

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).

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, Risk & Compliance Committee for clarification.

Initial _____

Communications

We expect all communications to be accurate and complete. This includes phone calls, emails, voicemail, Chats, Social Media 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.

Initial _____

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 Peaceful Valley 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).

Initial _____

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.

Initial _____

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.

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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.

Initial _____

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

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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.

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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.

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.

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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, 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.

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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.

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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.

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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.

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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.

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Payroll And Communication Apps

As a Peaceful Valley Donkey Rescue employee you are required to download the ADP payroll app and the Signal chat app on your smartphone.

The ADP app is the only way for you to clock in and out and you must be on your yard to be able to activate your time. If the App is down, you can reach out to Lori Larkin in our Texas office to clock you in. Clocking in and out is your responsibility. Paper timecards are not accepted.

Signal is the official means of communication within PVDR. With the app you can contact not only your local coworkers but also payroll, human resources and the Executive Staff. Using the Signal app is a condition of your employment.

Your Regional Manager can assist you with setting up these apps on your phone.

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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 _____

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 Executive Director or Regional Manager.

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.

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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.

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

Privileged Conversation Policy

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.

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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	Scott Jewett	scott@pvdr.org	415-706-7384
Fraud/Complaints	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 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 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
- Email and Internet Use
- Anti Discrimination and Anti Harassment Policies
- Conflict of Interest
- Acceptance of Gifts
- Use of Assets
- Grievance
- Whistleblower Policy
- Political Policy
- Confidentiality Policy
- Implied Endorsement Policy
- Private Conversation Policy
- Cellphone Use 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.

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



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: _____



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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****

Initial _____