

Peaceful Valley Donkey Rescue's Standard Operating Procedures, Organizational Policies and Corporate Documentation



Founded December 2000

The intent of this SOP is to establish a minimum code of practices 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 aspect of our work but merely establish standardized guidelines. Common sense is the most important tool at our disposal.

The Peaceful Valley Donkey strives to remain transparent in our operations while still providing a level of safety to the donkeys in our care and security to the information entrusted to us by our supporters. PVDR holds itself to the highest level of ethical stewardship and expects the same from those that choose to align themselves to it.

Providing a safe and loving environment to abused, neglected and abandoned domestic donkeys.

To render safe capture, removal and humane treatment to wild burros under threat of destruction.

To give a voice and support to the many donkeys suffering throughout the Caribbean, Australia and other regions of the world.

Either all donkeys matter or none of them do.

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Section 1

Standard Operating Procedures

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 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. (*Exception to this is in dealing with BLM and USFS)

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 and Government Agencies will be given preferential treatment.
- Donkeys become the sole property of Peaceful Valley Donkey Rescue.
- PVDR does 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 may be 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 6 weeks 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

- Quarantine facilities should be contracted so that there is no less than 400' separation from all other non-quarantined animals.
- Each pen shall have its own water receptacle.
- Automatic waterers 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 ear tag 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, (2) Vetera Gold. (3) StrepVax, RFID chips 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 should 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 discretion 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 2% of its body weight in feed every day. PVDR averages this to 10 pounds per donkey, this is based on a 500 pound donkey. The is slightly more than the donkey actually needs but allows 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.

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 ones 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 or heated to melting. 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 cases 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 Vaccine Protocol

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, Tetanus and West Nile. 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 5-way +West Nile 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.

The rabies vaccine is to be administered to all sanctuary bound donkeys and boosted annually. Also, any donkeys traveling to states where rabies vaccine is required by law shall also be vaccinated. Under careful study by our veterinarian, we will be not giving rabies vaccine to the donkeys on the San Angelo Facility. As we have never had an issue, rabies is not prevalent in our area, the vet has determined that it would be a waste of resources.

This policy is to be reviewed annually.

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) is 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.

All donkeys teeth will be checked annually by our in-house medical staff, this can be done in conjunction with annual vaccines. Any donkey over the age of 10 should be checked annually for teeth problems by a certified professional. 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 by a certified professional. 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, the 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”.**

108.6 Low Body Score/Under-Weight Donkeys

All donkeys at the PVDR Facility (San Angelo, TX) are to be evaluated daily by the Yard Manager as well as the feed crews.

Those donkeys found to have a body score of 5 or less are placed into a special feed pen. Upon arrival donkeys are evaluated for any health issues effecting their weight loss. Temperature, respiration, gut sounds and gum color are all recorded and documented on each donkeys medical sheet. Any conditions present are treated by our in-house medical staff or our veterinarian depending on severity.

Donkeys placed in our “Special Feed Pens” are given a rye grass fodder ration and top dressed with a 12% pelleted feed. The rye grass fodder is measured to 2 pounds per donkey and the pelleted feed is also given at 2 pounds per donkey. This combines for a total of 4 pounds of supplemental feed per donkey, per day.

All donkeys in the “Special Feed Pens” have free choice grass hay.

All donkeys are continually monitored and evaluated while in these pens. Those that require more attention, due to the severity of their condition or due to competition, are to be isolated into individual pens and their feed is increased to include one quarter pound of alfalfa along with the 4 pounds supplemental feed and free choice grass hay.

Once the donkeys have returned to a body score of 7+, they are returned to the main paddocks.

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 herd assignments 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. (Must be kept separated from all other donkeys)
- 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 shall be started. If condition persists or worsens, call the 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, shall 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 many thousands of dollars on one donkey's life when that money could be used to save many, many more.

Donkey Euthanasia Guidelines

Equine quality of life is defined as:

- Ability to interact with the herd in a normal manner without fear or pain
- Ability to eat and drink-without fear or pain
- Ability to move in a normal manner without fear or pain
- Ability to urinate/defecate in a normal manner without pain
- Ability to thrive, not just survive

When quality of life has degraded below 50% in one or more of the above defined areas with no long term solution, the animal should be euthanized. Signs include:

- Standing (or laying) alone / away from the herd due to pain or other issues
- Inability to eat / swallow forage or other feeds provided
- Inability to drink or maintain adequate hydration
- Laying down to the point where pressure sores develop and cannot heal
- Using the nose/head to stand or lay-down
- Where pain cannot be managed with gut safe methods long term
- The animal needs to eat laying down and/or drink on it's knees or other non-standard fashions
- Weight loss below BCS 2/9 when adequate feed has been provided and all other causes ruled out
- Chronic lethargy and exhaustion

Based on a truthful assessment of these 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

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 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 and recorded on Lightspoke. The application is then screened by the Adoption Coordinator for completeness 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.

Adoption Contract

1. PVDR may evaluate each applicant and make a determination as to suitability of Applicant as an owner of a PVDR Donkey. The determination of whether an Applicant is suitable for adoption of a PVDR Donkey is in the sole discretion of PVDR.

a. PVDR may consider the following criteria for determining suitability of an applicant. The list is non-exhaustive and PVDR may consider other criteria in its sole discretion.

- i. Animal ownership history
- ii. Criminal history
- iii. Financial ability to care for a PVDR Donkey
- iv. Equine experience
- v. Property size/condition

2. Prohibitions: No PVDR Donkey shall be used for cinematographic or commercial use without the prior written consent of PVDR. No PVDR Donkey shall be used for breeding purposes; used for roping/rodeo or other cruel sports; or be leased or loaned for same.

3. Applicant shall keep the PVDR Donkey on the Applicant's property listed in the Application, and shall not keep the PVDR Donkey in a boarding facility. A PVDR Donkey must not be moved to a new property without the prior written consent of PVDR.

4. Applicant shall be the primary caregiver for the PVDR Donkey. A PVDR Donkey shall not be "gifted" to another party.

5. Applicant shall own at least one other animal from the equine family to provide companionship for the PVDR Donkey. If the Applicant does not own another equine animal, PVDR may deny Applicant's application to adopt from PVDR unless Applicant agrees to adopt a second PVDR Donkey.

6. Applicant shall provide PVDR Donkey with year-round access to clean, unfrozen water.

7. A PVDR Donkey shall be regularly groomed and hooves maintained.

8. Applicant shall not breed a PVDR Donkey. PVDR Donkeys shall not be in a home with an uncastrated animal from the equine family. If a PVDR Donkey is pregnant at the time of adoption, Applicant shall castrate any male offspring and provide proof of said castration to PVDR within six months after the birth of the foal.

9. If there is any change in the health of a PVDR Donkey, PVDR must be notified immediately. PVDR must be notified before a decision to euthanize an adopted animal is made.

10. Applicant shall not sell, trade or loan the PVDR Donkey for any reason.

11. Upon the death of Applicant, the PVDR Donkey shall be returned to PVDR.

12. If PVDR deems an adoption to be unsuccessful at any time, the animal must be returned.

If there is a conflict with another animal, the adopted donkey can be traded for another.

13. Applicant shall immediately return a PVDR Donkey to PVDR if the Applicant is no longer capable of caring for a PVDR Donkey for any reason.

14. Applicant is financially responsible for a PVDR Donkey, including feed, farrier, dental and medical expenses.

15. PVDR reserves the right to deny Applicant the opportunity to adopt a Donkey from PVDR for any reason.

16. Right of Reverter: An Applicant obtains ownership of a PVDR Donkey upon adoption; however, PVDR retains the exclusive right of reverter, in its sole discretion, with regard to any PVDR Donkey adopted by Applicant. PVDR may exercise said right of reverter in the following circumstances:

- a. Significant change in the health of the animal. A significant deterioration in health shall be determined in the sole and absolute discretion of PVDR.
- b. If Applicant cannot care for the animal or for any reason does not desire to care for the animal.
- c. If Applicant attempts to sell, trade or loan the PVDR Donkey for any reason.
- d. If neglect or abuse of the PVDR Donkey is suspected. Determination of neglect or abuse is in the sole and absolute discretion of PVDR.

17. PVDR Donkey Adoption Disclaimers

a. The Applicant understands that the information provided regarding the PVDR Donkey being adopted might have been received by third parties and that information may be educated estimates of unknown facts about the PVDR Donkey; therefore PVDR does not warrant accuracy or correctness of such information.

b. The Applicant hereby indemnifies and saves harmless PVDR, their directors, employees and volunteers, from all losses, damages, costs, expenses, liability, claims, actions and judgements of any kind whatsoever, including without limitation, attorney's fees and litigation costs arising out of or caused by any damage or injury inflicted by the PVDR Donkey once the adopter has taken possession.

c. The Applicant understands that upon taking possession of the PVDR animal, he/she assumes all liability for the animal and any injury or damage, which may occur to or because of the PVDR donkey, and that PVDR is absolved of all liability.

d. The Applicant understands that there are laws in regard to equine ownership which vary by State, and agrees to comply with the laws of the State in which he/she resides.

e. The Applicant understands that he/she will be responsible for all legal fees and/or court costs incurred by PVDR in an effort to enforce that portion of the contract that requires the sterilization of all male offspring as provided for in Paragraph 8 of this Agreement.

f. The Applicant understands that PVDR Donkeys are Donkeys with unknown medical histories and, as such, may have been exposed to a variety of diseases, including diseases that may be transmitted from animals to humans. These diseases can have an incubation period of up to several weeks, that the PVDR Donkey may show no signs of illness at the time of adoption. If an adopted PVDR Donkey shows signs of illness, the Applicant is responsible for seeking veterinary care for the PVDR Donkey and is also responsible for all medical expenses.

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 must be cleared by the Operations Director before purchase.

The Satellite Managers 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.

112.1a Satellite Adoption Center Guidelines/Agreement

Peaceful Valley Satellite Adoption Center (SAC) Agreement The SAC caregiver agrees to:

- 1 House a minimum of 6-10 donkeys at any one time
- 2 Act as a layover site for Peaceful Valley donkeys being transported through the area
- 3 Screen potential adopters and perform home checks
- 4 Feed, water and clean daily
- 5 Enlist adequate help to care for donkeys during vacations
- 6 Monitor health and call veterinarian as needed
- 7 Evaluate hoof conditions and schedule trimming as needed.
- 8 Administer de-worming agent according to PVDR's schedule
- 9 House PV approved surrenders/rescues and prepare to transport
- 10 Provide assistance to donkey rescue cases in your area

The SAC must have:

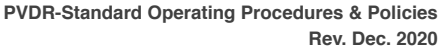
1. Suitable fencing and shelter for the donkeys
2. Truck and trailer (or access to them) for transporting donkeys. *Alternatives apply

SAC Caregiver cannot:

- 1 Accept any donkey surrenders/rescues without pre-approval from the Main Office.
(This does not include personal donkeys purchased on your own, but does include any donkey that results from the fact that you are a representative of Peaceful Valley.)
- 2 Deviate or make exceptions to the Adoption Policy without approval.
- 3 Loan donkeys for any reason
- 4 Remove donkeys from SAC unless to transport them to their adoptive home
*Without prior approval

Peaceful Valley agrees to:

- 1 Cover all travel expenses from the main sanctuary to the satellite location
- 2 Cover all veterinary costs while the donkeys are under the care of a SAC
- 3 Cover all farrier costs while the donkeys are under the care of a SAC



- ## Limitations and Liabilities

- 1 SAC Caregiver receives no monetary compensation
- 2 Peaceful Valley provides no liability coverage to the SAC
- 3 Agreement can be terminated for any violation
- 4 Donkeys remain the property of Peaceful Valley
- 5 Each SAC caregiver agrees to an agreement term of 12 months

Should the SAC Manager decide to bring onto their property donkeys obtained outside of PVDR's control, they are to have these donkeys quarantined for a period not less than three weeks and tested for Equine Infectious Anemia (Coggins) as well as brought current on all vaccines and deworming prior to co-mingling them with PVDR's adoptable donkeys.

At the conclusion of each month, but prior to the first, all SAC Managers must submit an **End Of Month Summary**. This summary includes facility code, number of donkeys on hand, number of adoptions, number of donkeys received in and total volunteer hours for the month. The information can be submitted by email, text or by using the form on PVDRforms.org

See www.pvdrforms.org

EXPENSE PERIOD: From
To

SAC INFORMATION:

Name _____ City _____ Zip _____
Address _____ State _____ Phone _____

* Fuel & Hotel are for preauthorized rescue business only

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

Monthly Summary Data Submission Form

PVDR Monthly Summary					Month of:			
	PVDR West	West SACs	Central	Central SACs	East	East SACs	Sanctuaries	LMMR
Current # of Equine								
Quarantine								
Deaths								
Transport In:								
Rescues								
Returns								
Transfers								
Born								
Transport Out:								
Facility Exchange								
SAC Deliveries								
Adoptions								
Facilities Reporting								
Volunteer Hours								
			WILD BURRO PROJECT					
	CAPTURE SITE:		CAPTURE SITE:		CAPTURE SITE:		CAPTURE SITE:	
Total Caught								
	CAPTURE SITE:		CAPTURE SITE:		CAPTURE SITE:		CAPTURE SITE:	
Total Caught								
	CAPTURE SITE:		CAPTURE SITE:		CAPTURE SITE:		CAPTURE SITE:	
Total Caught								
Total Captured								
Total Equine								

1

See www.pvdrforms.org

113 Sanctuary

Donkeys that are placed on sanctuary are the responsibility of the Sanctuary Manager under the supervision of the VP of 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 a medical condition that cannot be treated on site 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, or, enough random samples to represent at least 20% of the sanctuary population, must be performed. These fecal studies shall be performed twice per year prior to the weather changes in the Spring and Fall. Upon the results, a deworming agent will be administered.

Sample Lease Agreement

See www.pvdrforms.org

Peaceful Valley Donkey Rescue, Inc.

Pasturage Agreement Between



Lessee

Peaceful Valley Donkey Rescue (PVDR)
PO Box 216
Miles, TX 76861
866-366-5731

Lessor

Name:
Mailing Address:
City, St ZIP:
Phone:

1. Address or GPS coordinates where the donkeys will be kept: _____
2. The initial number of donkeys is expected to be: _____
3. PVDR 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. PVDR 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 PVDR
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 the total of our agreement. We have affixed our signatures below.

Mark S. Meyers, Executive Director

Date

Date

Accounts Payable: Amy Meyers 325-276-1174 Sanctuary Director: Hayden Ray 325-617-9944

An IRS Recognized 501(c)(3)
Non-Profit Charitable Organization
PO Box 216, Miles, TX 76861
Ph 866-366-5731 Em info@pvdr.org Wb www.donkeyrescue.org

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.

Water quality must be tested every 12 months by an independent laboratory.

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.

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.
Black:	Jack Pens and Fields

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 should be kept behind welded wire panels to prevent them from biting. All T-Post must have safety caps in place.

204.1 PVDR's Fence Specifications for New Construction

Fencing will be installed in a professional manner using the latest techniques to ensure a straight, secure enclosure.

- T-posts will be 6' tall, green in color and be installed with the ridges facing towards the animals.
- T-posts will be spaced at 10' with a 2-7/8" pipe installed every 50'.
- T-posts will be driven to a height of 53" above ground.
- All T-posts shall be capped with a T-post safety cap.
- 5 T-post wire clips to be installed per T-post.
- Prefabricated Corners and "H"s will be constructed of 2-7/8" pipe.
- On long fencing lengths, "H"s will be installed every 330'.
- Field Fence will be Silver Steel Woven Wire Rolled Fencing (Red Brand 330-ft x 4-ft or equivalent).
- 2-strand 12.5 gauge barbless wire shall be stretched along the top of fence just below safety caps, wire clipped to each T-post.
- Heavy Duty pipe gates with bolt hinges and chain latches. (Tarter Item #: SCGBR12 or equivalent)
- Premixed concrete will be used for all pipe installations, 3-5 bags per corner hole and 2-3 bags per post and "H"s. (Quickcrete Concrete Mix 60# or equivalent).

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 On-site Security, Facility Manager and Executive Director 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 or Ranch Manager 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 with bleach 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. Headlights will be used at all time.

PVDR drivers are limited to 11 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.

It is against PVDR Policies to use a handheld device while operating a commercial vehicle. Any accident, even if the PVDR driver is not at fault, that happens during the use of a handheld phone will result in immediate termination.

305 Trailing

Only approved PVDR personnel are permitted to haul PVDR trailers. All haulers must have a clean driving record and prove the skill to back long trailers in narrow conditions. All truck/trailer combination with a combined GVWR >26,000# require a Commercial Drivers License and up to date DOT health record.

Drivers are responsible to check the trailer each time they hook up. Safety Inspections must be performed before each driving day. 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. Each trip inspection report must be completed by the driver before leaving the yard.

Maintenance records and scheduling is the responsibility of the Transportation Captain.

All PVDR DOT Commercial Drivers are subject to random DOT drug testing.

When two or more trailers are used in convoy, all drivers must maintain visual contact with each other at all times.

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.

Section 2

PVDR's Corporate Policies

500 Trustee, Employee and Volunteers

The "Executive Staff" shall be comprised of the current executive officers including Executive Director (CEO), Chief Financial Officer (Treasurer), Corporate Secretary and Vice Presidents as deemed necessary by the Board. These officers will be nominated and approved by a majority vote by the Board of Trustees. The Executive Staff will be paid by salary.

The Senior Staff shall be comprised of Regional Managers and special division project managers. These positions are hired by the Executive Director but must be approved by the Board of Trustees at their next regular meeting. The Senior Staff will be paid by salary.

"Ranch Hands" and "Trainers" 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. The Executive Director sets all hourly pay with regular review by the Compensation Committee.

After a 6 month waiting period, all 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.

"Volunteers" are considered any person donating their time to the organization without expectation of remuneration. All volunteers are subject to the same governing policies and procedures as are the employees.

501 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.

501.1 Confidential Information

Summary: See Confidentiality Agreement for full agreement

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.

501.2 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.

501.3 Conflicts of Interest

Summary: See Conflict Of Interest Policy for full policy

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.

501.4 Gifts

PVDR employees, volunteers, and Trustees may receive non-monetary 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.

501.5 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).

501.6 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.

502 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.

502.1 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.

502.2 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.

502.3 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.

502.4 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 ***See 502.7 Personal Meal Policy**
- 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

502.5 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)

502.6 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.

502.7 Personal Meals

PVDR has a standard Per Diem rate for not 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:	\$20.00	Overnight Travel:	\$50.00
Full Day Travel:	\$40.00	International:	\$75.00

502.8 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.

502.9 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.

502.10 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) to discuss any issues.

Sample Reimbursement Form

See www.pvdrforms.org

[illegible]

503 Confidentiality Policy and Agreement

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

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

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

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

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

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

Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using PVDR property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.

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

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

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

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

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

504 Grievance Procedure

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

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

The filing of a grievance does not operate to suspend the action being complained of. For instance, if the employee is complaining that he/she was unfairly suspended without pay, he/she will remain suspended without pay for the period initially determined, unless and until the Executive Director reverses the decision leading to the suspension. Similarly, Peaceful Valley Donkey Rescue has no obligation to keep a terminated employee on the payroll or enrolled in any benefits not ordinarily available to terminated employees, pending completion of the grievance process.

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.
6. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. 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.

507 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.

508 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.

509 Work Place Violence Policy

Objective

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

Scope of Policy

All full- and part-time, active employees are covered under this policy.

Prohibited Conduct

All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. PVDR’s resources may not be used to threaten, stalk or harass anyone at or outside the workplace. Peaceful Valley Donkey Rescue treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources (HR), PVDR Trustees, threat management team or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the HR department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Peaceful Valley Donkey Rescue will not retaliate against employees making good-faith reports. Peaceful Valley Donkey Rescue is committed to supporting victims of intimate partner violence by providing referrals to the company’s employee assistance program and community resources and providing time off for reasons related to intimate partner violence.

Investigations and Enforcement

Peaceful Valley Donkey Rescue will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Peaceful Valley Donkey

Rescue will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, Peaceful Valley Donkey Rescue may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

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

Peaceful Valley Donkey Rescue encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. Peaceful Valley Donkey Rescue will not discipline employees for raising such concerns.

510 Record Retention and Destruction Policy

The Peaceful Valley Donkey Rescue ("PVDR") takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Peaceful Valley Donkey Rescue may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years

Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years

	Charitable Organizations Registration Statements (filed with Minnesota Attorney General)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents.

Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

2. Emergency Planning.

The Peaceful Valley Donkey Rescue's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

3. Document Destruction.

The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Peaceful Valley Donkey Rescue and its employees and possible disciplinary action against responsible individuals. The President and Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

511 Employee Compensation Policy

The Executive Director will be responsible for setting the salary/hourly wage for all employees. The wages will be based on knowledge, experience and the going rate for similar positions in both the non-profit as well as the for-profit sectors. These wages will be reviewed and approved by the Board of Trustees each year.

The Executive Director's salary shall be determined by the unpaid members of the Board of Trustees. This committee shall review the current salaries of other non-profit executive directors, Presidents, CEOs, etc from other similarly sized equine rescues as well as other organizations of equal financial size.

In addition, the entire Board of Trustees shall evaluate the performance of the Executive Director annually.

PVDR shall employ both hourly and salaried employees, the distinction is at the sole discretion of the Executive Director.

512 Employee Vacation Policy

All full time hourly employees will receive 10 days pay (80 hours at their current hourly rate) on their one year anniversary and every anniversary thereafter. These 10 days represent 5 vacation days and 5 sick days. All vacation days must be scheduled with your supervisor one month prior to the days you are requesting off.

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

513 Drug & Alcohol Policy

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

Our Commitment

We recognize that drug and alcohol abuse may be a sign of chemical dependency and that substance abuse can be successfully treated with professional help.

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

Employee Responsibility

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

- Entering into and completing a treatment program approved by the company.
- Signing and living up to a last chance performance agreement.
- Undergoing a Follow-up Testing Program at companies' discretion.

Scope of Our Policy

This Policy and each of its rules apply whenever an employee is on or in Company Property, surrounding grounds and parking lots, leased or rented space. Company time (including breaks and meal periods), in any vehicle used on Company business, and in other circumstances (such as on customer premises or at business/sales functions) we believe may adversely affect our operations, safety, reputation or the administration of this policy.

Our Drug and Alcohol Rules

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

1. Alcohol An employee may not possess, use, transfer, offer, or be under the influence of any intoxicating liquor while at work or on company business. This rule prohibits using any alcohol prior to reporting to work, during breaks or meal periods, or in conjunction with any Company activity, except social or business events where a Corporate Officer has authorized the moderate consumption of Alcoholic Beverages.
2. An employee will be removed from a Safety Sensitive Position for 24 hours if your BA is more than .02 and less than .04. A Breath Test over .04 is a DOT Violation, and a referral will be required to a Substance Abuse Professional before being released back to a safety sensitive position.
3. Drugs An Employee may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or similar substance and also may not have any drugs of similar substances present in the body. Thus, an employee who tests positive for any illegal-drug violates this rule. This rule also pertains to Prescription drugs being taken without doctors authorization. Federal Narcotic Laws are used by PVDR.
4. Drug Paraphernalia and Alcohol Containers An Employee may not possess any Drug Paraphernalia or Alcohol Containers.
5. Prescriptions/ Over-the-counter Medications It is the employees responsibility to check the potential effects of prescribed drugs and over-the counter Medications with your doctor or pharmacists before starting work, and to immediately let your supervisor know when such use makes it unsafe for you to report to work or do your job.
6. Adulterants Any substance that is used for the purpose of Manipulating a drug test by adding to the specimen or ingesting.

Pre-Employment Testing.

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

Random Testing Program.

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

Mandatory Post Accident Testing.

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

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

Reasonable Suspicion Testing or Reasonable Cause

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

Observable Symptoms or Unusual Behavior.

- The Odor or Smell of Alcohol or Drugs on the employee's breath or clothes or in an area (such as in a vehicle, office, work area, or restroom) immediately controlled or occupied by the employee.
- Alcohol, alcohol containers, illegal drugs or drug paraphernalia in the employee's possession or in an area controlled or occupied by the employee (vehicle, office, desk restroom).
- Unexplained or Significant deterioration in job performance.
- Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);
- Evidence that the employee may have tampered with a previous drug test.
- Criminal citations, arrests or convictions involving drugs and alcohol.
- Unexplained absenteeism or tardiness
- Employee admissions regarding drug or alcohol use;
- Any involvement in any work-related accident or near misses.
- Any type of Paraphernalia discover on your person or Company Property

Fit for Duty

The company could require a fit for duty exam by a certified Medical Practitioner; this exam can be administered along with Drug and Alcohol Screen to determine if employee is fit for Duty. This could be requested in addition to the DOT Medical card Certificate.

Duty to Cooperate

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

- Refusing to consent to testing, to submit a sample, or to sign required forms.
- Refusing to cooperate in any way (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of truthfulness, misrepresentation or misleading statements or omissions.);
- Any form of dishonesty in the investigation or testing process.
- Refusing to test again at a time of the Company's choosing whenever any test results in a finding of a dilute sample or reasonable suspicion.

EMPLOYEE ACKNOWLEDGEMENT AND CONSENT TO TESTING

1. I, _____ acknowledge receiving a copy of the Company's Drug and Alcohol Policy. Date _____

2. I voluntarily agree to provide a sample of my Urine for Testing and to submit to any related physical or other examination when I have been requested to do so.

3. I authorize the release of the Test Result (and any other relevant medical information) to the Company for its use evaluation and suitability for continued employment. I also release the Company from all liability arising out of or connected with the testing.

4. I understand that if I refuse to submit to the testing, to give a requested sample(s), to authorize release of the results to the company, and/or if the test results indicate that I do not meet the Company's standards, I may be terminated.

5. I understand that any attempt to switch, adulterate or in any way tamper with the requested sample(s) or to otherwise manipulate the testing process will result in termination of employment. I also understand that if my test results are dilute on the second testing, I may be terminated.

I have read this entire policy and each of the above statements ☐Yes ☐No

Signature & Date

514 Succession Plan

1. Rationale

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of the Peaceful Valley Donkey Rescue and its services, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned and extended absence of the Executive Director. While the Board acknowledges that such an absence is highly improbable and certainly undesirable, it also believes that due diligence in exercising its governance functions requires that it have a succession plan in place. It is expected that this plan will ensure continuity in external relationships and in volunteer functioning.

2. Priority functions of the Executive Director position at Peaceful Valley Donkey Rescue

The full Executive Director Position description is;

- Appointed by the Board of Directors
- Will be the day-to-day operational manager of Peaceful Valley Donkey Rescue.
- Will report to and be accountable to the Board of Directors for taking the necessary actions to ensure proper management of Peaceful Valley Donkey Rescue
- Will also be a second authorized signer on all savings and checking accounts held in the name of Peaceful Valley Donkey Rescue

Among the duties listed in the position description, the following are the key functions of the Executive Director to be covered by an acting director:

- Serve as the organization's principal leader, representative, and spokesperson to the greater community
- Support the Board of Directors
- Ensure integrity and strength of Board leadership and address issues around clarity of role, governance, bylaws/policies, corporate structure, and membership
- Assist with recruitment and orientation of new Board members
- Prepare Executive reports to Board of Directors and Executive Committee
- Convene and lead the Management Team
- Participate in recruitment of volunteers
- Strategize organizations' short-range and long-range program and project goals, particularly in Organizing and Planning
- Identify overall resource development goals and fund raising plan
- Establish , maintain and cultivate relations with donors, foundations and other resources to support organizational programs and activities
- Maintain accountability for current year operating budget and for financial performance of portfolio

3. Succession plan in event of a temporary, unplanned absence -- SHORT-TERM

a) Definitions

- A temporary absence is one in which it is expected that the Executive Director will return to his position once the events precipitating the absence are resolved
 - An unplanned absence is one that arises unexpectedly
- A short-term absence is 3 months or less b) Who may appoint the Acting Executive Director
- The Board of Directors authorizes the Executive Committee to implement the terms of this succession plan in the event of the unplanned absence of the Executive Director

- In the event of an unplanned absence of the Executive Director, the Jessica Anselment shall immediately inform the Chair of the Executive Committee of the absence
- As soon as is feasible, the Chair shall convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications the Committee deems appropriate

c) Standing appointee to the position of Acting Executive Director

The position description of the Vice President of Communications specifies that he/she shall serve as Acting Executive Director in the absence of the Executive Director

- First and second back-ups for the position of Acting Executive Director should the Vice President of Operations be unable to as Acting Executive Director

o The first back-up appointee will be the Chief Financial Officer

o The second back-up appointee will be Corporate Secretary

- In the event the standing appointee, the VP of Communications, is new to the position and fairly

inexperienced with Peaceful Valley Donkey Rescue, Inc. the Executive Committee may decide to appoint

one of the back-up appointees as the acting executive director

- The Executive Committee may also consider the option of splitting executive duties among the designated appointees.

d) Cross-training plan for appointees

The Executive Director, with assistance from the VP of Communications, shall develop a plan for training the three potential appointees in each the priority functions of the Executive Director which are listed above (section 2).

e) Authority and restrictions of the appointee

The person appointed as Acting Executive Director shall have the full authority for decision making and independent action as the regular Executive Director.

f) Compensation

The acting executive Director shall remain at his/her current pay rate.

g) Board committee responsible for oversight and support to the Acting Executive Director

As with an Executive Director, the Executive Committee of the Board will have responsibility for monitoring the work of the Acting Executive Director. The Executive Committee will also be alert to the special support needs that of the executive in this temporary leadership role.

h) Communications plan

As soon as possible after the Acting Executive Director has begun covering an unplanned absence, Board members and the Acting ED shall communicate the temporary leadership structure to the following key supporters

- Government officers
- Foundation program officers
- Civic leaders
- Major donors

4. Succession plan in event of a temporary, unplanned absence -- LONG-TERM

a) Definitions

- A long term absence is one that is expected to last more than 3 months b) Procedures
- The procedures and conditions to be followed shall be the same as for a short-term absence with one addition:

o The Executive Committee will give immediate consideration, in consultation with the Acting Executive Director, to temporarily backfilling the management position left vacant by the Acting Executive Director. This is in recognition of the fact that, for a term of more than 3 months, it

may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

5. Succession plan in event of a PERMANENT unplanned absence.

a) Definitions

- A permanent absence is one in which it is firmly determined that the Executive Director will not be

returning to the position. b) Procedures

- The procedures and conditions shall be the same as for a long-term temporary absence with one addition:

- o The Board of Directors shall appoint a Transition and Search Committee to plan and carry out a transition to a new permanent executive director.

The Succession Plan is adopted by the Board of Directors via email confirmation on the 6th day of July, 2020

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. For employees outside of Texas, local gun laws apply. If your state does not issue licenses for the concealed carry of firearms, that employee can obtain a Texas Non-Resident License to Carry and conceal carry on PVDR property in other states.

All PVDR owned handguns that are used for euthanasia will be stored, unloaded, in the Executive Director's office. The firearm will remain in a locked box with access by only the Executive Director and the Operations Manager.

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 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.

606 First Aid Plan

- | | |
|-----------------------------------|---------------------------|
| 1. Policy | 6. How to Obtain Training |
| 2. Scope | 7. Documentation |
| 3. Responsibility | 8. First Aid Supplies |
| 4. General First-Aid Plan | 9. Good Samaritan Act |
| 5. Individual Unit First-Aid Plan | 10. Blood-borne Pathogens |

1. Policy

PVDR must make sure that first-aid trained personnel are available to provide quick and effective first-aid.

2. Scope

This policy applies to all locations including the San Angelo, TX facility as well as the various sanctuaries that are under the control of Peaceful Valley operations and staff.

In general, employees identified as first-aid trained for the purposes of meeting this requirement do so as a collateral duty in that providing first-aid or other medical assistance is not their primary job assignment.

3. Responsibility

Each unit supervisor is responsible for the health and safety performance in their respective units. This responsibility can neither be transferred nor delegated.

The Office Manager is responsible for:

- The scheduling of annual First Aid courses and they they be made available to all staff at no cost.
- Keeping the supply levels in all first aid kits up to date and in adequate supply.

4. General First-Aid Response Plan

a. Peaceful Valley provides these First-Aid Plan Guidelines to accommodate the wide variety of work types, locations, and environments shared by the Organization employees. Supervisors can consult these guidelines to determine if they are required to have first-aid certified employees and how many, and to determine what first-aid supplies they should stock and how to obtain them.

b. The majority of PVDR's employees work in typical ranch related activities and also in administrative office environments. While the plan addresses the differing needs of these work environments for first-aid response, it also takes into consideration the common elements shared by organization work areas. The following applies to all PVDR work areas:

1) Peaceful Valley work locations are served by municipal or county enhanced 911 Emergency Medical Services. Where there might be exceptions, such as sanctuaries or remote capture cases, the first-aid response plan for the unit or activity requires more rigorous first-aid coverage and emergency planning.

2) PVDR's policy requires that emergency access phone numbers be posted on all first aid kits.

3) Units are required to identify first-aid certified employees including contact information, phone number and location, on or near first-aid kits.

5. Individual Unit First-Aid Plans

Employing units must choose from the following options for meeting the first-aid training requirements to determine the method that best suits their work environment. Units are required to document how first-aid requirements will be met in their unit health and safety plan.

Option 1. Any Work Environment

Compliance may be achieved for any type of work environment if each supervisor (or their designee) is trained and certified in first-aid. It is strongly recommended that an alternative person also be trained and certified in first-aid to assure coverage during absences.

Option 2. Office Environments

Office work environments can comply with the first-aid training requirement by having at least one first-aid certified employee.

Option 3. Laboratories (Research, Clinical, Teaching, etc.)

Work environments that are primarily laboratory facilities are required to have at least one first-aid certified employee present at all times where employees are working.

Option 4. Medical/Clinical Environments

Work environments that are primarily medical facilities are required to have at least one first-aid certified employee present at all times where employees are working.

Option 5. Sanctuaries

In order to assure that first-aid certified employees are available at all times employees are present, every one traveling to assist with the sanctuary donkeys must be first aid certified.

Option 6. Remote Locations

Many of our larger projects are in back country areas. All away team members must each be First Aid Certified.

6. How to Obtain First-Aid Training

a. The Office Manager will schedule annual First Aide Certification courses through a local instructor. This date will be placed on the organizations calendar and made available. Two weeks prior to the course, written reminders will be distributed.

b. Should the need arise (a project requiring the use of additional staff that all need to be certified) additional courses can be scheduled.

- First-aid training provided by Sav-A-Life Training Center covers the following required subjects: Role and responsibilities of the first-aid provider
- Assessing a scene
- Performing an initial and ongoing assessment of an injured or ill person
- Scene safety
- Body substance isolation/blood-borne pathogens • Performing an emergency move
- Placing an ill person in the recovery position • Opening and maintaining an airway
- Providing rescue breathing
- Managing an obstructed airway
- Performing adult/one-rescuer CPR

- Recognizing the warning signs and symptoms of medical problems
- Recognizing and caring for an injured or ill person with decreased levels of responsiveness
- Controlling external bleeding and recognizing internal bleeding
- Recognizing and caring for victims of shock
- Recognizing and stabilizing spinal injury
- Recognizing and manually stabilizing suspected skeletal injuries • Knowledge of voluntary provisions of first aid, consent and confidentiality

c. First-aid training acquired through other approved providers must be documented within the employing unit.

d. First-aid training must be repeated every two years to maintain a valid first-aid certificate.

7. Documentation of First-Aid Training

Each employee who completes the PVDR sponsored first-aid course will receive a first-aid card which serves as documentation.

8. First-Aid Supplies

First-aid supplies must be readily available to all employees, stored in clean, clearly marked, fixed or portable containers. Post name, location and phone number of first-aid certified employees on first-aid kit or where first-aid supplies are stored. Fixed First Aide Kits will be located in The Shop and The Feed Room. Portable First Aid Kits will be maintained in the Visitor Center, The Hydroponics Room, The Medical/Quarantine Facility and in each pickup truck.

9. Good Samaritan Act

Employees who obtain first-aid training to comply with this regulation do so as a collateral duty and not as a primary job assignment. Employees who may render first-aid to another employee in the work place are covered by the Good Samaritan Statute § 74.151.

LIABILITY FOR EMERGENCY CARE.

(a) A person who in good faith administers emergency care, including using an automated external defibrillator, is not liable in civil damages for an act performed during the emergency unless the act is willfully or wantonly negligent.

(b) This section does not apply to care administered:

- for or in expectation of remuneration, provided that being legally entitled to receive remuneration for the emergency care rendered shall not determine whether or not the care was administered for or in anticipation of remuneration; or
- by a person who was at the scene of the emergency because he or a person he represents as an agent was soliciting business or seeking to perform a service for remuneration.

(c), (d) Deleted by Acts 2003, 78th Leg., ch. 204, § 10.01.

(e) This section does not apply to a person whose negligent act or omission was a producing cause of the emergency for which care is being administered.

10. Blood-borne Pathogens

- a. PVDR employees who are first-aid trained as a collateral job duty are not required to have annual blood-borne pathogen training nor are they required to be offered a Hepatitis B immunization.
- b. In the event that a PVDR employee is exposed to human blood or body fluids during the administration of first-aid or any other activity in the work place, the employee should notify their supervisor immediately so that they can be referred to the appropriate health clinic for post exposure follow-up. In addition, a PVDR incident/injury/illness report must be completed.

607 Disaster Plan

607.1 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.

607.2 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.

607.3 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 is impractical.

607.4 Flood**Safety Measures:**

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

Preparation:

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

In the event of a flood

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

Evacuation:

Evacuation is Impractical

700 Volunteer Program

701 Program Description

The assistance of facility volunteers is an important aspect of Peaceful Valley's mission as well as being good stewards of the finances entrusted to us. Therefore, it is imperative that we maintain a fun, practical and safe place for people of all ages to participate in our work.

702 Program Guidelines

While there is no minimum age for volunteers, common sense must come into play when we make our decisions on who is able to assist us. PVDR is not a day care facility and we do not allow unsupervised children on our facility without a parent or guardian. The minimum age for unsupervised minors is 16 years of age (subject to the maturity of the individual). Very young children are the responsibility of their parents and are not allowed into any pen/paddock with live animals.

All volunteers will wear appropriate clothing when working in and around animals.

Volunteers with a history of animal abuse, sex crimes or domestic violence are not permitted to volunteer on any PVDR facility.

Each PVDR Facility will have a designated Volunteer Coordinator.

All volunteers will report to the Volunteer Coordinator each day prior to commencing work.

A Volunteer Hourly Log will be kept at each PVDR Facility and monitored and verified by the Volunteer Coordinator.

703 Color Coded Safety Areas

Each PVDR Facility will be safety color coded to differentiate the safety threat level present in each area. The following colors will be used:

Red:

Volunteers with less than 20 verified hours.

Under supervision at all times (PVDR Staff or Green Level Volunteer)

Access allowed:

Ambassador pens

Grade A adoptable pens

Feed rooms

Office

Yellow:

Volunteers with >20 verified hours and training for the areas to be entered.

Access Allowed:

Grade D, C and B adoptable donkeys

Medical Treatment Facilities (with supervision)

Orphanage Pens

Working Pens (with supervision)

All Red Level areas

Green:

Volunteers with 40+ verified hours and specific training.

Access Allowed:

All adoption Training facilities

Equipment Shop

Hydroponics Room

Moms & Babies Nursery

All Red and Green Level areas

*All green Level Volunteers must acknowledge and agree to abide by all procedures and policies set forth in the PVDR Standard Operations Practices and Policies manual. A signed declaration must be on file.

Color coded identification cards will be worn around the neck and be visible while the volunteer is on any PVDR Facility.

704 Volunteer Application and Release of Liability

All volunteers must fill out a PVDR Volunteer Application as well as sign a PVDR Release of Liability Waiver prior to commencement of work/training. Minors must have the signature of a parent or guardian. For volunteers wishing to work on any of our Wild Burro Projects, especially when working on remote or capture sites, all information on the application must be filled out. Failure to fully disclose all information will result in the rejection of the application. This is done for the safety of our employees, the donkeys and because of various contractual obligations that PVDR is under.

704.1 Volunteer Release Form

See www.pvdrforms.org



PEACEFUL VALLEY DONKEY RESCUE, INC.

866-366-5731

info@pvdr.org

Mail:

PO Box 216

Miles, TX

76861

Ranch:

8317 Duckworth Rd

San Angelo, TX 76905

www.donkeyrescue.org

Volunteer Release Form

Volunteer Name: _____

Phone Number: _____

I hereby agree to release the Peaceful Valley Donkey Rescue from any and all liability related to working with animals on the rescue facility. I understand that working on a ranch and being around large, hooved animals can be dangerous and that extra care should be taken to prevent personal injury. I give Peaceful Valley Donkey Rescue my permission to seek any necessary medical attention in the event of an emergency and I will assume full financial responsibility for that treatment.

Signature: _____

Date: _____

Address: _____

Emergency Contact::

Name: _____

Phone: _____

Relationship: _____

Medical Condition/special needs to be aware of:

PVDR is a recognized 501(c)(3) charitable organization Tax ID 77-0562800

704.2 Volunteer Application

See www.pvdrforms.org

Peaceful Valley Donkey Rescue Volunteer Application

Please note that all information is not necessary to be a volunteer at Peaceful Valley. However, some of our projects are restrictive and require additional screening of volunteers due to contractual obligations, access to minors or the sensitive nature of certain projects.

I am interested in volunteering at: _____

Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____

Email Address: _____

Facebook Page: www.facebook.com/ _____

Date of Birth*: _____ SS#*: _____

* Necessary for background checks for certain access.

Emergency Contact: _____

Cell Phone #: _____ Relationship: _____

Previous Work Experience:

Name of Employer: _____ Years Employed: _____

Supervisor: _____ Phone #: _____

* If employed less than 2 years please provide a second job reference on the back of this sheet.

Volunteer Experience:

Organization: _____ Date of service: _____

Supervisor: _____ Phone #: _____

Service Performed: _____

Volunteer Experience:

Organization: _____ Date of service: _____

Supervisor: _____ Phone #: _____

Service Performed: _____

Personal Reference:

Name: _____ Years known: _____

Cell Phone #: _____ Email: _____

Education:

Highest Education Achieved: _____ Degree In?: _____

Languages Spoken: _____

Physical Limitations: _____

Experience/Skills/Knowledge Useful to PVDR: _____

During the past 10 years, have you been convicted of, or have you pled guilty or no contest to a felony offense?: ☐ Yes ☐ No

Have you ever been convicted of any crime against a child? ☐ Yes ☐ No

Have you ever been convicted of any crime against an animal?: ☐ Yes ☐ No

Do you have any pertinent certifications?:

☐ First Aid ☐ CPR

Other Certifications: _____

Drivers License #: _____ State: _____

Reason for volunteering: _____

How did you hear about us?: _____

Days/Hours available for service: _____

Preferred Volunteer Areas (check all that apply):

☐ Feeding

☐ Computer Work

☐ Watering

☐ Thank You Cards

☐ Clean Up

☐ Tour Guide

☐ Phone Calls

☐ Wherever I am needed most

I, _____, declare that all statements made on this application are accurate to the best of my knowledge. I further acknowledge that every Peaceful Valley Donkey Rescue (PVDR) facilities operate on different guidelines and I will respect the rules of each facility. I hereby agree to release the Peaceful Valley Donkey Rescue from any and all liability related to working with animals under any and all situations. I understand that working around large, hooved animals can be dangerous and that extra care should be taken to prevent personal injury. I understand that if I am uncomfortable with any assigned task, I simply have to state such to my volunteer coordinator to be reassigned. I give PVDR my permission to seek any medical attention in the event of an emergency and I will assume full financial responsibility for that treatment.

Signature: _____

Date: _____

Parent or Guardian of Minor:

Signature: _____

Date: _____

Relationship: _____

Authorization To Conduct A Background Check

I, _____, hereby authorize Peaceful Valley Donkey Rescue, Inc. ("PVDR") to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that PVDR will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application will not be processed further.

Signature of Volunteer

Date

Volunteer's Name – Printed

Note: the Fair Credit Reporting Act requires PVDR to give written notice that a credit or background check will be done and to get written authorization from an applicant to do the check if an outside private-sector agency or search engine will be used (the notice and the authorization can be on the same form) - in addition, if the applicant is turned down, PVDR must tell the applicant why, give the applicant a copy of the report, and let them know the name and address of the service that furnished the information.

Release of Liability To References

I, _____, hereby authorize any investigator or duly accredited representative of Peaceful Valley Donkey Rescue, Inc. bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by Peaceful Valley Donkey Rescue Inc., and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

(Applicant's signature)

(Date)

801 Articles of Incorporation


State of California
2241546
SECRETARY OF STATE

I, *BILL JONES*, Secretary of State of the State of California,
hereby certify:

That the attached transcript of 2 page(s) has
been compared with the record on file in this office, of
which it purports to be a copy, and that it is full, true
and correct.

IN WITNESS WHEREOF, I execute this
certificate and affix the Great Seal of
the State of California this day of

DEC 01 2000


Secretary of State



SecState Form CE-107 (rev. 3/98)

2241546
ENDORSED-FILED
In the Office of the Secretary of State
of the State of California

DEC 01 2000


BILL JONES, Secretary of State

ARTICLES OF INCORPORATION OF PEACEFUL VALLEY DONKEY RESCUE, INC.

I

The name of this corporation is Peaceful Valley Donkey Rescue, Inc.

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation law for public and charitable purposes.

B. The specific purpose of this corporation is to provide non-profit rescue to seek out and obtain unwanted and abused donkeys. Once in our possession, these donkeys are given medical treatment and training to make them suitable pets. Once this has been completed, the donkeys are made available for adoption.

III

The name and address in the State of California of this corporation's initial agent for the service of process is Amy Lynn Meyers, 34515 Peaceful Valley Rd., Palmdale, CA 93551.

IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any

802 Non_profit Determination Letters

802.1 IRS Initial Determination

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JUN 28 2001**

Employer Identification Number:
77-0562800

DLN:
17053053058001

PEACEFUL VALLEY DONKEY RESCUE, INC.
34515 PEACEFUL VALLEY RD
PALMDALE, CA 93551

Contact Person:
ELSIE YEE ID# 95203

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Foundation Status Classification:
170(b)(1)(A)(vi)

Advance Ruling Period Begins:
December 1, 2000

Advance Ruling Period Ends:
December 31, 2004

Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (00/03)

802.2 IRS Final Determination Letter

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: MAR 23 2005	Employer Identification Number: 77-0562800
PEACEFUL VALLEY DONKEY RESCUE INC PO BOX 223 ACTON, CA 93510-0000	DLN: 17053057791085 Contact Person: GREGORY K OLWINE ID# 31382 Contact Telephone Number: (877) 829-5500 Public Charity Status: 170(b)(1)(A)(vi)

Dear Applicant:

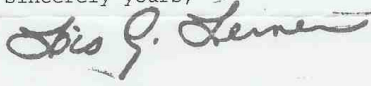
Our letter dated JUNE 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

802.3 California Determination Letter



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1286
RANCHO CORDOVA CA 95741-1286

In reply refer to
755:G :EMM

November 9, 2001

PEACEFUL VALLEY DONKEY RESCUE INC
34515 PEACEFUL VALLEY RD
PALMDALE CA 93551-8015

Purpose : CHARITABLE
Code Section : 23701d
Form of Organization : Corporation
Accounting Period Ending: December 31
Organization Number : 2241546

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. Please see annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax

803 Corporate By-Laws

BYLAWS OF PEACEFUL VALLEY DONKEY RESCUE, INC.

ARTICLE 1 NAME

The name of this non-profit corporation is Peaceful Valley Donkey Rescue, Inc. It is hereinafter referred to in these Bylaws as the Corporation.

ARTICLE II Board OF TRUSTEES

1. General Powers. The property, affairs, and business of the Corporation shall be managed and controlled by its Board of Trustees. The Board of Trustees may by general resolution delegate to officers of the Corporation and to committees such powers as provided for in these Bylaws.

2. Number. The number of Trustees shall be no less than three and no more than eleven, the number of which shall be decided by the trustees from time to time.

3. Terms. The initial Trustees shall serve terms of two years or until their successors are elected and qualified. Trustees may succeed themselves in office.

4. Chairman. The Board of Trustees will elect one of their members as Chairman of the Board. The Chairman will serve two year terms with no limit. The Board chair shall preside at all meetings of the organization, and of the executive committee and Board of the organization. The Board chair shall exercise general supervision over the affairs of the organization and shall be an ex officio member of all committees of the Board. He or she shall have the power to sign with the chief executive, in the name of the organization, all contracts authorized either generally or specifically by the Board. The Board chair shall appoint the chairs of all committees and task forces of the Board and perform other duties as may be assigned by the Board.

5. Resignation. Any Trustee may resign at any time by giving written notice to the Chairman of the Board. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the Board of Trustees.

6. Removal. The vote of a majority of the number of the Trustees established by these bylaws shall be required to remove a Trustee from office prior to the expiration of the term for which that Trustee has been elected. A two thirds majority is required to remove the Board Chairman from his office.

7. Vacancies. Vacancies among the Trustees, whether caused by resignation, death, removal, or expiration of a term, may be filled by the remaining Trustees at any regular or special meeting.

8. Meetings. (a) The Board of Trustees shall convene, in person, on or about the first weekend of June and December of each year. The Board of Trustees may provide by resolution the time and place, whether within or without the State of California, for the holding of additional regular meetings of the Board.

(b) Special meetings of the Board of Trustees may be called by the Chairman or the Executive Director, or by a majority of the voting Trustees then in office, who may fix any place, whether within or without the State of California, as the place for holding any special meeting, or by conference call or by any digital means.

9. Notice. Notice of any special meeting of the Board of Trustees shall be given at least seven days previous thereto by written notice delivered personally or sent by mail or emailed to each Trustee at his address as shown by the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Trustee may waive notice of any meeting. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, except where a trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Trustees need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

10. Quorum. The presence in person of sixty percent (60%) of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Trustees are present in person at said meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice.

11. Manner of Acting. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees, unless the act of a greater number is required by law or by these Bylaws. Trustees may attend a meeting by telephonic or

digital equipment by means of which all persons participating in the meeting can hear/read each other. Each Trustee and each Officer/Trustee shall have one vote. Votes may be made in advance and given by proxy to the Chairman if said Trustee is given the opportunity to review all matters that are to be presented for a vote. Said Trustee's proxy vote is only valid for those items presented before the meeting.

12. Informal Action. Any action required by law to be taken at a meeting of Trustees, or any action that may be taken at a meeting of Trustees, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Trustees. 3

13. Compensation. Trustees shall not receive any stated salaries for their services as such, but by resolution of the Board of Trustees expenses of attendance may be allowed for attendance at each regular or special meeting of the Board.

14. Composition. The Executive Director, Vice President, Secretary, and Treasurer shall each have one vote as is equal to the Board of Trustees. All trustees and officers shall be elected by the Board of Trustees at the annual meeting. At least one of the Trustees elected shall be a resident of the State of California and a citizen of the United States. Fifty One Percent (51%) of the Board must be comprised of non-compensated Trustees, this majority may not be filled with spouses, parents, children or siblings of compensated employees.

ARTICLE III

OFFICERS

1. Officers. The officers of the Corporation shall be an Executive Director (CEO), Vice Executive Director, a Secretary, a Treasurer (CFO), and such other officers as may be elected in accordance with other provisions of this Article. The Board of Trustees may elect such other officers or agents, including one or more Assistant Secretaries, and one or more Assistant Treasurers, as it shall deem desirable, and such officers shall have the authority and perform the duties prescribed from time to time by the Board of Trustees. Any two or more offices may be held by the same person, except the offices of Executive Director, Treasurer and Secretary.

2. Selection. The officers of the Corporation shall be elected biennially by the Board of Trustees at the regular meeting of the Board. If the election of these officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board of Trustees. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

3. Removal. Any officer, except for the Executive Director, elected or appointed by the Board of Trustees may be removed by the Board whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

4. Vacancy. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Trustees for the unexpired portion of the term.

5. Executive Director (Chief Executive Officer). The Executive Director shall be the principal executive officer of the Corporation and shall exercise general supervision over the affairs of the Corporation, its officers, and personnel, consistent with policies established by the Board of Trustees. The Executive Director may sign any deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these Bylaws or by statute to some other officer or agent of the Corporation; and in general shall perform all duties incident to the office of the Executive Director and such other duties as may be prescribed by the Board of Trustees. The Executive Director may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of the Corporation, provided such steps do not exceed the scope of authority granted him by the Board of Trustees.

6. Vice President. The Vice President shall perform such duties as may be assigned by the Executive Director or the Board of Trustees.

7. Treasurer (Chief Financial Officer). The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever and deposit all such monies in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Executive Director or by the Board of Trustees. The Treasurer shall be responsible for the administration and oversight of the Corporation's financial records, initiation of an annual audit, compliance with statutory reporting requirements, tax returns, and tax payments. If required by the Board of Trustees, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Trustees shall determine. The Treasurer shall cause to be deposited in a regular business bank or trust company. The Executive Director shall have the sole authority to sign checks unless otherwise agreed to by the Board of Trustees.

8. Secretary. The Secretary shall keep the minutes of the meetings of the Board of Trustees and shall oversee the keeping, preparation, and filing of all other records required by law or by the policies of the Board; be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a register of the post office address of each Trustee which shall be furnished to the Secretary by such Trustee; and in general perform all duties incident to the

office of Secretary and such other duties as from time to time may be assigned by the Executive Director or by the Board of Trustees.

9. Assistant Treasurers and Secretaries. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the Executive Director or the Board of Trustees. If required by the Board of Trustees, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Trustees shall determine.

10. Paid Officers. The Board of Trustees will confirm the employment of the paid officers. Paid officers will be paid a salary as determined by the compensation committee.

ARTICLE IV **COMMITTEES**

1. Authority. (a) The Board of Trustees, by resolution adopted by a majority of the Trustees in office, may designate and appoint one or more committees of its members, each of which shall consist of two or more persons, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Trustees in the management of the Corporation; provided, however, that no such committee shall have the authority of the Board of Trustees in reference to amending, altering or repealing the Bylaws; electing, appointing or removing any member of any such committee or any Trustee or officer of the Corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the Corporation; authorizing the voluntary dissolution of the Corporation or revoking proceedings therefore; adopting a plan for the distribution of the assets of the Corporation; or amending, altering, or repealing any resolution of the Board of Trustees which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Trustees or any individual Trustee of any responsibility imposed upon it or him by law.

(b) Other committees not having and exercising the authority of the Board of Trustees in the management of the Corporation may be designated and appointed by resolution adopted by a majority of the Trustees at a meeting at which a quorum is present, or by the Chairman as authorized by a like resolution of the Board. Membership on such committees need not be limited to Trustees.

2. Term. Each member of a committee shall continue for a period of one year as such until the next annual meeting of the Trustees of the Corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

3. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

4. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

5. Manner of Acting. Unless otherwise provided in the resolution of the Board of Trustees designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Each committee may adopt rules for its own governance not inconsistent with these Bylaws or with rules adopted by the Board of Trustees.

6. Permanent Committees. Permanent committees shall be a Finance Committee, a Volunteer Committee, an Event Committee, a Fraud Committee and a Compensation Committee, and the purposes of each shall be determined by the Board of Trustees.

ARTICLE V

CONTRACTS, CHECKS, DEPOSITS, FUNDS AND SALARIES

1. Contracts. The Board of Trustees may authorize any officer or officers, agent, or agents of the Corporation in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.

2. Checks. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent, or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Trustees. In the absence of such determination by the Board of Trustees, such instruments shall be issued by the Treasurer or an Assistant Treasurer and signed by the Executive Director of the Corporation.

3. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may select.

4. Funds. The Board of Trustees may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

5. Salaries. The Board of Trustees shall hire and fix the compensation of all Officers. Staff salaries shall be fixed by mutual agreement of the Executive Director and the Chief Financial Officer which they in their discretion may determine to be necessary for the conduct of

the business of the organization. Staff compensation will be reviewed by the Compensation Committee annually.

ARTICLE VI **BOOKS AND RECORDS**

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Trustees and committees having any of the authority of the Board of Trustees.

ARTICLE VII **FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December. 7

ARTICLE VIII **SEAL**

The seal of the corporation shall be round with the name of the organization around its perimeter. The original date of incorporation will lie in its center.

ARTICLE IX **INDEMNIFICATION**

Any present or former Trustee, officer, employee, or agent of the Chapter, or other such persons so designated in the discretion of the Board of Trustees, or the legal representative of such person, shall be indemnified (including advances against expenses) by the Chapter against all judgments, fines, settlements, and other reasonable costs, expenses, and counsel fees paid or incurred in connection with any action, suit, or proceeding to which any such person or his legal representative may be made a party by reason of his being or having been such a Trustee, officer, employee, or agent, to the extent authorized by the Board of Trustees. No indemnification or advance against expenses shall be approved by the Board or paid by the Chapter until after receipt from legal counsel of an opinion concerning the legality of the proposed indemnification or advance.

ARTICLE X PROCEDURE

The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Corporation where they are not inconsistent with the provisions of the Articles of Incorporation or these Bylaws.

ARTICLE XI AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting, if at least seven days' written notice is given of intention to alter, amend, or repeal, or to adopt new Bylaws at such meeting.

ARTICLE XII ORDER OF BUSINESS

- 1.Roll Call.
- 2.Reading of the Minutes of the preceding meeting.
- 3.Reports of Committees.
- 4.Reports of Officers.
- 5.Old and Unfinished Business.
- 6.New Business.
- 7.Adjournments.

AFFIRMATIVE STATEMENT REGARDING THE PROCEDURES AND POLICIES OF THE PEACEFUL VALLEY DONKEY RESCUE, INC.

This certifies that I have read and understand PVDR's Standard Operating Procedures and Organizational Policies (SOP/OP). Except as disclosed below on this Affirmative Statement, my immediate family, my in-laws and I have not breached these guidelines. I am not aware of any violation of the SOP/OP by anyone else.

I agree to comply with the SOP/OP 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 Trustee, Officer, Employee or Volunteer, I understand that failure to comply with the Standard Operating Procedures and Organizational Policies, except as disclosed, 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 Standard Operating Procedures and Organizational Policies (SOP/OP), except as disclosed, shall lead to disciplinary action by PVDR's Board of Trustees, which may include immediate relinquishment of duties and possible 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.)