, Trustees or detrimental to the welfare of any personnel, board member, or client.
- Divulging confidential information of personnel, clients, or board members.
- Negative or derogatory comments about any PVDR personnel, board members, trustees, programs, stakeholders, or clients.
- Any form of bullying, harassment, or threats.
- Photographs, videos, or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.
- Online activity that contradicts the current policies of PVDR.
- Inappropriate, derogatory, racist, or sexist comments of any kind.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Discipline

PVDR will investigate reported violation(s) of this policy in the manner set out in the PVDR Employee Handbook for other types of violations. If the investigation determines a violation has occurred, disciplinary action will be taken with the possibility of termination.

Summary

When using social media and networking mediums, PVDR Personnel, Board of Directors, Trustees and Volunteers should always assume they represent PVDR. All personnel should remember to use the same discretion with social media and networking as other traditional media forms.

Employee Compensation Policy

The Executive Director will be responsible for setting the salary/hourly wage for all employees. Wages are reviewed annually by the Board of Trustees. 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.

Paid Time Off (PTO) Policy for Full Time Hourly Employees

Implemented: July 25, 2023

Full time hourly employees, who are averaging 30 + hours per week, are eligible to accrue Paid Time Off (PTO) weekly. PTO accrual will be tracked through the ADP app. The rate of accrual is approximately 1.5 hours per week.

3 months of employment = 20 PTO hours

6 months of employment = 40 PTO hours

9 months of employment = 60 PTO hours

12 months of employment = 80 PTO hours

PTO can be used for sick, personal or vacation days. PTO should be approved in advance through the employee's supervisor when possible. If not possible, such as when an employee was sick, it is the employee's responsibility to notify PAYROLL that they wish to use PTO hours for their missed time. If payroll is not notified before payroll processing for the period of time an employee was absent, PTO will not be deducted, and you will not receive payment for the hours missed.

PTO use during holidays or scheduled events must be approved by a supervisor.

If an employee chooses to quit without providing two weeks' notice, they will forfeit any PTO accrued. If an employee resigns from their position with two weeks' notice accrued PTO will be paid in full.

On the anniversary of each employee's individual start date, up to 25% of any unused PTO can be rolled over for the next year or cashed out at the employee's current rate of pay. However, employees are encouraged to use their PTO during the year in which it is accrued. Any additional PTO over the 25% rolled over or cashed out that remains unused will be lost.

Employees hired on or after 07/25/2023 are enrolled in this new PTO schedule. Employees hired prior to 07/25/2023 will remain on the existing accrual schedule and will receive a check for 80 hours at their current rate of pay on their annual anniversary date. Once an employee hired prior to 07/25/2023 receives their payout of 80 hours, they will then begin accruing PTO in accordance with the new PTO policy.

Initial _____

Drug and Alcohol-Free Workplace

PVDR is committed to providing personnel with a safe, efficient, and productive work environment. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. PVDR has established the following Drug and Alcohol-Free Workplace policy to support this commitment.

PVDR believes that all personnel have a right to work in a drug-free and alcohol-free environment. This policy is designed to ensure a work environment free of the use and effects of drug and alcohol consumption by providing rules and guidelines concerning drug and alcohol use and intoxication in the workplace. Compliance with this policy is a condition of employment for all PVDR employees. Any violation of this policy may result in corrective action, up to and including termination of employment. Employment, however, is at will and may be terminated at any time, with or without cause and without notice.

This policy applies to all personnel, trustees, board members, contractors, visitors, and other persons on the PVDR's premises. This policy also applies to any person conducting business

on behalf or in the name of the PVDR, no matter where that business takes place, unless alcohol consumption is approved by the Executive Director. The following substances are within the scope and coverage of this policy:

Alcoholic Beverages:

Any beverage with an alcohol concentration constitutes an alcoholic beverage.

Drugs:

Any substance, including inhalants, capable of altering an individual's mood, perception, pain level, motor skills, or judgment constitutes a drug. (Other than over-the-counter or prescription medication)

Illegal Drugs:

Any drug which, if possessed, sold, or consumed, would constitute a violation of criminal law, either state or federal, constitutes an illegal drug. This definition includes prescription drugs not prescribed to the person using them and/or not used in accordance with the prescribing practitioner's instructions.

Prescription Drugs:

Any controlled substance as defined in Schedules I through V of 21 USC Section 812 or any drug prescribed for individual consumption by a licensed medical practitioner constitutes a prescription drug.

The following activities are specifically prohibited by this policy:

- Reporting to work intoxicated under the influence of any alcoholic beverage, drug, or illegal drug. Under the influence with respect to alcohol, drugs, illegal drugs, or inhalants, means having any detectable level in the person's body, regardless of when or where it may have been consumed.
- The unlawful manufacture, possession, distribution, sale, transfer, or purchase of any alcohol, drug, illegal drug, inhalant, or prescription drug while on company property or while acting in the capacity as an employee or representative of PVDR, or while attending a company-sponsored event.
- The use or possession of any alcoholic beverage, drug, illegal drug, or drug or illegal drug-related paraphernalia on company property or while acting in the capacity of an employee or representative of PVDR. This policy does not apply to alcoholic beverages served at company-approved or company-sponsored functions. However, under no circumstances is the consumption of alcoholic beverages to exceed legal limits as determined by federal or state law.
- The use or possession of any prescription drug that could impair the employee's work performance or attention to safety regulations while on company property or acting in the capacity of an employee or representative of the PVDR.

If any violation of this policy could constitute a violation of criminal law, either federal or state, the PVDR will inform the appropriate law enforcement officials and cooperate fully with any investigation or prosecution of the perpetrator. Any employee convicted under a criminal drug state for a violation occurring in the workplace must notify the PVDR no later than five (5) days after the conviction.

If employees have substance abuse problems, regardless of whether they directly affect work performance or constitute violations of this policy, the PVDR encourages them to seek medical treatment for their problems prior to being found in violation of this policy. Employees are responsible for the costs of any treatment but should consult their benefits information to see if any costs will be covered by their medical insurance.

The PVDR reserves the right to conduct searches and inspections of personnel, visitors, and other individuals conducting business on the organization's premises, subject to applicable federal and state law. Such searches include all PVDR property, including, but not limited to, desks, vehicles and other property used daily. Furthermore, personal effects (i.e., baggage, vehicles, briefcases, etc.) on the PVDR premises are subject to search and inspection. Employees who refuse to consent to a search will be discharged for failure to comply with the PVDR policy. Other individuals who fail to consent to a search will be removed and not be permitted to return to the premises.

Employees must sign a Search and Inspection Consent and Release Form acknowledging understanding of the Drug-Free workplace. Employees who refuse to sign will be discharged.

Employee support and cooperation with this policy is appreciated. This policy may be amended, revised, or updated by PVDR without prior notice.

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.

Initial _____

At Will Employment

Employment with PVDR is on an at-will basis. This means that either you or the company may terminate the employment relationship at any time, with or without cause or prior notice. Nothing in this statement or any other company document shall be construed to create a contract of employment for any specific duration to otherwise alter the at-will nature of the employment relationship.

Initial _____

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.

Initial _____

Please refrain from Political or Religious debate while representing the Peaceful Valley Donkey Rescue.

Safety and Workman's Compensation

Your safety and well-being are a primary concern to PVDR, and efforts are made to ensure a safe environment in which to work.

A safe work environment depends on the alertness and personal commitment of all personnel. Personnel are expected to use good judgment and exercise caution in all work activities. Personnel should avoid potential accidents by not operating malfunctioning equipment, lifting or pushing extremely heavy objects, or performing other tasks that may be potentially hazardous. Any unsafe conditions should be reported immediately to your supervisor. PVDR strives to provide a safe and healthy environment to work and conduct business. Despite our accident prevention measures, we recognize that accidents and injuries may still occur in the workplace. When job-related injuries or illnesses do occur, PVDR provides workers' compensation benefits to employees who incur compensable injuries or illnesses in the course and scope of performing their jobs.

If an accident results in an injury to any PVDR employee, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor and the Compliance Officer. Reporting all accidents is necessary to comply with workers' compensation and OSHA regulations. It is vitally important that all job-related injuries and illnesses be reported in a timely manner so that the appropriate workers' compensation paperwork may be promptly filed. An injured employee must immediately inform their supervisor and the Compliance Officer that they have sustained a job-related injury (within 24 hours of the injury). In the case of an occupational disease, such notice is to be given within 24 hours of the date the employee knew or should have known that a disease relates to their employment.

Employees are responsible for notifying their supervisor and Compliance Officer when absent due to a workers' compensation injury or illness. Employees must submit leave forms to account for all leave taken while out due to workers' compensation. Employees are responsible for notifying their supervisor and Compliance Officer when they receive workers' compensation income benefits to ensure they do not receive a regular paycheck and workers' compensation income benefits for the same period. Receipts of both payments without approval may constitute misconduct.

Personal/Common Space Maintenance

PVDR provides personnel with a professional work area and necessary supplies. Desks and other storage devices may be provided for the convenience of personnel but remain the sole property of PVDR. As such, personnel are not allowed to place their own locks on desks, work areas, and storage areas. A representative of PVDR may inspect these areas and any articles found within them at any time without prior notice and without permission or consent from personnel. PVDR will not be liable for theft, loss, or damage to personal items kept in personnel's work or storage areas.

Privileged Conversation Policy

In the event of a privileged conversation, know your surroundings and close any doors or create privacy for said conversation. Any conversation between a Trustee, Executive Officer or Senior Staff Manager and any other person representing the Peaceful Valley Donkey Rescue is to be considered confidential. If you have not been directly invited to participate in said conversation you are hereby directed to avoid eavesdropping.

This would include overhearing phone conversations, office and conference room meetings or by reading messages on an open computer, cellphone or by reviewing recorded video links, Signal Chats that you are not a member of, Garmin inReach messages on devices that have been issued to other employees or any other means of commonly used communications.

Any breach of this policy will result in your immediate termination, removal and banishment from all Peaceful Valley properties.

Initial _____

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.

Initial _____

Contact Information

Executive Director	Mark Meyers	mark@pvdr.org	325-276-0948
Human Resources	Amy Meyers	amy@pvdr.org	325-276-1174

Board of Trustees			
Fraud/Complaints	Scott Jewett	scott@pvdr.org	415-706-7384
Veterinary Oversight	Dr John Roueche	john@pvdr.org	661-259-7745

Initial _____

EMPLOYEE ACKNOWLEDGEMENT AND CONSENT TO DRUG TESTING

1. I acknowledge reviewing 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 any attempt to switch, adulterate or in any way tamper with the requested sample(s) or to otherwise 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 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.

I have reviewed the entire Drug and Alcohol Policy and each of the above statements ☐Yes ☐No

Signature & Date:_____

I have reviewed, understand and will comply with:

- Code Of Conduct
- Communications
- Playing Fair
- Personnel Files
- Conflict of Interest
- Use of PVDR Assets
- Grievance Procedure
- Whistleblower Policy
- Political Policy
- Leaves of Absences
- Social Media Policy
- Employee Compensation Policy
- Paid Time Off For Full Time Hourly Employees
- Drug and Alcohol Free Workplace
- Drug Testing Policy
- At Will Employment
- Implied Endorsement
- Safety and Workman's Compensation
- Privileged Conversation Policy
- Cell Phone Policy

Signature and Date:_____

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.
- Secure all personnel in a secure structure with no windows. If a structure is not available, find the lowest point on the property (a ditch or ravine) and lay down, covering your head.

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.

- Check all personnel for injuries. If medical treatment is necessary, call 911 or local emergency services.
- Visually check each donkey for injury or stress, and call Veterinarian if required.

Evacuation:

Evacuation would not be practical.

Active Shooter

In the event of an active shooter, your safety and security are our priority. At any moment you are notified of an active shooter, quickly determine the most reasonable way to protect your own life. Remember that families and volunteers are likely to follow the lead of employees during an active shooter situation.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call your immediate supervisor when you are safe

Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture or utilize your rubber door stop to wedge the door shut

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or any electronic device
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Act against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against them
- Throwing items and improvising weapons
- Yelling
- Committing to your action

Following your evacuation to safety, please immediately contact your supervisor. Please do not go back to help others nor try to intervene with law enforcement at any time.

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,
- 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 donkey for injury or stress, and call Veterinarian if required.

Evacuation:

Evacuation would not be practical.

****END OF EMERGENCY PLAN****



RELEASE AND WAIVER FOR USE OF VISUAL OR AUDIO RECORDINGS

This Release and Waiver is for the following Materials:

____ (1) Photo(s), graphic(s), or other static artwork as specified:

____ (2) Film, video, or other moving artwork as specified:

____ (3) Music or sound recording(s) as specified:

I, the undersigned, hereby grant to Peaceful Valley Donkey Rescue (PVDR) and Burroman Productions LLC (BMP) permission to use, exploit, adapt, modify, reproduce, distribute, publicly perform or display, in any form now known or later developed, the Material specified in this Release and Waiver as identified above (the "Materials"), throughout the world, by incorporating them into publications, catalogues, brochures, books, magazines, photo exhibits, motion picture films, videotapes, and/or other media (the "Works") or commercial, informational, educational, advertising, or promotional materials relating thereto.

I release, and hereby agree to indemnify, defend, and save harmless PVDR/BMP, its agents, employees, licensees and assigns (collectively, "Released Entities") from any and all claims I, or any third party, may have now or in the future for invasion of privacy, right of publicity, copyright infringement, defamation or any other cause of action arising out of the use, exploitation, reproduction, adaptation, distribution, broadcast, performance or display of the Materials. I further agree to indemnify, defend, and hold harmless the Released Entities from and against any lawsuit or cause of action against the Released Entities based upon, arising out of, or otherwise relating to the Materials, including without limitation, any cause of action relating to copyright infringement.

I waive any right to inspect or to approve any Works that may be created using the Materials and waive any claim with respect to the eventual use to which the Materials may be applied.

I understand and agree that PVDR/BMP is and shall be the exclusive owner of all right, title, and interest, including copyright, in the Works, and any commercial informational, educational, advertising, or promotional materials containing the Materials. I understand I will not be compensated for use of the Materials, time spent in making the Materials, or have any right to any future royalties from or related to the use of the Materials.

I am of full legal age and have read this Release and Waiver and am fully familiar with its contents. By their signature below, a minor's parent(s) or legal guardian(s) indicate, on behalf of their minor child, their full and unqualified consent to the terms of this Release and Waiver.

Name: _____ Age (if Minor): _____

Signature (not required if Minor): _____

Name of Parent/Guardian if Minor: _____

Signature of Parent/Guardian if Minor: _____

Date: _____



BURROMAN
PRODUCTIONS LLC

Search and Inspection Consent and Release Form

I understand that I am being asked to consent to a search or inspection of myself and my clothing, my personal effects, including lockers, lunch boxes, purses, bags vehicles and any other property located on the premises of the PVDR, for the purpose of determining whether I am in violation of the PVDR's Policy regarding a Drug-Free Workplace, a copy of which policy I acknowledge that I have previously received and read, or other policies of the PVDR. I understand that I am not required to consent to such search or inspection, but that my refusal to do so will subject me to disciplinary action, up to and including discharge.

In consideration of my continued employment, I hereby give my consent and authorize representatives of the PVDR to conduct a search and inspection as described above. I hereby release and hold harmless the PVDR and its agents, servants and employees, or other person or service (and their agents, servants and employees) chosen by the PVDR, from any and all loss or liability (including attorney's fees) resulting from the search and inspection, or from the release of the results of such search and inspection, including loss or liability due to any negligence or gross negligence of any of them.

Employee Signature

Date

Printed Name

Department

Staff Member

Date

Appendix A: Confidentiality Agreement

CONFIDENTIALITY POLICY PVDR

This Confidentiality Agreement ("Agreement") is entered into by and between **Peaceful Valley Donkey Rescue, Inc.** (the "Organization") and the undersigned individual ("Individual"), effective as of the date signed below.

1. Purpose

In the course of serving the Organization, the Individual may have access to confidential, sensitive, or proprietary information. This Agreement is intended to protect the integrity and confidentiality of such information.

2. Confidential Information

For the purposes of this Agreement, "Confidential Information" includes, but is not limited to:

- Personal information about donors, clients, members, staff, or volunteers;
- Financial information, including budgets, donations, and grant applications;
- Internal policies, strategies, and operational plans;
- Legal, personnel, or board-related matters;
- Any non-public information disclosed verbally, in writing, or electronically.

3. Obligations of the Individual

The Individual agrees to:

- Use Confidential Information solely for the purposes of carrying out their role with the Organization;
- Not disclose Confidential Information to any third party without prior written consent from the Executive Director;
- Take reasonable steps to protect and secure Confidential Information;
- Notify the Organization promptly of any actual or suspected unauthorized use or disclosure of Confidential Information.

4. Exclusions

Confidential Information does not include information that:

- Is or becomes publicly available through no fault of the Individual;
- Is lawfully obtained from another source without restriction;
- Is required to be disclosed by law or court order (with reasonable notice to the Organization, if allowed).

5. Term and Survival

This Agreement remains in effect throughout the Individual's relationship with the Organization and continues indefinitely after that relationship ends, as long as the information remains confidential.

6. Return of Materials

Upon termination of their relationship with the Organization, the Individual agrees to return or securely destroy all materials containing Confidential Information.

7. Acknowledgment

The Individual acknowledges that any breach of this Agreement may result in disciplinary action, up to and including termination of employment or volunteer service, and/or legal action.

IN WITNESS WHEREOF, the parties have executed this Confidentiality Agreement as of the date set forth below.

Individual Name: _____

Role (Employee / Board Member / Volunteer): _____

Signature: _____
—

Date: _____

For Peaceful Valley Donkey Rescue, Inc.:

Authorized Representative Signature: _____
—

Name & Title: _____
—

Date: _____