Sample Policies and Statements

The Pork Checkoff has developed resources that may assist you as you develop a caretaker hiring process that includes informing your prospective employees about your organization’s values and policies.

The following documents provide sample language that can be included in a company employee manual or can be signed at hiring and become part of an employer’s file. Included are two policy statements regarding animal care and well-being.

Note that these statements provide sample language only and must be tailored to fit with company procedures, resources and general philosophies.
Sample Language: Animal Welfare Policy Example 1

(Company) does not allow mistreatment of animals. All animals are to be treated with utmost respect and care. Any employee who mistreats an animal will be terminated immediately and without notice. Any individual who witnesses the mistreatment of animals by another individual is also subject to termination unless he/she reports the mistreatment to (Company) during that current working day or by calling the confidential toll-free number that has been posted for this purpose. (Company) reserves the right to press criminal charges against employees who mistreat animals.

The mistreatment of an animal is defined as hitting, inappropriate electrical prodding, kicking, or performing any other action that may cause undue stress or pain to the animal. Mistreatment also includes the beating or hitting of non-ambulatory or “downer” pigs.

A pig that is ill or injured and does not respond to treatment or show improvement after three (3) consecutive days should be euthanized. Euthanasia of animals is to be in accordance with standard company procedures. If you are unsure about what constitutes correct and humane animal care, it is your responsibility to seek assistance and guidance from a supervisor.

By signing this form, I (Employee) am stating that I understand these procedures and will abide by this policy. If I do not abide by the policy, I understand that my employment will be terminated and I will face possible criminal charges.

Employee Signature: ______________________ Date: ________________

Witness: ________________________________ Date: ________________
Sample Language: Animal Welfare Policy Example 2

As animal caretakers, all employees of *(Company)* and all individuals holding contracts with *(Company)* have a moral and ethical obligation to provide humane treatment to animals in their care. Willful abuse, cruelty and/or neglect are unacceptable and will not be tolerated. Animal abuse includes, but is not limited to:

- Applying electric prods to sensitive areas (e.g., eyes, ears, nose, rectum) of animals
- Malicious hitting, kicking or beating of animals
- Failure to provide food, water or any minimal care to animals.

If you are unsure about what constitutes correct and humane animal care, it is your responsibility to seek assistance and guidance from a supervisor.

If a willful act of abuse, cruelty or neglect is observed, the observer should immediately report the incident to the farm manager, the production manager or a *(Company)* veterinarian within 48 hours of the incident.

Any individual who 1) Is found to have committed a willful act of animal abuse, cruelty or neglect, or 2) Witnesses an act of animal abuse, cruelty or neglect and fails to report the incident as outlined herein, will be immediately terminated and the matter will be referred to the applicable county attorney for a determination by this official as to whether or not any laws have been violated.

I acknowledge that I have read and I agree with *(Company)* animal welfare policy as outlined above.

Employee Signature: ______________________  Date: _______________

Printed Name: ______________________________