

EMPLOYEE CODE OF ETHICS AND CONDUCT

At our company, _____ (name of farm), the proper care of birds and respect for their welfare is a priority of utmost importance. Any abuse, neglect, cruelty, or mistreatment of our birds is unacceptable. The purpose of this *Employee Code of Ethics and Conduct* is to ensure that all employees understand and abide by our zero-tolerance policy regarding animal abuse.

PART I

GENERAL PROVISIONS

1. Definitions:
 - a. "Employee" means any person who works, whether paid or unpaid, at _____ (name of farm)
 - b. "Manager" means any owner, supervisor, or manager of _____ (name of farm).
2. This Code sets out the duties and obligations of all employees, with no exception due to position or function.
3. Employees cannot circumvent, even indirectly, any of the duties and obligations set out in this Code.

PART II

STANDARD DUTIES OF ALL EMPLOYEES

1. This PART applies to ALL employees, even if they have no direct contact with the animals.
2. The employee has read and understands the *Farm Animal Welfare Policy and Guidelines for Capture, Handling, and Loading*, the farm's emergency procedure, and, if duty requires it, the euthanasia procedure; and agrees with the values therein and commits to respect them.
3. The employee commits, in the course of duty, to provide the highest standard of animal welfare, as set out in the Animal Care Program (ACP) of Egg Farmers of Canada (EFC).
4. The employee must always treat birds with respect and compassion.
5. The employee understands that any abuse or mistreatment of birds is strictly prohibited, and will never tolerate any cruelty, abuse, negligence, or mistreatment of animals.

The following acts are among those considered by this Code to be cruel, abusive, negligent, or as mistreatment:

- a. Striking a bird with any body part or an object
 - b. Kicking a bird
 - c. Throwing or deliberately dropping a bird.
6. Any employee who witnesses cruelty, abuse, negligence, or mistreatment toward a bird shall notify management immediately.
 7. Any employee who witnesses any situation that, in best judgment, may compromise a bird's welfare shall notify management immediately.

PART III

DUTIES OF EMPLOYEES HAVING DIRECT CONTACT WITH BIRDS

1. This PART applies only to employees whose duties involve DIRECT CONTACT WITH BIRDS, whether frequently or occasionally.
2. The employee is aware of and understands the basic needs of birds, such as food and water, lighting, ventilation, temperature control, health care, and biosafety, ensuring these needs are being met. If any are not, the manager must be notified immediately.
3. The employee must provide prompt care to any animal that is injured, sick or dying. If the employee does not know what to do in such cases, the manager should be consulted.
4. Employees who have been trained in bird euthanasia and authorized to perform this task shall promptly euthanize sick or injured birds or those selected for disposal. The procedure must result in quick death or a rapid loss of consciousness that persists until death. If loss of consciousness does not occur rapidly, it should be induced by a non-aggressive or the least aggressive method possible that does not cause the animal any anxiety, pain, distress, or suffering.
5. If not properly trained or authorized by the manager to perform euthanasia, the employee must immediately report sick or injured birds or those selected for disposal to a person authorized to do so, or to the manager.
6. The employee must remove dead birds from the laying facility at least once a day and dispose of them in an appropriate manner.
7. The employee commits to handling birds with respect, compassion, and dignity at all times, employing appropriate capture and handling techniques that cause no pain and minimize

stress and discomfort in the birds. If any of these requirements are not being met, the employee must advise the manager immediately.

8. All staff and employees commit to undertaking the proper training to ensure the standards of welfare set out in the ACP of EFC are being applied.
9. The employee commits to:
 - a. Not handle, capture, or euthanize a bird in a way that causes suffering, injury, or needless stress;
 - b. Not use any capture or handling technique that causes needless stress or discomfort to a bird;
 - c. Not fail to provide prompt health care to a sick, injured, or dying bird;
 - d. Not kill a bird with any technique that causes needless suffering.

I, the undersigned, declare that I have read and understand all clauses of this *Employee Code of Ethics and Conduct*. I acknowledge that, if I fail to comply with this *Code*, I may be subject to immediate disciplinary action, which may include termination and/or removal from the premises. I also understand that I am required to take appropriate training to meet the requirements set out in this *Code* so that I may, in the course of my duties, apply the high animal welfare standards set out in the ACP of EFC. I furthermore understand that animal abuse is punishable by criminal and/or penal sanctions under applicable law.

Read and signed this ____ day of _____, 20____, at _____, Québec.

Name of Employee (block letters)

Name of Manager (block letters)

Signature of Employee

Signature of Manager

EMERGENCY CONTACTS

Name and Address of
Farm:

EMERGENCIES	
Emergency Response	911
<i>Info-santé</i> (Health Issues)	811
Veterinary	
Electrician	
Plumber	
Gas/Propane Supply	
Feed Mill	
Generator	
Hydro-Québec	1-800-790-2424
FPOQ Rep	

CONTACTS (in order of priority)	
1.	Home: Cell: Other:
2.	Home: Cell: Other:
3.	Home: Cell: Other:
4.	Home: Cell: Other:
5.	Home: Cell: Other:
6.	Home: Cell: Other:
7.	Home: Cell: Other:

EMERGENCY RESPONSE PLAN

Name and Address of Farm: _____

EMERGENCY CONTACTS (in order of priority)	
1.	Home: Cell: Other:
2.	Home: Cell: Other:
3.	Home: Cell: Other:

CONTACT	NAMES AND NUMBERS
EMERGENCY RESPONSE	911
<i>INFO-SANTÉ</i> (HEALTH)	811
VETERINARY	
ELECTRICIAN	
PLUMBER	
GAS/PROPANE SUPPLY	
FEED MILL	
GENERATOR	
FPOQ REPS	

TYPE OF EMERGENCY:

POWER OUTAGE

PROCEDURE:

- Notify business owner or manager
- Contact the electrical provider
- Start the back-up generator

If the back-up generator is a portable:

- Set it up
- Start the back-up generator and check it regularly to make sure it's working properly

If the back-up generator is stationary:

- Start the back-up generator and check it regularly to make sure it's working properly
- Make sure the feed distribution system is working properly
- Make sure the birds are getting water

TYPE OF EMERGENCY:

MASS ON-FARM DEPOPULATION IN EMERGENCY SITUATION

PROCEDURE:

- Notify your Federation representative
- The Federation will guide the producer to the resources available for an on-farm depopulation process

TYPE OF EMERGENCY:

POWER OUTAGE WITH NON-FUNCTIONING BACK-UP GENERATOR

PROCEDURE:

- Notify business owner or manager
- Manually open the air intakes all the way
- Open all entrances to let in as much air as possible
- Make sure the birds have feed and water
- Repair the back-up generator or rent a replacement

TYPE OF EMERGENCY:

FIRE

PROCEDURE:

- Remain calm
- Notify business owner or manager
- Remove everybody from possible danger and inform all people on site of the situation
- Call the Fire Department at 9-1-1
- Try to contain the fire with portable fire extinguishers, being sure not to endanger your safety
- Close all doors behind you
- Evacuate the building through the nearest exit

	<ul style="list-style-type: none"> • Meet at an assembly point away from the building
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TYPE OF EMERGENCY: WATER SUPPLY INTERRUPTION OR CONTAMINATION	
PROCEDURE:	<ul style="list-style-type: none"> • Notify business owner or manager • Contact the local water provider • Find an alternative water supply as soon as possible

TYPE OF EMERGENCY: FEED SUPPLY INTERRUPTION	
PROCEDURE:	<ul style="list-style-type: none"> • Notify business owner or manager • Put feed in the troughs in front of the layers. Make sure the birds don't run out of food • Find the source of the problem and fix it

TYPE OF EMERGENCY: MEDICAL	
PROCEDURE:	<ul style="list-style-type: none"> • Remain calm • Notify business owner or manager • Call 9-1-1 • Describe the situation to the responder and follow directions • Wait for help to come

➔ **Plan Implementation:** Read together with employees

➔ **Revision Date of Plan:** _____

➔ **Signature of Person who Revised the Plan:** _____

GUIDELINES FOR CAPTURE, HANDLING, AND LOADING

All parties involved in the capture and transport process bear responsibility and an obligation to ensure that capture, handling, and loading at the farm is done in a way that minimizes stress and injury. The producer is responsible for animal care on the farm and coordination of the capture team, the carrier, and processor to ensure that animal care is maintained throughout the process of the birds leaving the farm.

The *Guidelines for Capture, Handling, and Loading* apply throughout the times when pullets are captured and loaded, received and unloaded at the laying facility, and when late laying hens are captured and loaded. Farm employees in the production unit and members of the capture crew must be trained in these *Guidelines for Capture, Handling, and Loading*, and possess a clear understanding of them.

RESPONSIBILITIES OF THE PRODUCER OR COMPETENT DESIGNATED REPRESENTATIVE

1. Plan the capture and loading processes in advance to minimize bird handling and capture and loading times to ensure that trucks can leave promptly after loading. This may be done in coordination with the capture crew, carrier, and (or) processor.
 - a. Pre-transport planning should consider the type of holding system, the number of birds to be shipped, and the number of containers needed to ensure that maximum loading densities are not exceeded.
 - b. Determine the number of birds per container prior to loading, accounting for floor space, bird size and weight, environmental conditions, and transport time.
 - c. Pre-transport withdrawal of feed should be managed to minimize the time that birds are deprived of feed. Capture and transport should be planned so that the maximum expected deprivation of food and water abides by the *Health of Animals Regulations: Part XII (Transportation of Animals)*.
2. Birds should have access to water until the capture process begins.
3. As you prepare for transport, assess the flock's health and condition. Birds deemed unfit for transport should be euthanized, separated, or transported only with special arrangements in place if veterinary care and treatment is required. It is recommended that the producer (or representative) and the capture supervisor walk through the henhouse and observe the flock's condition prior to capture.
4. Ensure that visibly ill, injured, or wet birds, and those deemed unfit for transport are not loaded. Birds not loaded for transport must be cared for in accordance with the Animal Care Program.
5. Ensure that farm staff and contracted personnel involved in capture are competent to handle birds and do so in a way that causes no injury or pain.

6. Supervise the capture crew(s) and be readily available (in person) throughout the capture and loading process to ensure compliance with the *Guidelines for Capture, Handling, and Loading*.
7. Take corrective action if crews or individuals are observed handling birds in a manner that compromises their welfare.
8. Inspect containers and equipment to ensure they're in good working condition and minimize stress and injury.
9. Supervise bird loading and transport until the truck leaves the farm.
10. Manage laying facility operations (ventilation, lighting, etc.) during capture, taking measures to prevent the birds from getting too hot or too cold. Reduce light intensity for the capture process to help keep them calm.
11. Make sure capture personnel have easy access to each cage (e.g. equipment provided to give easy access to upper floors).
12. Confirm that the carrier's responsibilities are met on the farm.
13. It is recommended to secure assurance (in writing) from the processor, the capture company, and (or) the transport company that the capture supervisor and crew have been adequately trained in the humane capture and loading of pullets and (or) late laying hens.

RESPONSIBILITIES OF THE CAPTURE CREW

1. Catch birds in such a way that they do not crowd or pile up in corners, which could lead to suffocation. Minimize loud and sudden noises and any disturbances that are alarming to birds.
2. Capture personnel must be competent in bird-handling and not handle them in a way that causes injury or pain. They must follow the *Guidelines for Capture, Handling, and Loading*. Crews must be supervised by experienced personnel.
3. Take corrective action if crews or individuals are observed handling birds in a manner that compromises their welfare.
4. Birds must be handled in a way that minimizes fractures or injuries. They must not be carried by the wings, head, neck, or tail.
 - a. Inspect containers and equipment as birds are loaded to ensure they're in good condition to minimize stress and injury.
 - b. Place the birds into the transport containers gently, in a manner that allows them to quickly return to standing position.

- c. Catch birds in the dimmest light possible without compromising worker safety, or use blue lights, which will calm the birds while providing sufficient visibility for capture personnel.
- d. Handle and move the containers of birds, position them solidly on the vehicle, and unload them in ways that minimize stress and (or) injury.
- e. Minimize the time that birds are kept in an inverted position.
- f. Load birds into the containers so that they can all rest on the floor at the same time when evenly distributed.
- g. Visually inspect the containers to ensure that no group of birds is being crushed before loading onto the vehicle.

RESPONSIBILITIES OF CARRIER:

1. Confirm that containers and equipment are in good condition to minimize stress and injury to birds.
2. Containers and vehicles must be clean and well-maintained for the birds. Container doors must close securely to prevent escape during loading and transport.
3. Openings such as container doors, cage doors, and truck panels must be large enough to allow easy passage of hens and avoid fractures or other injuries.
4. Handle and move containers of birds, fasten them securely in the vehicle, and unload them in ways that minimize stress and (or) injury.
5. Containers must not be dropped or tilted to avoid stacking birds on their sides.
6. If appropriate, visually inspect containers to ensure that no group of birds is being crushed before loading onto the vehicle.
7. For the sake of prudence, assessments and decisions should be made and taken jointly among the producer, capture crew, carrier, and processor.
8. Transport vehicle drivers should be aware of weather conditions and make adjustments accordingly to ensure temperature comfort for the birds.
9. Capture and transport must be planned so that the maximum time intervals that poultry can be without food and water do not exceed the standards stipulated in the *Health of Animals Regulations – Part XII*.

EUTHANASIA PLAN

WHO IS AUTHORIZED TO PERFORM EUTHANASIA

Consult the Training Register for the list of authorized personnel.

EUTHANASIA METHODS AND PROCEDURE

Primary Method: _____

Secondary Method: _____

→ *(The alternative euthanasia method is different from the primary method. It should be readily available whenever birds are euthanized, in case the primary method fails.)*

Procedure (These are the steps to follow in the euthanasia process.)

- Inspect the birds to confirm insensitivity immediately after application of the euthanasia method.
- If signs of sensitivity are observed, apply a second acceptable method immediately.
- Confirm death before leaving and dispose of carcasses to complete procedure.

HOW TO IDENTIFY BIRDS THAT SHOULD BE EUTHANIZED

Describe how to determine whether a bird should be euthanized (decision tree or support to personnel responsible for identifying birds that should be euthanized)

→ *(Examples below to aid in euthanasia decision-making)*

Example of a Euthanasia Decision Guide

Source: Code of Practice for the Care and Handling of Pullets and Laying Hens

Your answers to the following questions can help you reach the correct decision:

- Does the bird seem to be in distress?
- What is the cause of the pain or distress? Can it be treated?
- Does the bird seem interested in eating and drinking?
- Does the bird have access to feed and water?
- Does the bird respond positively to treatment or is it getting worse?
- Is recovery likely within an acceptable time frame?
- Does the bird pose a risk to other birds (e.g. disease transmission)?

EMPLOYEE TRAINING REGISTER

Name and Address of Farm: _____

This document certifies that all employees of this farm who handle and/or euthanize birds have completed the *Fédération des producteurs d'œufs du Québec* on-farm training program. Training was done according to the *Guidelines for Capture, Handling, and Loading*, and included the following elements:

- Viewing of a video about routine inspection, handling, and euthanization of birds
- Reading data sheets on what to evaluate during routine inspection and learning euthanization methods
- Demonstration of euthanization aptitude

Name and Signature of Employee	Date of Training	Subject Matter Covered (1- Euthanasia 2-Routine Inspection)	Name and Signature of Trainer:
Name: Signature:			Name: Signature:
Name: Signature:			Name: Signature:
Name: Signature:			Name: Signature:
Name: Signature:			Name: Signature:
Name:			Name:

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Name: Signature:			Name: Signature: