



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 swine 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 swine 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: _____

Form to be filled out by witness. Please print.

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 animals and daily inspection of 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 inspector initials or name
- Monitoring and recording of ventilation settings/rates and any necessary adjustments
- Feeding and watering protocols
- Maintenance and testing of auxiliary power supply under load
- Maintenance and testing of alarm systems
- Maintenance and testing of automatic ventilation systems
- Maintenance and management of environmental enrichments and schedule for rotation or replenishment
- A copy of the current **American Humane Certified™ Animal Welfare Standards** for Swine
- 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.

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 trained farm personnel or the attending veterinarian are permitted to perform euthanasia and euthanasia must be performed as soon as possible.
- Protocols outlining euthanasia decision making.
- 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.
- Training must include a hands-on portion with an associated record outlined above.
- For euthanasia equipment, at least one year of documentation that equipment has been maintained monthly and that it is stored securely, but available when needed.
- Euthanasia methods must comply with the latest edition of the American Veterinary Medical Association's (AVMA) *Guidelines for the Euthanasia of Animals*.

Primary Method

Secondary Method

- Procedures stating that the persons performing euthanasia must verify that each pig has been properly euthanized. If it is not properly euthanized on the first attempt the same method or an alternate method is performed immediately to help ensure that the pig does not suffer.
- For situations other than routine culls, logs stating the reason for euthanasia, numbers of animals euthanized, the date, and the procedure used.

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 pig.

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: _____

