



Company Policy and Employee Code of Conduct

Operation Name: _____

Site Name(s): _____

Note: this form or a similar company document must be provided to employees in a language they can understand and must be signed by all employees.

Company Policy

- As a participant in the American Humane Certified™ program, this company is committed to providing an environment that promotes high standards of animal welfare, through adherence to the requirements of the American Humane Certified™ Animal Welfare Standards and participation in the American Humane Certified™ program.
- This company has implemented a “zero-tolerance” policy regarding willful acts of abuse towards the animals. Kicking, throwing, yelling at, purposefully scaring, and other willful acts of abuse will not be tolerated. If it is determined that any employee has engaged in willful acts of abuse towards the animals, the employee may be immediately dismissed.
- This company has implemented a “whistle-blower” policy. Any employee who reports animal welfare issues to his or her superiors will not be retaliated against.

Employee Code of Conduct

- All personnel are expected to handle the broilers in a positive and compassionate manner at all times.
- Each worker has the responsibility for, and is expected to contribute to, upholding high standards of animal welfare at all times as each performs his or her duties.
- In addition to the worker’s assigned duties, each worker must also be aware that the basic requirements such as adequate feed, water, lighting, ventilation, temperature control, and biosecurity must be provided to the broilers at all times, and a supervisor must be notified if any of these basic necessities is lacking.
- All personnel must have access to the Animal Welfare Incident Report or a similar company document and must be instructed to complete and submit this document whenever they observe incidents related to animal welfare that cause them concern.

I, the undersigned employee, have read and understand my responsibilities under the Company Policy and the Employee Code of Conduct stated above.

Employee Name: _____ Date: _____

Employee Signature: _____ Supervisor: _____



Animal Welfare Incident Report

Operation Name: _____

Site Name(s): _____ Date: _____

Please list all animal welfare infractions witnessed including date, time, location of incident(s), incident details and employees involved. Be specific and include reference to the **American Humane Certified™ Animal Welfare Standards Audit Tool** item # (example: M15) if possible. Use back of form or additional paper if necessary and attach any relevant backup documentation.

I, the undersigned, witnessed the above animal welfare infractions.

Printed name: _____ Signature: _____ Date: _____

NOTE: This form may be submitted in confidence to: American Humane Farm Program, 1400 16th Street NW, Suite 360, Washington, DC 20036 or Info@AmericanHumane.org. Questions in regard to reporting farm animal welfare issues may be directed to: 800-227-4645.

IF POSSIBLE, PLEASE COMPLETE THE FOLLOWING:

I received the above report from (witness) _____ on (date) _____

Printed name of supervisor _____ Signature _____

Copy of report signed by supervisor and witness to be returned to witness.



Standard Operating Procedures

Operation Name: _____

Site Name(s): _____

Standard Operating Procedures (SOPs)

SOPs must be available in the main office in regularly updated, comprehensive written instructions, in a language each worker can understand, relating to daily, weekly, and monthly activities and procedures including but not limited to:

- Performing and recording twice daily inspections of all broilers and facilities
- Daily inspections of equipment, routine maintenance and cleaning, and back-up protocols, as well as records of each
- Daily monitoring and recording of maximum and minimum house temperatures (unless automatically recorded) with personnel initials
- Monitoring and recording of ventilation settings/rates, any necessary adjustments, and periodic ammonia levels (at least twice per flock)
- Checking facilities for structural soundness before flock placement
- Maintenance and management of litter
- Maintenance and testing of auxiliary power supply
- Maintenance and testing of alarm systems
- Maintenance and testing of automatic ventilation systems
- A copy of the current American Humane Certified™ Animal Welfare Standards for Broiler Chickens
- Workers must sign and date that they understand and have been provided copies of the SOPs that are relevant to their assigned duties

QR codes are acceptable if they are readily available and workers can identify what information they are linked to.

The following chick SOPs must be available as well:

- Day old chicks must be placed in an appropriate environment for thermal conditions.
- Placement and maintenance of brooder heaters must minimize risk of fire and noxious emissions (such as CO, CO₂, etc.) at the level of the chicks.
- Brooder area design must allow chicks to move freely towards or away from the brooder.
- The behavior of the chicks must be closely monitored throughout the brooding period and the brooders adjusted accordingly.
- Chicks must be sourced from a location which meets the requirements of the American Humane Certified™ Animal Welfare Standards for Hatcheries. This is documented through the American Humane Certified™ certification of an on-site hatchery, or through certification or a Certificate of Conformance from an outside hatchery.

I, the undersigned employee, have read and understand my duties per the Standard Operating Procedures, and have been provided a copy of the SOPs relevant to my duties.

Employee Name _____ Date _____

Employee Signature _____ Supervisor _____



Euthanasia Policy

Operation Name: _____

Site Name(s): _____

Euthanasia Policy:

- Only properly trained farm personnel or the flock veterinarian are permitted to perform euthanasia.
- Training records which identify: the names of the stockpersons who have undergone training; the name of the trainer; the specific method(s) of euthanasia covered in the training; confirmation that the trainees' competence in performing the procedure was validated by the trainer, including proper techniques and proper use of any equipment; and the date(s) that the training occurred.
- For euthanasia equipment, proof that equipment has been maintained per the manufacturer's recommendations and that it is stored securely, but available when needed.
- Euthanasia methods must be performed promptly to prevent further suffering and must comply with the latest edition of the **American Veterinary Medical Association's Guidelines for the Euthanasia of Animals**. The persons performing euthanasia must verify that each bird has been properly euthanized. If necessary, the same method or an alternate method is performed immediately to help ensure that the bird does not suffer.

Primary Method

Secondary Method

Note: "The Euthanasia Policy includes provisions for routine euthanasia (culls) and end-of-flock euthanasia. Euthanasia and disposal of carcasses must be consistent with applicable local, state, and federal regulations."

Nothing stated here is intended to discourage the prompt diagnosis and appropriate treatment of any ill or injured bird.

I, the undersigned employee, have read and understand the Euthanasia Policy and have been provided a copy of the Euthanasia Policy relevant to my duties.

Employee Name _____ Date _____

Employee Signature _____ Supervisor _____

Transportation Standard Operating Procedures

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Operation Name: _____

Site Name(s): _____

Transportation Standard Operating Procedures

- Broilers must be provided water up to the time when catching begins.
- Broilers must not be deprived of food for more than 16 hours in total, including the period from loading, transport, and up to the time of processing.
- Where possible, feeders, waterers, and other obstacles must be raised or removed from the house prior to catching to minimize the risk of bruising.
- Catching must take place in low lighting to minimize broilers' fear reactions.
- Action must be taken during handling to prevent broilers from piling. When piling occurs, the broilers must be allowed time to spread out and to settle before catching is resumed.
- Transport modules must be inspected and are:
 - o Are appropriate for the size/weight of the broilers
 - o Have no sharp edges, holes large enough that a broiler can escape, or other protrusions or mechanisms which may cause injury to the broilers
 - o Must have a solid floor surface to prevent soiling of the broilers in the stack below.
- All personnel in charge of transportation and transport equipment, including non-employees, must be trained in handling broilers when loading and unloading them and while in transit. This must be verified through records or a Certificate of Conformance (COC).
- When catching (select the applicable catching method):
 - o **By Hand:**
 - No more than three broilers may be carried in one hand at one time unless the following performance-based metrics data is provided from the processing plant and meets the AHC outlined tolerance limits for broken wing score, broken leg score, and leg bruising score.
 - Broilers must never be carried by the wings or the neck.
 - Broilers must be placed in the transport module within 20 seconds of being caught.
 - o **By Mechanical Catchers:**
 - There must be sufficient personnel as required by the manufacturer for the operation of the machinery.
 - Broilers must be guided smoothly towards the mouth of the catcher, and the machine is run at a speed to allow the smooth loading of the broilers into the modules.
 - All personnel responsible for operation of the machinery must maintain constant vigilance throughout loading to help ensure that no broilers are caused injury.
- In periods of hot weather, broilers must be transported at night or in the coolest part of the day OR systems must be in place to provide cooling during load in/out of broilers.
- Steps that are to be taken to shelter and protect the broilers when they are transported during extreme weather:



Transportation Standard Operating Procedures

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- The following procedures are to be followed in the event of an emergency, such as an accident:
 - The person supervising the catching and loading of broilers must work closely and coordinate with the processing plant to minimize the time broilers spend waiting on the vehicle.
 - Every effort must be made to help ensure journeys are completed without unnecessary delays, i.e. drivers must be aware of any potential traffic problems and plan their journey accordingly.
 - If it is necessary to keep broilers on a stationary vehicle, the driver must take action to avoid thermal stress to the broilers.
 - Records must be kept on file for at least one year for each flock, documenting that the time of departure from the broiler farm to the time of unloading at the processing plant for each transport truck does not exceed 12 hours.

I, the undersigned employee, have read and understand my duties per the Transportation Standard Operating Procedures stated above.

Employee Name _____ Date _____

Employee Signature _____ Supervisor _____