

Intern Handbook

Policy & Code of Conduct

Interns who violate the Code of Conduct or any policy in this handbook may lose the opportunity to continue volunteering or face termination of the internship.

Schedules & Attendance

Interns will agree on a schedules based partially on the availability of interns, so please arrive for your scheduled shift(s) on time. In the event that you are unable to come, be sure to email or text MMFS as soon as possible so that other arrangements to cover your work load can be made.

Inclement weather: MMFS must continue to operate during periods of bad weather. Please make every effort to report for your shift(s), without jeopardizing the safety of yourself or others, and to email or text MMFS if inclement weather will cause a late arrival or absence.

Additional Opportunities

Given that intern schedules vary across the board, MMFS encourages individuals to volunteer any extra time they wish, or take part in other projects such as volunteering in other departments. We encourage interns to make the most of their experience at MMFS and learn about all aspects of our work.

Harassment Policy

The following is MMFS's non-discrimination and harassment policy. This policy extends to all interns.

Individuals and Conduct Covered

These policies apply to all interns, and prohibit harassment, discrimination and retaliation whether engaged in by volunteers, interns, or by a supervisor or manager or by someone not directly connected to MMFS (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Sexual Harassment

Sexual Harassment constitutes discrimination and is illegal under federal and state law. For the purposes of this policy, sexual harassment is defined in the Equal Employment Opportunity Commission Guidelines as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation on work email of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

General Harassment

Harassment on the basis of any other protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, creed, national origin, sex, age, disability, sexual orientation, gender identity, marital status, familial status, military status or any other status or condition that is protected by applicable federal, state, or local law and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive work environment
2. has the purpose or effect of unreasonably interfering with an individual's work performance
3. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Retaliation Is Prohibited

MMFS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

COMPLAINT PROCEDURE

Reporting an Incident of Harassment, Discrimination or Retaliation

MMFS strongly urges the reporting of all incidents of discrimination, harassment or retaliation,

regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to MMFS's policy or who have concerns about such matters should file their complaints with their supervisor before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of a member of the Leadership Team.

IMPORTANT NOTICE TO ALL INTERNS:

Interns who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. A volunteer or intern's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, MMFS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. MMFS will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its volunteers, interns, staff, and employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, termination of the volunteer opportunity or internship, as MMFS believes appropriate under the circumstances.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of MMFS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Fraternization/Dating Policy

While not prohibited, a volunteer or intern who becomes romantically involved with another volunteer, intern, or employee should take care not to allow their off-duty relationship affect their

work. Adverse workplace behavior or behavior that affects the workplace that arises because of personal relationships will not be tolerated. Any relationship that interferes with the company culture of teamwork, the harmonious work environment or the productivity of employees will be addressed by disciplinary action, up to and including termination of the volunteer opportunity and internship.

No Solicitation/No Distribution Policy

MMFS limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of MMFS, can be detrimental to efficiency, can be annoying, and can pose a threat to security. All managers are responsible for administering this policy and for enforcing its provision.

The word "solicitation" means, but is not limited to, requesting or urging anyone to give or pay or obligate himself or herself to pay money to any cause for any reason. "Solicitation" also includes, but is not limited to, requesting anyone to sign any document or authorization card indicating membership in any pool, organization, association or group, or indicating support for or a pledge to any cause.

"Distribution of literature" means the passing out of any type of advertising, handbills, circulars, forms or other memorabilia.

MMFS permits interns to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, subject to prior approval and at sole discretion of management with the following guidelines:

Solicitation and distribution of literature should not interfere with working time of either the volunteer or intern making the solicitation or distribution, or the targeted individual. The term "working time" does not include a volunteer or intern's authorized lunch or rest periods or other time when the volunteer or intern is not required to be working.

Continued solicitation of an individual who has stated they are not interested may be considered harassment and could result in disciplinary action.

Safety Policy

MMFS is committed to providing a safe environment for all. The primary hazards that interns may encounter are: farm equipment, horned and hooved animals, and animal medications.

Interns who use farm equipment including, but not limited to, tractors or hay elevators, acknowledge that there is inherent risk in working with heavy machinery with moving parts. Interns who use such equipment must familiarize themselves with necessary precautions that should be taken with each piece of equipment by reading manuals and safety labels and by consulting with senior staff. If any aspect of safe equipment operation is not understood, the volunteer or intern must request additional training prior to operating the equipment.

Animal care interns are expected to have daily interactions with all the farm species who live at MMFS. Interns need to understand the generally expected behavior and potential safety risks of working around each species and of particular individuals who may have special needs. MMFS will provide basic safety instructions to other animal care interns, and information about the needs of individual animals will be posted in the animal care room and on stalls or fences as deemed

necessary.

Animal Care volunteers or interns may come in contact or be charged with administering animal medications that have risk to humans. Individuals who need to handle such medications must follow all manufacturer safety instructions for administration and storage. In the event of accidental exposure, interns should call Poison Control, notify their supervisor, and seek medical treatment.

All interns are expected to keep an eye out for potential safety hazards. If the hazard is within the volunteer or intern's capability to correct, s/he should do so immediately. All other hazards should be reported their supervisor.

All interns must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on company business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up. Use of cell phones for any reason while driving is prohibited,

Security Policy

The public is only permitted on MMFS grounds during advertised visiting hours, for special events and scheduled programming, or for appointments scheduled with a particular staff member.

Should a volunteer or intern encounter a member of the public who refuses to leave the premises, s/he should notify a staff person who will address the situation.

All administrative offices are to be locked when unoccupied.

Parking Rules

Interns may park in any parking space near their work area. During open visiting hours, interns should avoid parking in the main parking lot, leaving those spaces available for guests, and instead, park at the brown office. Parking on the grass is not permitted.

Smoking Policy

MMFS is a smoke-free facility. Smoking is not permitted in any building, MMFS owned vehicle, or anywhere on Sanctuary grounds. Cigarette butts pose a serious health risk to free-roaming animals. Anyone who is caught smoking on Sanctuary grounds must pick up all butts. Interns who violate this policy are subject to disciplinary action.

Firearms

MMFS prohibits the possession of any firearms in a vehicle, or anywhere on Sanctuary grounds. Interns who violate this policy are subject to disciplinary action.

Conflict of Interest Policy

It is expected that interns will use sound judgment at all times in avoiding actions or commitments that might create conflicts of interest, or that might do harm to the MMFS. In particular, funds, materials, supplies, proprietary or confidential information, or other resources shall not be used in any way to advance a volunteer or intern's personal business, financial, or other interests.

Dress Code

MMFS is an animal sanctuary and interns are expected to dress in clothing appropriate to their job function. It is expected that individuals who work on-site will get dirty during the day, so any clothing that permits safe job functioning is permitted. Interns working around any animals or in any food preparation area must wear close toed shoes.

Interns who work outside are expected to dress appropriately for the weather conditions of the day. Interns who are attending outside functions as a representative of MMFS must have a neat and professional appearance appropriate to the event (i.e., community outreach, fundraising, business mixers, etc.).

Code of Conduct

Interns may be discharged without notice for violation of major rules and regulations such as:

1. Cruelty of any sort to any animal
2. Intoxication, drinking, or possession of alcoholic beverages while on MMFS premises
3. Use, possession, or willful misuse of illegal drugs
4. Willful disregard of reasonable instructions of a person in charge
5. Falsifying personnel or other company records
6. Using physical violence towards others
7. Disorderly or immoral conduct, on or off the job, which may reflect badly on MMFS's reputation
8. Possession of guns and ammunition while on MMFS property
9. Other conduct that threatens the safety or reputation of interns, volunteers, visitors, and employees of MMFS
10. Including false information on volunteer or intern applications

There are other infractions for which disciplinary action other than discharge may be warranted. Recurring or flagrant instances may lead to termination. This list is not all inclusive. These infractions include:

1. Using threatening or abusive language
2. Violating the smoking policy
3. Willfully or habitually violating safety regulations
4. Failure to wear clothing appropriate to your job function
5. Not taking care of, neglecting, or abusing equipment
6. Using equipment in an unauthorized manner
7. Not abiding by the vegan policy

Service or Companion Animals

We are unable to accommodate the presence of service or companion animals for individuals working at MMFS.

Acceptable Use of Information Technology Equipment and Systems

The purpose of this policy is to outline the acceptable use of Information Technology equipment, communication equipment and computer systems at MMFS. It is aimed at appropriate and legal use of the equipment and systems, in a way that serves the interests of MMFS.

MMFS systems are intended for business use.

General Use

Interns may not engage in any illegal activities outlined under local, state, federal or international law while utilizing MMFS-owned resources.

Users should be aware that data created on the corporate systems remain the property of MMFS.

Interns are responsible for exercising good judgment regarding personal use of computer and network systems, including interactive systems that can be accessed from non-MMFS computers such as e-mail, Internet, intranet, web conferencing, instant messaging, and other collaboration applications. MMFS reserves the right to audit networks and systems and to monitor volunteer and intern usage of MMFS Internet access, phone, and collaborative applications on a periodic basis to ensure policy compliance. In doing so, MMFS will comply with applicable laws and regulations (such as privacy laws).

Private use of e-mail should be kept to a minimum.

Social Media Policy

This policy is intended to provide interns with guidelines for appropriate online activity. Although this Policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to interns, thereby helping volunteers and employees to avoid potentially costly missteps online. The nature of the Internet is such that what you “say” online will be captured forever and can be transmitted endlessly without your consent or knowledge. Interns should remember that any information that is shared online instantly becomes permanent and public.

MMFS may, at its option, monitor internal and external sources to identify inappropriate use. Interns responsible for posting disparaging material about MMFS or for other misuse will be subject to discipline.

MMFS reserves the right to take legal action if necessary.

Scope

This Policy applies to all interns' use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves MMFS's electronic equipment or other property.

Prohibited Conduct

Interns are prohibited from engaging in any of the following in their online activities and posts:

- Disparaging MMFS's programs, donors, program participants, executive leadership, employees, or strategy.
- Making any false or misleading statements.
- Promoting or endorsing violence.
- Promoting illegal activity, including the use of illegal drugs.
- Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristic protected by law.
- Disclosing any confidential or proprietary information belonging to MMFS or obtained by the intern or volunteer as a result of his/her work with MMFS.

Texting and Talking While Driving Policy

MMFS does not allow texting or talking on a hand-held phone while operating machinery or vehicles. Violations of this policy may result in disciplinary action and may include revocation of driving privileges for company vehicles or use of company owned cell phones.