

## Peaceful Valley Donkey Rescue Standard Operating Procedures



**Founded December 2000**

The intent of this SOP is to establish a minimum code of conduct for all parties associated with the Peaceful Valley Donkey Rescue. It is important to remember that animal rescue is a "fluid business" with many variables. These rules are not intended to cover every case but merely establish standardized guidelines. Common sense is the most important tool at our disposal.

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## **100 Donkey Operations**

### **101 Rescue Cases**

Every donkey at the Peaceful Valley Donkey Rescue began its journey in our system as a rescue case. Rescue cases are submitted online on our website [www.donkeysurrender.org](http://www.donkeysurrender.org) and recorded on Lightspoke. Each case is automatically assigned a rescue case number that will stay with the donkey's file allowing us to remember the circumstances that brought the donkey into our care.

Rescue cases must be verified prior to any decision to offer assistance. The Rescue Coordinator must approve a rescue case before any arrangements can be made. Due diligence is important. People tend to exaggerate their circumstances in order to alleviate the responsibility of donkey ownership. PVDR cannot rescue every donkey. We must steward our resources and choose the cases in which the donkeys are in imminent peril.

PVDR does not buy donkeys. We do not pay fees for donkeys. We do not go to auctions. We also do not accept donkeys from people or groups who have "rescued" donkeys from auctions or classified ads.

Rule #1 in rescue is: Do not rescue what you cannot afford to care for. PVDR reserves the right to evaluate which donkeys come into our care. If we allow others to accept donkeys with the expectations that we will take them in, we lose control over our system.

### **102 Donkey Acquisition Policy**

The following is the official Peaceful Valley Donkey Acquisition Policy.

- All donkeys being considered for rescue must have a completed Rescue Case Form and Number on file.
- Law Enforcement will be given preferential treatment.
- Donkeys become the sole property of Peaceful Valley Donkey Rescue.
- PVDR will not guarantee that surrendered donkeys will remain together.
- Donkeys will not be accepted from known breeders unless ALL breeding stock is surrendered.
- All donkey rescue cases must be pre-approved by the Rescue Case Administrator. A release of ownership must be signed by surrendering party.
- PVDR will not enter any property without owner's permission or law enforcement accompaniment.
- PVDR will not take horses under any circumstances.
- PVDR will only take other livestock under special circumstances.

## 103 Loading Donkeys Onto Trailers

Loading is the most stressful situation that a donkey can be placed in. Extreme care must be taken with dealing with donkeys in these unpredictable situations. Human safety is our 1st priority, donkey safety is a close 2nd. Please note that PVDR does not allow the use of cattle prods by any employee, contractor or volunteer. There are times when these prods will be used by people outside of our control.

Every donkey loading situation is unique and must be addressed with an open mind. Things to consider include judging the donkey's temperament. Is the donkey docile enough to halter and lead? Is the donkey panicked and threatening to jump? An important safety concern is that all donkeys are capable of biting and kicking when stressed.

Never allow a donkey to step back once the loading process has begun. If you are using a lead rope to leverage the donkey into the trailer make sure that you dally the rope around something secure. If the donkey is able to gain ground by pulling against you he will not relent. Part of the "game" is to convince the donkey that you are stronger than he is. If you are successful in this, he will eventually relent and load himself.

If panels are used to crowd donkeys onto the trailer, take the time to properly secure the panels to the trailer and each other. Donkeys are capable of exerting tremendous force. A failure in your panels will not only complicate your loading process but may lead to the donkeys escaping the property all together. It is always best to load within a fenced area.

Group donkeys by size whenever possible. This is especially important with very young donkeys. During transport babies are the most susceptible to losing their balance and falling down and could get trampled. PVDR does not tie donkeys inside the trailer while in motion. This allows the donkeys to find their own balance. It is permissible to halter and tie aggressive donkeys if they are causing a commotion.

***As donkeys are especially difficult to load and reload, it is impossible to feed and water large quantities of them while in transport. Because of this, it is our policy to limit the amount of trailer time to 48 hours. After 48 hours, the donkeys must be unloaded for a minimum of 24 hours and allowed to eat and drink. Donkeys can only be subjected to one 48 hour transport without food and water once in a 7 day period.***

Keep accurate transfer/processing forms if you have multiple pick-ups. Label Box number and stall number when you offload to ensure the donkeys are entered into Lightspoke accurately.

## 104 Quarantine Protocol

All donkeys arriving into the PVDR system must be placed in quarantine upon arrival. The following protocol will ensure the health of all of the donkeys within the Peaceful Valley system.

The following is the official PVDR Quarantine Protocol:

### 104.1 Quarantine Time

- All donkeys entering into the PVDR System, regardless of origin, must be quarantined for a minimum of 21 days.
- Donkeys brought into quarantine in the same week may be combined into common quarantine pens.
- When combined, the quarantine shall be 21 days from the last arrival date.
- Any donkeys showing signs of nasal discharge, coughing, labored breathing shall be kept apart from any other donkeys.
- If, during the quarantine period, any donkey within a group becomes ill all donkeys within that group must be assumed ill and kept in quarantine for an extended time.
- When a donkey or donkey group has cleared quarantine, they must be removed from the area in a way that they do not come in contact with any other quarantine pens. If they do, then the quarantine period must be done again.
- If there is an escape from the primary quarantine pen and a donkey cross- contaminates other quarantine pens, the quarantine period must begin again for all pens.

### 104.2 Quarantine Facilities

- All pens shall should be constructed so that there is a minimum of 8 feet of separation between all pens.
- Each pen shall have its own water receptacle.
- Automatic waters should have back-flow preventers.
- Each pen must have a receptacle to hold hay or grain.
- Each pen must provide a wind block and overhead shelter.
- Hand sanitizer is to be mounted at each pen.
- Quarantine area must have a secondary perimeter fence in case of escape.

### 104.3 Quarantine Regulations

- New arrivals shall receive a numbered neckband and all of their processing information will be kept with a copy of the rescue case in the Quarantine File.
- Donkeys will receive de-worming, vaccinations, microchips and an injection of Tetracycline upon arrival. The donkey's information must be recorded in Lightspoke.
- Coveralls should be worn in quarantine area. If there is an obvious illness, coveralls are mandatory.
- Rubber Boots must be worn at all time in the quarantine area.
- Coveralls and boots are to be removed upon leaving quarantine area.
- Rubber boots must be sprayed with bleach after each use.
- Rubber gloves must be worn whenever a staff member is dealing with any obviously sick donkey. Gloves are to be thrown away immediately upon exiting the pen.

- Whenever any contact is made with a donkey, or any item that comes in contact with a donkey, employee must sanitize hands upon leaving the pen and prior to moving onto the next pen.
- Waters are to be cleaned every other day as follows:
  - Turn off water
  - Pour 1 cup bleach into water and mix.
  - Dump water outside of pen.
  - Pour 1 cup of bleach into empty container and brush rim, sides and bottom.
  - Rinse bleach
  - Refill
- If any donkey is seen to have nasal discharge, coughing, diarrhea, not eating, holding head low or at a strange angle; notify your supervisor immediately.
- Veterinarian should be consulted as needed at the description of the Quarantine Manager.

#### **104.4 Quarantine Equipment**

- Quarantine shall have its own rakes, shovels and wheel barrows.
- All equipment will be sprayed with bleach after each pen is cleaned prior to moving onto the next pen.
- Sprayer with 25% bleach/75% water must be kept in quarantine at all time.
- Trailers used to transport ANY new donkeys must be sanitized with bleach after each use.
- A 30 gallon trash can marked "Quarantine Only" is to be kept in the Quarantine area at all times. Spare 30 gallon liners are to be kept in the bottom of the can with one in place at all times. Quarantine trash must be tied and disposed of off- site.
- Quarantine will have its own chute and alleyway system
- Under no circumstance should Quarantined donkeys be in contact with ANY non- quarantine equipment except for the trailers.
- Under no circumstance should resident donkeys be in contact with ANY quarantine equipment.

## 105 Levels of Care

### Care Level 1

Seniors & Hoof Cases

Temperature controlled shelter

Special feed and nutritional supplements Medicines and/or medical supplements Modified worming and vaccines

Daily medical checks

Weekly/Biweekly medical evaluations

### Care Level 2

Holding pens, various medical issues Fully enclosed shelter

Special feed and nutritional supplements Medicines and/or medical supplements Modified worming and vaccines

Daily medical checks

### Care Level 3

Quarantine

Individual Shelter

Special feed and nutritional supplements

Medicines and/or medical supplements

Modified worming and vaccines

Daily medical checks

Initial medical evaluation then as needed basis

### Care Level 4

Pregnant and Nursing Jennets

Group Shelter

Grass hay with grain supplement as needed Standard worming and vaccines

Weekly medical checks

Medical evaluation as needed

### Care Level 5

Standard herds

Group Shelter

Grass hay diet

Standard worming and vaccines Weekly medical checks Veterinary evaluation as needed

### Care Level 6

Sanctuary

Natural shelter

Pasture and natural forage Standard worming and vaccines Weekly observation

3- month medical checks Veterinary evaluation as needed.

## 106 Feeding

PVDR feeds its donkeys by weight, not volume. It is important to know the bale and flake weight of your particular hay. This weight will vary from load to load, so it is important to recalculate on a regular basis.

A donkey, in normal condition and in a normal climate, requires 1-1/2% of its body weight in feed every day. PVDR averages this to 7.5 pounds per donkey, this is based on a 500 pound donkey. We then add 2.5 pounds per donkey to allow for waste and competition.

Whenever possible, hay should be fed in large feed areas that do not require individual hand feeding every day. Free choice or a designated feed area are preferable as it allows the donkeys ample time to eat and it saves man-hours.

Special needs donkeys must have their nutritional needs assessed on an individual basis. It is a good practice to group donkeys with similar needs in the same pens. This allows for the donkeys to be monitored and saves time in feeding.

A 10%-12% sweet feed is to be used to build weight on thin donkeys. Typically fed once per day, the sweet feed must be placed in a size appropriate feeder. If multiple donkeys are fed in the same pen, there must be room for all donkeys to eat without fear of competition. The average ration weight is 2.5 pounds of sweet feed per donkey, per day along with free choice hay.

Elderly donkeys with missing teeth, may need a sweet feed ration mixed with water. Sweet feed can also be used to administered supplements and medicines.

All equine require a fresh, clean water supply for proper digestion. Never feed donkeys unless water is available. If there is a problem with the water supply, immediately remove the donkeys from the feed and address the water issue immediately.

## 107 Water

An average donkey on an average day consumes five gallons of water. This amount will vary based on climate conditions and feed types.

Automatic waterers should be used whenever possible. The actual size of the water receptacle should be sized to accommodate the donkeys that it serves. Ensure that the water pressure is strong enough to recharge the trough so that it cannot be emptied should many donkeys drink at the same time. High capacity troughs should be used for larger herds. While smaller one will be adequate for a pen holding only a few donkeys.

The minimum cleaning cycle during the summer months of all water troughs is once per week. During the colder months where ice is accumulating, the period can be extended for favorable weather conditions. A 10% bleach solution should be used on any trough that can be thoroughly rinsed. A stiff bristled brush should be used to completely remove any algae, dirt or other pollutants. The rule of thumb for trough cleaning is simple: "If you would not drink from it, then don't expect the donkeys to drink from it."

During the freezing portions of winter, ice must be removed from the water troughs every morning. Breaking the ice is not sufficient as the ice will continue to chill the water and allow for a quicker freeze. By completely removing the ice, the sun can warm the water to a more suitable temperature during the day.

Automatic waterers do not perform well in winter. Ice can block hoses even after the ambient air temperature has risen above 32 degrees. It is a good practice to ensure the waterers are filled during the later part of the afternoon and then shut off and drain the hoses. This will allow for an easier time in refilling the waterers in the morning.

All water troughs must be visually inspected each day.

## **108 Health Maintenance**

### **108.1 Worming**

Donkeys should be wormed upon arrival and then placed on a six month worming schedule. PVDR donkeys are dewormed when the weather changes in the Spring and again in the Fall. Fecal studies will be performed during the summer months. Ivermectin is the primary product used as it attacks lung worms, Once the donkey has been moved into a herd the schedule worming should rotate products with Ivermectin, Strongid and Anthelcide. All wormers are given based on weight. A typical donkey weighs 500 pounds. Use this a measuring stick to estimate the weight of smaller and larger than average donkeys.

Donkeys with a heavy parasite load should be given the product Quest. Contact a veterinarian in these case prior to the commencement of treatment.

For very sick donkeys, the starting dose should be set at 200 pounds. After two weeks, a full dose can be given.

### **108.2 Vaccines**

Vaccines are administered when a donkey arrives into the PVDR system. A booster dose is given three weeks later (or when the donkey clears quarantine). Annual boosters are given every 12 months.

The preferred product is a combination vaccine containing: Influenza, Rhino and Tetanus. Vaccines must be refrigerated upon arrival. Heat will kill the vaccine and render it useless. Only take the amount of product that you will use that day. Keep extra vaccine in an ice chest during the vaccination process.

Vaccines are given in the neck. It is important to aspirate the syringe to ensure that you are in the muscle and not in a blood vessel. Vaccines are given using a 3 cc syringe and a 1" 24 gauge needle.

Use a new needle and syringe for each donkey. Dispose of needles in an appropriate sharps container.

All incoming, outgoing and adoptable donkeys are given the 7-way vaccine. All residents are given annual Tetanus Toxoid vaccines and jacks under going castration must be given Tetanus Antitoxin on the day of the procedure.

### **108.3 Allergies**

A certain percentage of donkeys suffer from allergies during certain times of the year. Watery eyes and raw patches of skin are a few of the indicators of allergies. "Fly Strike" along the front legs is caused by an allergic reaction to flies. Most allergies can be treated and the donkey's suffering alleviated. Claritin "Reditabs" (Loratadine 10 mg) are the preferred product. Two tablets placed on the tongue through the interdental once per day is the preferred method of administration.

### **108.4 Teeth**

A donkey's teeth can acquire sharp edges from years of grinding their food. These edges can cut the inside of the mouth making it difficult for a donkey to chew properly. A warning sign is wet clumps of undigested hay laying in the feeding area. A procedure known as "floating" grinds the sharp edges down and creates a more even bite. The procedure is usually done under a light sedation and the donkey must be immobilized.

Any donkey over the age of 10 should be checked annually for teeth problems. Aside from sharp edges, another major problem is lost teeth. Old Age, poor food quality and fighting are the most common causes of tooth loss. Without the upper and lower tooth working together, a donkey cannot chew food properly. Weight loss is a sign of chronic tooth problems.

All senior donkeys 20+ should have their teeth checked every six months. They should also be assessed for additional feed requirements. Sweet feed is a good choice as it is easy to chew. All dental work must be recorded on Lightspoke.

### **108.5 Hoof Care**

Upon arrival, a donkey's hooves should be evaluated. Many donkeys come into the PVDR system with overgrown hooves. The most severe cases must be handled by a qualified farrier and should not be attempted by staff or volunteers. Permanent damage can be done.

The growth of a donkey's hooves is effected by many things. Quality of feed, air temperature, overall health and the amount of pen space all can speed up or slow down the hoof growth. Because of this, it is impossible to create a policy based on a timed interval. Each donkey herd/group should be checked regularly for hoof growth.

Chutes, Tilt Chutes and Squeeze Chutes are all used to facilitate hoof trimming. Whenever possible, it is the best practice to allow the donkey to give into the trimming process rather than to sedate them. Sedation should be a last resort, not an "automatic".

## **109 Herd Assignment and Separation**

Once a donkey has cleared quarantine, it should be given a herd assignment. Dealing with large numbers of donkeys takes a great deal of man power. This task is made somewhat easier by grouping the donkeys into larger herds. Sexes are to remain separated unless they are in the adoptable herd or in a special needs assignment.

The typical herds are:

- "A" Herd, adoptable donkeys ready to go into the adoption system.
- Heavy Jennets, jennets that are obviously pregnant and close to foaling.
- Moms and Babies, jennets with foals less than 6 months old.
- Jennets, healthy jennets of all ages
- Geldings, herd can be split up based on age and personality
- Jacks, whole jacks awaiting castration.
- Senior Jacks, whole jacks that cannot be castrated
- Seniors, jennets and gelding requiring special feed and supplements.
- Medical Cases, any donkey requiring constant monitoring.

## **110 Castration**

With very few exceptions, all male donkeys in the PVDR system must be castrated. Jack foals should be separated from their mothers at six months of age to ensure that they do not breed. Castrations are only performed during the cooler months when flies are not a problem. Because of this, great care must be taken to ensure that all whole jacks are identified, separated and kept in secure locations.

PVDR endorses two methods of castration:

- Emasculation with ligation (the crimping and tying of the blood vessels)
- The Henderson Method (the twisting of the testicle with a drill motor)

Swelling is a common side effect of castration and is usually worse for the older donkeys. Daily exercise is important in the healing process. The donkeys must be kept at a constant trot for 15 minutes, three times per day until swelling subsides.

The donkeys should also be monitored for fever and other signs of infection. The castration methods used call for an open incision. It is normal for some bleeding to occur for days after the procedure. Should the donkey's temperature reach 101 degrees or above, an antibiotic regime should be started. If condition persists or worsens, call a veterinarian.

The exception to the castration rule involves very old donkeys and donkeys with chronic health problems. These donkeys, when it has been determined that they cannot tolerate the procedure, must be identified with a neckband and kept separate from any jennets.

All recently castrated jacks are still capable of impregnating a jennet for 45 days after the procedure. The date of castration must be recorded on Lightspoke.

## **111 Euthanasia**

It is the goal of the Peaceful Valley Donkey Rescue to provide the utmost care to the donkeys within our system. We have made a commitment to long term care to every donkey that we rescue. A reality of this commitment is that some donkeys are suffering and there is no more that can be done for them.

Euthanasia is an important part of animal rescue, but it is a part that cannot be taken lightly. As a non-profit, we must use the funds entrusted to us in the best way possible. This means that we cannot spend thousands of dollars on one donkey's life when that money could be used to save many, many more.

PVDR uses the following criteria to make the final decision:

- Can the donkey stand and walk on its own?
- Can the donkey eat and drink on its own?
- Can the donkey socialize?

Based on a truthful assessment of these three items, two senior staff members or one staff member and a veterinarian must agree that the donkey needs to be euthanized. The date of death must be recorded on Lightspoke.

Where it is possible to bury the donkey a minimum of six feet, the preferred method of euthanasia is a large dose of "Fatal Blue" a barbiturate based inter-venous drug. The donkey's remains must be disposed of immediately as any carrion eater can die from eating the carcass.

In other situations, a qualified shooter may use a large caliber hand gun to euthanize the donkey.

PVDR's Euthanasia Policy is inline with the American Association of Equine Practitioners Policy:  
[http://m.aaep.org/euthanasia\\_guidelines.htm?page\\_name=euthanasia\\_guidelines](http://m.aaep.org/euthanasia_guidelines.htm?page_name=euthanasia_guidelines)

### **AAEP Equine Euthanasia Guidelines**

- An Equine should not have to endure continuous or unmanageable pain from a condition that is chronic and incurable.
- An Equine should not have to endure a medical or surgical condition that has a hopeless chance of survival.
- An Equine should not have to remain alive if it has an unmanageable medical condition that renders it a hazard to itself or its handlers.
- An Equine should not have to receive continuous analgesic medication for the relief of pain for the rest of its life.
- An Equine should not have to endure a lifetime of continuous individual box stall confinement for prevention or relief of unmanageable pain or suffering.

AAEP Techniques for Euthanasia – The following techniques for performing euthanasia of horses by properly trained personnel are deemed acceptable:

1. Intravenous administration of an overdose of barbiturates
2. Gunshot to the brain
3. Penetrating captive bolt to the brain
4. Intravenous administration of a solution of concentrated potassium chloride (KCl) with the horse in a surgical plane of general anesthesia.
5. Alternative methods may be necessary in special circumstances.

## 112 Adoption

It is the goal of PVDR to place every donkey within our system into a loving home. Donkeys are social creatures and enjoy human attention. To ensure the safety and well being of PVDR's donkeys, we have established an Adoption Policy. This policy is a minimum set of requirements that covers most adoptions. There may be special circumstances involved that require additional guidelines. These should be discussed with the National Adoption Coordinator during the application process.

All perspective adopters must begin the process by filling out the online adoption form found on our website at [www.donkeyadoption.org](http://www.donkeyadoption.org) and recorded on Lightspoke. The application is then screened by the National Adoption Coordinator and forwarded to the closest PVDR facility. The adopter is contacted and screened over the phone. If the adopter passes the screening process, they are invited out to the facility to pick out their donkey(s).

The adoption fee will be varied by state based on "what the market will bear". The adoption fee is a non-refundable donation and the adopter will receive a tax receipt.

Advertising of PVDR adoptable donkeys is encouraged as is a social media presence for all PVDR Satellite Adoption Centers. All Satellite Managers must abide by the terms and conditions set forth in the Adoption Policy.

The following is the official PVDR Adoption Policy:

- PVDR reserves the right to evaluate each applicant on an individual basis to ensure that they are suited to provide the best possible care for the animals. All prospective adopters must fill out this application for adoption/foster prior to the evaluation. The evaluation has been established to ensure that the new home meets the standards set forth by PVDR. While PVDR maintains a minimum criterion for animal adoption/foster, some animals with special needs may require additional items. PVDR reserves the right to visit the prospective home prior to approving the application for adoption/foster as well as visit the placed animals as often as necessary to ensure the well being of the animals.
- PVDR retains the title for life of the donkey. As a donkey ages, the cost for their care can increase significantly. To prevent a financial burden to the adopters, all donkeys must be returned to the rescue if there is a major change to the animals health.
- This adoption agreement is made between the parties and for the location listed on this application. The donkey(s) may not be moved without prior consent of PVDR and may be removed from the state only under special circumstances.

Satellite Adoption Center Expense Report

## SAC INFORMATION:

Name \_\_\_\_\_

### Address

**EXPENSE PERIOD:** From \_\_\_\_\_ To \_\_\_\_\_

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Zip Phone

Office use only  
APPROVED:

NOTES:

Subtotal	\$	Total	\$
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Remit to:  
Peaceful Valley Donkey Rescue  
Attention: Amy Meyers  
PO Box 216  
Miles, TX 76861

**Please Attach Receipts**  
\* Fuel & Hotel are for preauthorized rescue business only

- The adopted animal must be kept on the adopter's property and cannot be boarded or loaned. The adopter must be a primary caregiver and be available most days for care and feeding. Because of this rule, it is impossible for someone to adopt a donkey from PVDR to give as a "gift" to someone else.
- PVDR will not allow their animals to be placed in a home where they will be used for roping/rodeo/or other cruel sports. By signing this agreement, perspective adopters agree that they will not use their animals for roping nor will they sell/lease/loan their animals for that purpose. Adopted animals cannot be used for film industry or commercial use at anytime without written consent of PVDR.
- PVDR requires that you provide equine companionship for your donkey. If you do not currently own an equine, PVDR requires that you adopt (2) donkeys.
- PVDR adopted jennets cannot be for bred. Nor can a jennet be placed in a home with un-castrated donkeys or horses. If a pregnant jennet is adopted, the adopter agrees to castrate male offspring and provide proof to PVDR.
- PVDR adoption/foster policy require that, should you be unable to continue to care and provide for your animals, they must be returned to PVDR immediately. The adopter agrees that they will not sell, trade or loan their animal for any reason. The adopter also agrees to notify PVDR should there be any change in the animal's health. PVDR requires that the adopter contact PVDR before making a decision to euthanize an adopted animal.
- The applicant agrees that if PVDR deems the adoption/foster unsuccessful at anytime, the animal(s) must be returned to the rescue. The adopted donkey can be returned and traded for another if there is a conflict with other animals.
- The applicant agrees to take financial responsibility for the animal(s) while in their care. This includes all medical, hoof, feed and worming costs. This also includes any and all liability for damages resulting from the animal while in your care.

The requirements listed above are for the sole protection of the animals. Many of these animals have only known abuse and neglect. We, at PVDR, spend countless hours as well as countless dollars putting these unfortunate animals lives back together. We made the adoption/foster policy strict so that these animals go only to people who understand our work and look upon these animals as we do. All animals that are not adoptable for any reason will live out their lives with us. PVDR makes no guarantees as to the soundness of the animals or do we provide animals that have any special skills. Our animals come from various backgrounds that range from minor neglect to serious abuse. These animals deserve a home with love and without high expectations.

### **112.1 Satellite Adoption Centers**

Satellite Adoption Centers (SACs) are volunteer operated facilities that cover the United States. These SACs are directly managed by PVDR and are required to follow all of PVDR's rules, codes and ethics.

PVDR will reimburse feed and medical expenses that the donkeys incur while in the SACs care. Unusual expenses bust be cleared by the CFO before purchase.

The Satellite Operators are to use their best judgement when evaluating a perspective adopter. If an adopter fails to meet our criteria and is denied a donkey, a note should be made on the application in Lightspoke.

## **113 Sanctuary**

Donkeys that are placed on sanctuary are the responsibility of the Vice President of Off-Site Operations. These donkeys will receive all of the same medical care and health maintenance as do the donkeys at the main PVDR facility.

### **113.1 Sanctuary Locations**

The sanctuaries should be located where there is sufficient rainfall to replenish the native grasses as they are grazed. Sandy and rocky locations are preferable as they help to maintain the donkeys hooves better than soft soil.

### **113.2 Sanctuary Contract**

The contracts between PVDR and the land owners shall have a 2 week cancellation clause. This allows PVDR to remove donkeys from locations with insufficient forage and it allows the land owner to protect his pastures from overgrazing.

### **113.3 Inspections**

In most cases it is ideal to have the land owner look in on the donkeys on a consistent basis. PVDR's inspector shall inspect the herds 3-4 times per year.

### **113.4 Donkey Selection**

Older wild burros and those that are less inclined to be people friendly should have the first opportunity to go to sanctuary.

### **113.5 Health Issues**

Any donkey displaying an medical condition must be immediately removed from the sanctuary and returned to PVDR's main facility for observation and treatment. Fecal studies, from no less than 10 random samples, shall be performed twice per year prior to the weather changes in the Spring and the Fall. Upon the results, deworming paste will be administered. And additional fecal study will be performed within 60 days of the Spring deworming to ensure that the paster was effective.

## Peaceful Valley Donkey Rescue

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### Pasturage Agreement Between

**Lessee**

Peaceful Valley Donkey Rescue  
PO Box 216  
Miles, TX 76861  
325-468-4123

**Lessor**

Name:  
Address:  
City ST Zip:  
Phone:

1. Donkey Rescue intends to pasture donkeys on property located at \_\_\_\_\_
2. The initial number of donkeys is expected to be \_\_\_\_\_
3. Donkey Rescue will pay \$ 15.00 per donkey, per month.
4. For donkeys on hand for less than a month, the fee is \$0.50 per head per day.
5. The subsequent grass lease payments should be made on or before the first of each month. The lease payment is to be made near the first of the grazing period, rather than at the end.
6. Donkeys are expected to begin arriving \_\_\_\_\_
7. Lessor will supply fresh, clean water for the donkeys.
8. **Lessor will be responsible to provide trace mineral blocks as needed and submit the receipts for reimbursement.**
9. Lessor will maintain pasture fences to keep the donkeys confined to their assigned pasture. If the donkeys somehow escape, Lessor will be responsible for the round-up of the donkeys.
10. Donkey Rescue assumes responsibility for the health and well-being of the donkeys. Lessor is not responsible for the health or well-being of the donkeys, except for furnishing them with water. Lessor should contact PVDR immediately if they find a dead donkey or a suspected illness.
11. Any medicine or veterinary services for the donkeys are 100% the responsibility of Donkey Rescue.
12. To the best of his knowledge, Lessor affirms that the pastureland is safe for donkeys. There are no open oil pits or other dangerous hazards.
13. PVDR will have a representative inspect the donkeys. PVDR  **will**  **will not** need to seek permission to gain access. Access code (if applicable) is: \_\_\_\_\_
14. Both parties enter this agreement in good faith. Both sides are hopeful of a successful venture that will last a long time. However, if unanticipated problems arise, either party can terminate this agreement with two weeks' notice to the other party.
15. Supplemental hay is the responsibility of the lessor. Grazing numbers can be reduced during colder months.

This is our agreement. We have affixed our signatures below.

---

Mark S. Meyers, Executive Director

---

Date

---

Date

Contract Administrator: Mark Meyers 325-276-1662  
Grazing Manager: Zac Williams 325-276-1676

**Please sketch a layout of the pasturage facilities on the back of this contract.**

National Operations Center  
PO Box 216 Miles, TX 76861  
PH 866-366-5731 FX 866-898-6182  
[Info@pvdr.org](mailto:Info@pvdr.org) [www.donkeyrescue.org](http://www.donkeyrescue.org) @donkeyrescue

## **114 Escaped Animals**

In most cases, escaped animals are easily returned to their paddock. DO NOT PANIC! Assess the situation, ensure that all perimeter gates are closed and then make a plan. Involve as many on-site employees as is necessary to quickly and safely catch the animal(s) and return them to their paddock. In extreme cases (floods, high winds, etc.) it may not be possible to immediately catch the loose animals. Notify the Ranch Manager immediately and await instruction.

### **114.1 Approved Catch Methods**

1. People on foot.
2. People on 4-wheelers
3. Corral Panels to make a trap.
4. Dogs if a qualified handler is on-site.

## **200 Ranch Operations**

### **201 Water systems**

Water is one of the most important features of the PVDR properties. In most cases, water is pumped from underground wells and usually stored in above ground tanks. To ensure a consistent water supply, the water systems are designed with redundancy, allowing for an uninterrupted water supply at all times.

All well pumps and pressure pumps should be tested monthly. All storage tanks should be checked weekly to ensure that they are at their maximum capacity.

All ranch personnel should be instructed on how the water system works and what to do in the event of a line break, pump failure or any other possible event.

An emergency generator will be kept on hand to handle the water distribution to the animals if there is a lengthy utility outage.

### **202 Feed Storage**

PVDR consumes vast amounts of hay each day. Keeping up with the demand is a difficult and never ending task. It is important to care for the hay and other feeds that are stored in quantity on the facility.

Hay should be stored under cover at all times. If the supply is larger than our storage areas can hold, it may be stored outdoors. Any hay stored unprotected should be used first, saving the stored hay for later use.

Bagged feed must be kept indoors in a varmint proof room. Bags that have been opened must be stored in plastic bins with secure lids. Feed should be rotated monthly to ensure that the oldest feed is fed first. Any bags found to contain mold should be reported to the facility supervisor for credited return to the supplier.

## **203 Manure Management**

Manure management is essential for the health of our donkeys as well as the protection of the environment. All pens where the donkeys are kept in confined conditions should be cleaned every three days or sooner if labor is available. Larger paddocks should be raked by a tractor every 3-5 days.

When cleaning a pen, either by hand or tractor, care should be taken to remove only the manure. A grader box should never be used for cleaning pens.

The preferred method of manure disposal is composting. Manure can be used as a fertilizer in our large fields by means of a manure spreader. The manure must be spread as thinly as possible.

## **204 Fencing**

PVDR facilities utilize a large array of fencing types. All fences should be monitored daily for any breaks, stretching or other problems. If a "quick fix" is necessary, a more permanent repair must be made as soon as possible.

Any fencing system that is dangerous or continually failing should be brought to the attention of the ranch supervisor immediately.

All gates must have a locking mechanism: latch with clip, chain, etc. Gates and their latches must be "donkey proof". All paddocks will be equipped with color coded locks. These locks will be accessible as follows:

Green: Ranch hand gates used for feeding

Red: Supervisor gates used to release donkeys onto grazing or alleyways.

Fencing types should be taken into account when placing donkeys. Jennets with very young foals should be given a fenced area that protects them from predators. Blind donkeys should be kept in hard pipe panels to prevent them from falling through and getting snared. Dangerous animals (Khulans) should be kept behind welded wire panels to prevent them from biting.

## **205 Tools and Equipment**

PVDR keeps an array of hand tools, power tools and other equipment for use on the PVDR facilities. This equipment is only to be used for rescue related business and should not be removed from the property without prior authorization from the facility supervisor.

Tools and equipment must be returned to the tool crib after each use. Report any broken tools to the supervisor. The tool crib should be locked at all times with access only to approved PVDR employees and volunteers.

Equipment, such as generators, power washers, etc. must be maintained in order for them to remain in peak operating condition. Maintenance logs are to be kept in the tool crib. It is the facility supervisors job to ensure the maintenance is performed on time and recorded in the log as well as in Lightspoke.

## **206 Facility Security**

PVDR is a closed facility with access to the public by appointment and on predetermined days. The facility will have a "Sanctuary Closed To The Public" sign displayed on the days when the facility is closed. All entrance gates are to be kept closed and locked during nighttime hours.

A phone number of the facility supervisor will be placed on the entrance sign for after hours emergencies. The safety of our donkeys is of utmost importance. Anyone jeopardizing the safety of the donkeys or caught trespassing are to be removed from the premises immediately.

## **300 Vehicles and Trailers**

### **301 Maintenance**

PVDR trucks will be serviced as follows:

- Oil and oil filter changed every 7500 miles
- Fuel filter changed every 15000 miles
- Air filter changed as needed
- All other scheduled maintenance per the owner's manual
- Tire tread and air pressure should be checked regularly

PVDR Trailers will be serviced as follows:

- Bearing checked and packed annually
- Flooring, lighting and gates will be inspected by an accredited shop annually
- Tire tread and pressure must be checked prior to each trip
- Stop lights and markers must be checked prior to each trip
- All maintenance must be recorded in Lightspoke.

### **302 Repairs**

All repair issues are to be addressed as soon as possible. The repairs, when not fixable by a staff member, should be taken to a pre-approved repair facility. Check with the Executive Director for a list of approved vendors. All repairs must be approved by the Chief Financial Officer prior to their commencement.

Repairs requiring immediate attention are:

- Dashboard warning lights on truck
- Strange noises or vibrations
- Excessive exhaust smoke
- Temperature running hot
- Lights not working
- Poor or uneven tread wear

### **303 Cleanliness**

All PVDR equipment is to be kept in a clean and orderly condition. Trucks are to be washed and vacuumed regularly. Trash is to be removed daily. Failure to maintain the vehicle in a professional state will result in the termination of your privileges.

All PVDR trailers should be washed to remove any mud or dirt accumulated on the exterior. The inside of all stock trailers must be power-washed after each use.

### **304 Operation and Usage**

PVDR trucks and trailers are to be operated in a legal and courteous manner at all times. The equipment bears the name of our organization and it is the organization that is judged by our actions on the road. Speed limits will not be exceeded for any reason. Turn indicators will be used for all turns and lane changes. PVDR drivers are delegated to the far right lane except to pass.

PVDR drivers are limited to 12 hours drive time for long, state to state hauls. If at anytime a driver feels that they are too tired to continue, they are expected to pull off at a safe location and rest until they feel refreshed.

Only approved staff members are covered on the organization's insurance. Allowing family members, friends or volunteers to drive a PVDR vehicle will result in the termination of your privileges and the organization will hold you civilly liable for any damage caused by non-PVDR staff.

PVDR trucks and trailers are to be used in accordance with the PVDR Code of Conduct.

### **305 Trailering**

Only approved PVDR personnel are permitted to haul PVDR trailers. All haulers must have a clean driving record and have the skill to back long trailers in narrow conditions.

Drivers are responsible to check the trailer each time they hook up. Brakes, lighting and safety equipment must be in place and fully operational. If any problems are found they must be fixed prior to using the trailer.

## 400 Hydroponics

### 401 The Growing Room

The Hydroponics Room is an important part of the Peaceful Valley Operation. Consistency, in every aspect of the routine, is crucial for mold free, healthy fodder.

- The electric air curtain must be activated prior to raising the roll-up door.
- The room is to be kept at a constant 70° fahrenheit and 50% humidity.
- The Forced Air Unit's air filter must be changed on the first of each month.
- Rye Grass is the preferred seed choice, it is more beneficial for donkeys.
- Soak seeds for 24 hours in water with 3 ounces of bleach.
- Use 3.5 pounds of soaked seeds per 6' tray.
- Spread seeds evenly to completely cover the bottom of tray.
- Replace tray in rack and attach water tubing and adjust pressure.
- Water 2 minutes every 2 hours.
- Harvest in 7 days.
- Spray trays with Simple Green and wipe down with paper towels after each harvest.
- Ph level should be at 6.0, add battery acid or alkali as needed via a Dos-a-tron.
- Note any problems, severe weather, power outages or other deviations from the normal routine in the log.

### 402 Processing

- Place fodder wagon under chopper and on top of scale.
- Visually inspect chopper from all sides and down into hopper.
- Close circuit breaker on chopper electrical panel.
- Turn switch to "ON" or "—"
- Break fodder into 2 foot sections and toss into chopper.
- Continue feeding fodder into chopper until wagon is full.
- Turn power switch to "OFF" or "0".
- Open circuit breaker.
- Copy the weight into the daily log and distribute fodder.

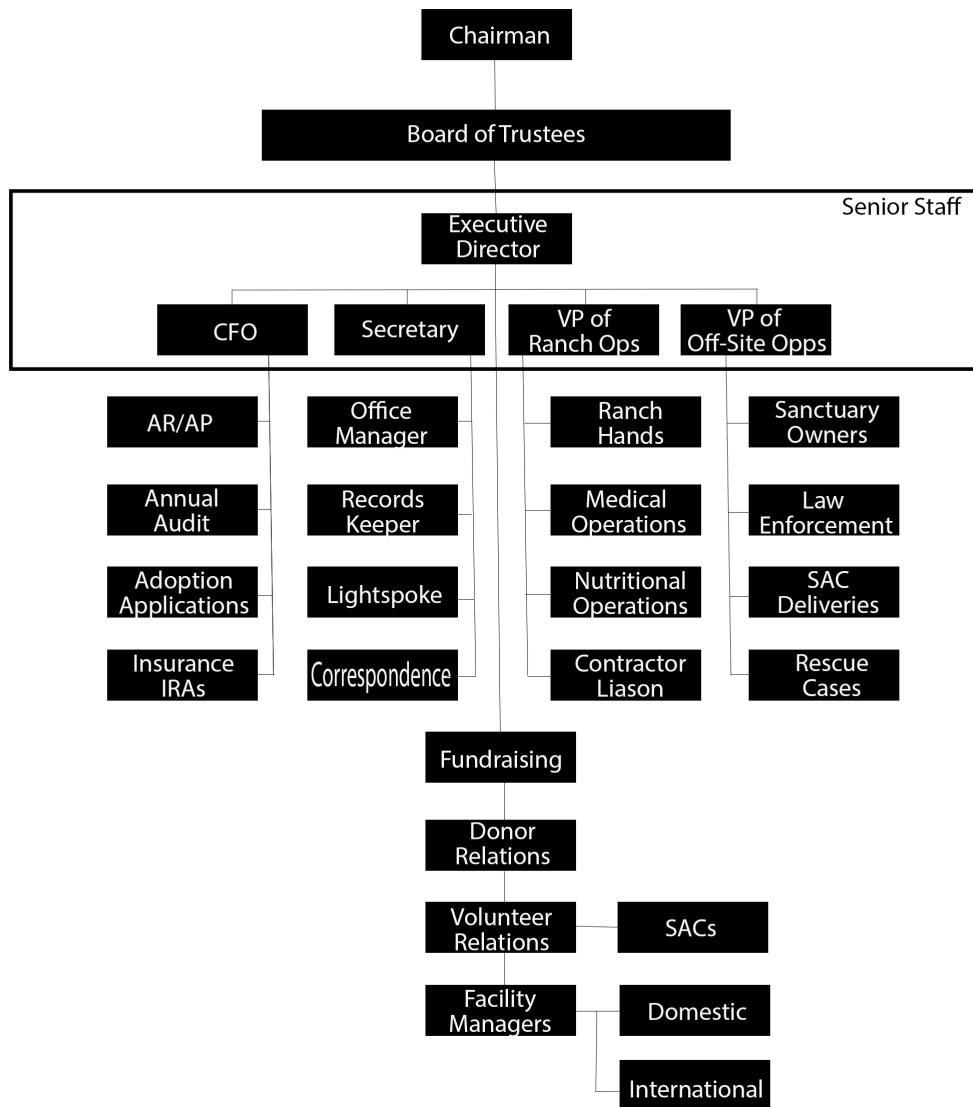
### 403 Safety

- There must be two PVDR employees in the room while using the chopper.
- The chopper is a serious piece of equipment and must be treated with respect.
- NEVER reach into the hopper unless you ensure that the power switch and circuit breaker are turned off.
- There are 3 emergency stop buttons; 2 on the chopper and 1 by the sink.
- If the chopper does not turn on, turn each emergency stop to the right to reset them.
- Watch your hands in and around the belts.
- If the chopper jams, immediately turn the switch to off or punch one of the emergency stop button. Before trying to dislodge the blockage, open the circuit breaker. Use the red wrench to turn the blade cam as necessary.

## 500 Staff & Volunteers

### 501 Staffing and Organizational Hierarchy

Responsibility starts at the top. Each position is responsible for the actions of those below them.



## **502 Employee Classification**

The “Senior Staff” shall be comprised of the current executive officers that have been nominated and approved by a majority vote by the Board of Trustees. The Senior Staff will be paid by salary and be given the option of medical insurance for them and their families.

“Ranch Hands” are those employees that are paid on an hourly basis. For full time employees, on the one year anniversary of their start date, they will receive an additional paycheck for 10 days at their current rate of pay. This check represents 5 paid vacation days and 5 paid sick days. After a 6 month waiting period, new full time employees will have the option to join in the company health insurance plan. PVDR will pay one half of the insurance premium for the employee. The employee will have the option to add their family at their expense.

## **503 Code of Conduct**

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

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

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

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

### Communications.

We expect all communications to be accurate and complete. This includes phone calls, emails, voicemail, Facebook, Twitter, and any other way of communicating we end up using. Only the Executive Director and certain Trustees are authorized to publicly communicate information about the operations and business conditions of PVDR. When they do so their communications must be complete, fair, accurate, and timely.

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

### **503.1 Confidential Information**

Certain information is confidential and is never to be communicated to anyone outside of PVDR. This includes but is not limited to:

- Undisclosed financial information related to the operation of the rescue.
- Employee salary information.

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

### **503.2 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.

### **503.3 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.

### **503.4 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.

### **503.5 Electronic Mail and Internet Use**

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

- You should not expect anything you do on a PVDR computer to be private.
- You should not expect any emails using your PVDR email address to be private.
- PVDR reserves the right to monitor, review and disclose your emails.

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

## 503.6 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.

## 504 Expense Policy

The purpose of this policy is to define PVDR's policy specific to business travel, employee accountability for PVDR funds and expense reimbursement. This policy applies to all PVDR employees and volunteers. The head of the Fraud Committee is responsible for the final interpretation of this Corporate Expense and Travel Policy.

### 504.1 What is Business Travel?

Business travel is any trip directly related to the operation of PVDR that takes an employee or volunteer away from their regular place of work and meets one of the below criteria:

- Requires air travel
- Requires driving more than 250 miles round trip

Things not considered business travel and therefore not eligible for reimbursement:

- In-town trips for feed, supplies, or other PVDR-related "errands"
- Other travel similar to the above

All business travel on behalf of PVDR (including mileage reimbursement, airfare, car rental and lodging) must be approved in advance by the Executive Director. PVDR policy requires purchasing the least expensive gas; booking the lowest airfare, room rate, or rental car rate whenever possible.

### 504.2 Use of PVDR Credit Cards

For PVDR-related travel PVDR credit cards may be used for hotels. They may not be used for meals. Employees should use either cash or personal credit cards for meals.

### 504.3 Expense Reports

To request reimbursement for expenses incurred in the normal course of business, expenses must be itemized on the PVDR expense report form.

Receipts are required for all expenses in excess of \$15. Receipts must be original and must include sufficient information to establish the amount, date, place and the essential character of the expenditure.

- Expense reports must be approved by the PVDR Controller

- Expenses over the limit set by the Audit Committee must also be approved by the Executive Director.
- Employees are responsible for any delinquent charges incurred due to late submission of expense reports.
- Employees should always make and retain copies of submitted expense reports.

#### **504.4 Reimbursable Expenses**

The following types of expenses, if incurred in compliance with this policy and while on PVDR business, are eligible for reimbursement:

- Car rental
- Hotel accommodations
- Laundry services (for trips greater than 6 working days)
- Meals
- Gasoline for PVDR or, when pre-approved by the Executive Director, personal vehicles
- Other transportation (railroad, bus, taxi/shuttle, limousine)
- Reasonable tips/gratuities
- Business telephone calls
- Tolls and parking

#### **504.5 Non-Reimbursable Expenses**

Certain expenses incurred while traveling or conducting company business are not eligible for reimbursement by the company. Examples include:

- Fines for traffic violations while on company business
- Damages to an employee's vehicle while on company business
- Loss of personal property while on company business
- Loss of cash advance, or personal funds
- Cost of personal credit cards
- Purchase of life insurance during travel
- Purchase of clothing and other personal items such as haircuts, shoe shines, newspapers, magazines, tobacco, alcohol, etc.
- Purchase of in-room movies and entertainment
- Medical expenses (other than emergency care)

#### **504.6 Lodging**

With regards to hotels, PVDR wants our employees to stay in clean, safe hotels while being mindful of controlling costs. Whenever possible La Quinta Hotels should be used. When not possible employees must book similarly priced hotels for the city in which they are staying. Employees traveling to conferences or meetings may book at the conference/meeting hotel with prior approval from the Executive Director.

#### **504.7 Personal Meals**

PVDR has a standard Per Diem rate for non travel situations. Meals attended by multiple employees should be paid for and submitted for reimbursement by the most senior employee

present. The names of attending parties must be made apparent on the receipt or expense report.

#### Domestic Per Diem Rate

Travel up to 4 hours:	\$11.00
Full Day Travel:	\$35.00
Overnight Travel:	\$45.00

#### International

Full Day Travel:	\$70.00
Overnight Travel:	\$90.00

### **504.8 Meals and Entertainment**

Expenses incurred for meals attended by non-employees (i.e. donors, vendors, business associates, etc.) are eligible for reimbursement within reasonable limits. "Reasonable" is a matter of judgment as the cost of meals will vary by location.

Meals should be paid for and submitted for reimbursement by the most senior employee present. Per IRS regulations, the names, titles and organizations of attending parties must be made apparent on the receipt or expense report in order for the company to deduct the expense for tax purposes. As such, meal expenses lacking these supporting details may be denied for reimbursement.

### **504.9 Laundry Expense**

Laundry expenses are normally not permitted for trips of five working days or less. However, if laundry expense is justified for business reasons in connection with trips of five working days or less, an explanation should be enclosed with the expense report.

### **504.10 Policy Exceptions**

Any exceptions to this policy will be evaluated on a case-by-case basis. If travel plans deviate from the policy as outlined above, or if there are concerns regarding the policy as written, please contact Scott Jewett ([scott@pvdr.org](mailto:scott@pvdr.org)) to discuss any issues.

## Expense Reimbursement Request Form



Name:

Date:

**Signature**

4 hour trip per diem \$11.00

Full day trip per diem \$35.00

Overnight trip per diem \$45.00

Paid with check #

## 505 Conflict of Interest Policy

### 505.1 Purpose

PVDR is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of PVDR as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between PVDR and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of PVDR honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of PVDR. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with PVDR or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### 505.2 Persons Concerned

This statement is directed not only to directors and officers, but to all employees and volunteers who can influence the actions of PVDR. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning PVDR.

### 505.3 Areas In Which Conflicts May Arise

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to PVDR.
2. Persons and firms from whom PVDR leases property and equipment.
3. Persons and firms with whom PVDR is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting PVDR.
6. Agencies, organizations, and associations which affect the operations of PVDR.
7. Family members, friends, and other employees.

### 505.4 Nature Of Conflicting Interest

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with PVDR.

2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with PVDR.
3. Receiving remuneration for services with respect to individual transactions involving PVDR.
4. Using PVDR's time, personnel, equipment, supplies, or good will for other than PVDR approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with PVDR.
7. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without courtesy. No personal gift of money should ever be accepted.

#### **505.5 Interpretation Of This Statement Of Policy**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of PVDR.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

#### **505.6 Disclosure Policy And Procedure**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as

just, fair, and reasonable to PVDR. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of PVDR and the advancement of its purpose.

## **506 Whistleblower Policy**

### **506.1 General**

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

### **506.2 Reporting Responsibility**

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

### **506.3 No Retaliation**

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

### **506.4 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 the 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.

### **506.5 Compliance Officer**

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

to the audit committee of the board and is required to report to the audit committee at least annually on compliance activity. The organization's compliance officer is the chair of the audit committee.

### **506.6 Accounting and Auditing Matters**

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

### **506.7 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.

### **506.8 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.

### **506.9 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.

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

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

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

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

## **600 Safety**

### **601 First Aide**

PVDR will maintain a written First Aid Plan. This plan will be reviewed and updated annually as needed.

All PVDR Senior Staff has be First Aid Certified and at least one First Aid Certified employee will be on-site during all work shift. This can include resident employee who are not currently working.

### **602 Material Safety Data Sheets**

All new products brought onto the ranch regardless of use (i.e. chemicals for cleaning, veterinary supplies) must have a MSDS printed and placed in the master MSDS binder located in the office of the On-Site Manager. This book must be accessible by all employees on all shifts without the need for a key or combination. A memo will be placed on the employee bulletin board whenever a never before used product is brought onto the ranch so that all employees are made aware.

### **603 Safety Meetings**

Regular safety meeting will be held once per month. The exact date/time will be established by the On-Site Manager or other officer of the organization that is hosting the meeting. All ranch hands and those managers who regularly work with the animals or equipment shall be in attendance. Common topics include:

- Tractor Safety
- Driving/Trailering
- Safe Handling Wild or Stressed Animals

All meeting minutes will be recorded on PVDR's form "Safety Meeting Minutes" and will be kept in a binder that is available to the employees at all time for reference.

### **604 Firearms**

Employees must pass the hand gun safety course and qualify on PVDR's gun range if they wish to carry a handgun on PVDR's property. The course can be taught by any PVDR team member that possess a valid Texas License To Carry. Employees must show that they understand proper handgun safety and handling. They must be able to shoot 185 points out of a possible 200 points on an A-29 target. Rounds shot will be from: 15 rounds at 3 yards, 20 rounds at 7 yards and 15 rounds at 15 yards.

Once qualified, an employee may open carry a handgun to:

Protect themselves from predators/snakes

Protect themselves and the animals from intruders

Every shift shall have no less than one qualified person on site at all times, this may include the resident employees even if they are not currently scheduled to work. Any employee that holds a State of Texas License To Carry does not need to re-qualify on the PVDR range and may

conceal carry at all times. As per the laws of the state of Texas, all employees may keep loaded handguns in their personnel vehicles.

All PVDR owned handguns that are used for euthanasia will be stored, unloaded, in the Executive Director's office.

No non-Peaceful Valley personnel may open carry on any PVDR facility.

## **605 Dangerous Animals**

No Peaceful Valley employee or volunteer shall be placed in a situation where they must handle a dangerous animal that is beyond their skill level. Should anyone find themselves in close proximity to an animal that they are uncomfortable with, they must remove themselves from the situation immediately and contact their supervisor.

### **605.1 Kulans**

In dealing with the Kulans, all contact must be initiated by no less than two Peaceful Valley staff. No volunteers may ever come in contact with the Kulans and no visitors are allowed near them. Protocol dictates that a secondary be available that the Kulan feels safe and can retreat to when approached by humans. Once in this secondary area, the Kulan is secured so that maintainance/cleaning can proceed in safety.

### **605.2 Wild Bred Mules**

Special care must be taken when working around our Mule Herd. The wild bred mules can be especially dangerous as they panic easily. Always allow them plenty of room to move away from you.

## **Standard Operating Procedures Acknowledgement**

I \_\_\_\_\_ acknowledge that I have read and  
Print First and Last Name

understood the entire Peaceful Valley Donkey Rescue Standard Operating Procedures. I  
agree to abide by its contents as long as I am affiliated with the Peaceful Valley Donkey  
Rescue.

Signed:

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Signature

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Date