

THIS OLD HORSE EMPLOYMENT HANDBOOK

Welcome to our
community of
horse lovers.

For employees



THIS OLD HORSE

HELLO AND WELCOME

- This Old Horse is happy to have you on board and is grateful for your willingness to share your talents and expertise! It is our goal to create a fun, fulfilling environment where you are part of a team, feel your time and talents are valued, and have the ability to grow your expertise.
- This handbook is intended for general reference and may not outline every situation that may arise. Should a situation arise that is not outlined in this handbook, Management should be contacted within a timely manner. This Old Horse trusts its Employees to use their best judgment to address issues as they arise should there not be a policy in place regarding that specific situation.
- As our organization grows, the need may arise to revise our policies. This Old Horse therefore reserves the right to change, alter, amend, make exceptions to or discontinue any policy or procedure set forth herein. Should such changes take place, they will be publicized through written communication from Management.

MISSION STATEMENT

- This Old Horse, Inc. is a private 501(c)(3) accredited nonprofit equine welfare organization providing dignified, lifelong support and sanctuary for horses in transition including rescued, retired and special needs horses while they continue to serve as ambassadors to the positive effect of "horse power" in the lives of people.

DEFINITIONS

- For the purposes of this handbook, the following terms are defined as such:
- **Management:** The management team made up of the Barn Managers, President and Vice President.

CONDUCT

- **CONDUCT**
- This Old Horse prides itself on being an inclusive, welcoming organization in a safe, clean environment. Employees and Instructors are acting as brand representatives of This Old Horse and are expected to conduct themselves in a professional, respectful, appropriate manner at all times, including but not limited to communications (in person, via phone and online), behavior and attire. The organization has a zero-tolerance policy for gossiping, ranting and other negative talk at the workplace.
- Employees are expected to practice discretion when interacting with volunteers, donors and other guests—individuals who are not staffers and therefore are not privy to confidential organizational information. Any concerns should be brought to the attention of the Management.

CONDUCT

- Should Employees have a concern, it should immediately be brought to the attention of Management.
- All Employees and Instructors are required to abide by stable rules.
- Every Employee has the duty and the responsibility to be aware of and abide by existing rules and policies.
- They also have the responsibility to perform their duties to the best of their ability and to the standards set forth in their job description or as otherwise established. If an Employee is struggling to perform their job duties, they should contact their supervisor.

INCIDENT REPORTING

- Safety is the top priority at This Old Horse.
- To this end, we maintain records of any “incidents.”
- Emergency phone numbers are posted in each barn.

IN THE EVENT OF A HUMAN INJURY

- **In the event of a serious injury**, call 9-1-1. A serious injury is defined as a person losing consciousness, bleeding severely or not breathing.
- **In the event of a less serious injury**, provide medical treatment/advice only to your ability level.
- For all human injuries, Employees/Instructors complete an incident report as soon as possible.
- In the event of an Employee injury, Employee will assist with any required paperwork and related materials within the timeframe deemed necessary by Management.
- Volunteer and employee injuries **MUST BE** reported to our insurance company within 24-hours of the incident.

IN THE EVENT OF A HORSE INJURY

-
- **In the event of a serious injury**, call Management. If you cannot reach Management, call the emergency vet number posted at the barn. A serious injury in a horse is defined as choking, colic symptoms, severe bleeding, or other obviously serious injury. Use your good judgment.
- **In the event of a less serious injury**, call Management. Provide treatment only to your ability level.
- Complete the online incident report or change of condition report as soon as possible. When that form is submitted, it automatically emails the appropriate management members to notify them.

COMMUNICATIONS

- It is understood that Employees' involvement with the organization, including that of Management, is part-time.
- That said, Employees are expected to check their texts, email, voicemail messages, etc., on a regular basis and respond to constituent and organization communications within a timely manner (**within 24 hours or on the next business day**).

COMPENSATION, BENEFITS AND OPPORTUNITIES FOR ADVANCEMENT

- Stable Hands are compensated for time spent completing work duties as outlined in their job description or otherwise set forth.
- Instructors are compensated for time spent on--site preparing, conducting and cleaning up after lessons as well as addressing any emergency situations that may arise while they are on the premises. Time spent lesson planning, soliciting clients, touring the facilities with current/potential clients, riding horses, etc. is not paid unless otherwise specified.
- This Old Horse does not provide benefits to its Employees unless otherwise specified.
- Employees are encouraged to contact Management should they be interested in further opportunities with the organization. Such opportunities are not guaranteed and should not be expected.

PAY PERIODS/TIMESHEETS

- Pay periods are every two weeks, beginning on a Monday and ending on a Sunday (to determine beginning/end of current pay period, check with your Manager). Paychecks will be directly deposited the Friday following the end of each pay period.
- Employees record their time electronically on the www.thisoldhorse.com website. All time worked should be complete and updated as of 9 p.m. on the last day of the pay period (or as otherwise specified by the Manager in special circumstances) in order for Employees to receive their pay on time. Should an Employee not submit their hours by this deadline, This Old Horse will include missed hours on the next scheduled payday.

PAY PERIODS/TIMESHEETS

- Pay periods are every two weeks, beginning on a Monday and ending on a Sunday (to determine beginning/end of current pay period, check with your Manager). Paychecks will be directly deposited the Friday following the end of each pay period.
- Employees record their time electronically on the www.thisoldhorse.com website. All time worked should be complete and updated as of 9 p.m. on the last day of the pay period (or as otherwise specified by the Manager in special circumstances) in order for Employees to receive their pay on time. Should an Employee not submit their hours by this deadline, This Old Horse will include missed hours on the next scheduled payday.

SCHEDULE/ WORKLOAD

- It is each Employee's responsibility to manage their own schedule and ensure their workload is appropriate/manageable.
- Should their schedule change and/or workload become unmanageable, Employee must notify their supervisor as soon as possible. The supervisor and Employee will work together to determine the best way to address the issue.

SCHEDULES

- The Barn Manager will establish work schedules based on the needs of the organization. Scheduled hours will not exceed 40 hours per week or 80 hours per pay period.
- Time off requests are submitted to the supervisor and employees are encouraged to arrange for replacement on their assigned shifts they cannot work.

ABSENTEEISM/ TIME OFF

- This Old Horse encourages Employees to take time off as needed.
- We request as much notice as possible (ideally two weeks) for scheduled time off to ensure all job responsibilities are covered during an Employee absence.
- Stable Hands are responsible for recruiting their own substitutes from among their coworkers for any time off.
- Should there be an emergency that requires time off, we understand that two weeks' notice may not be feasible. In such situations, we appreciate as much notice as is reasonably possible.

GUESTS

- We welcome guests to our facilities and encourage Employees to invite their friends and family out to the farm!
- All guests must be accompanied by an Employee and sign a Liability Release (located online), and any children must be supervised at all times.
- Guests are not allowed to ride/otherwise work with the horses or enter horse areas (including but not limited to arenas, paddocks, catch pens and stalls) without prior approval.
- We encourage guests who are interested in further interacting with the horses to become volunteers.

ALLEGATIONS OF ANIMAL MISTREATMENT

- This Old Horse prides itself on providing the highest level of care for the horses and other animals in its keep.
- The organization has a zero--tolerance policy for abuse of any animal or person, and takes very seriously any allegations of animal mistreatment by any individual.
- Should such a concern arise, it should immediately be brought to the attention of Management.

ALLEGATIONS OF DANGEROUS/ INAPPROPRIATE CONDUCT

- This Old Horse prides itself on creating a welcoming, safe environment.
- Should an Employee witness dangerous/inappropriate conduct by any individual, it should immediately be brought to the attention of Management.

HARASSMENT IN ANY FORM IS NOT TOLERATED

- This Old Horse regards harassment in the workplace as unacceptable.
- It is our policy to maintain a welcoming, inclusive environment free from discrimination or offensive behavior, including but not limited to inappropriate remarks or conduct related to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status.
- Violation of this policy may result in disciplinary action up to and including termination.

SEXUAL HARASSMENT

- Sexual harassment can be defined as unwelcome sexual advances, requests for sexual favors or other verbal and/or physical conduct of a sexual nature when:
 - submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment
 - submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual
 - such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Sexual harassment at any level will result in severe disciplinary action up to and including termination.

SEXUAL HARASSMENT

- Any individual who feels they have been subjected to offensive or discriminatory behavior should object to the behavior and inform the offender that such behavior is unwelcome.
- Further, any individual experiencing harassment should contact Management.
- All concerns will be taken seriously and will be responded to as quickly as possible.

SUGGESTIONS/ FEEDBACK

- This Old Horse welcomes feedback and constructive criticism that can improve the organization and its offerings.
- All such suggestions should be directed to the Barn Manager.

LIABILITY INSURANCE

- All Employees, Instructors, clients and volunteers are covered under This Old Horse's liability insurance.

EQUAL EMPLOYMENT OPPORTUNITY

- This Old Horse provides equal employment opportunities (EEO) to all Employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

CONFIDENTIALITY

- Employees are prohibited from knowingly or willingly disclosing confidential information regarding fellow employees, clients, volunteers or donors to anyone other than This Old Horse personnel.
- Employees are cautioned to exercise care not to disclose confidential information unintentionally through indiscreet conversations or careless handling of sensitive documents.
- For the purpose of this policy, “confidential information” means any information contained in a personnel, client, volunteer or donor record as well as internal written and oral communications.
- Employees who violate this policy, either purposely or through failure to exercise reasonable care, are subject to disciplinary action.

DISCIPLINARY ACTIONS

- This Old Horse supports the use of progressive discipline to address issues such as poor work performance or misconduct.
- Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

PERFORMANCE IMPROVEMENT PLAN

- When an Employee has been involved in a disciplinary situation that has not been readily resolved or when they has demonstrated an inability to perform assigned work responsibilities efficiently, they may be given a performance improvement plan (PIP).
- PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, Employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by This Old Horse.
- At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

SEPARATION OF EMPLOYMENT

- Separation of employment within an organization can occur for several different reasons:
- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment.
- Resigning Employees are requested to provide two weeks' written notice to facilitate a smooth transition.
- **Termination:** Employees of This Old Horse are employed on an at--will basis, and the company retains the right to terminate an Employee at any time.