

# EMPLOYER CHECKLIST



Use this checklist to implement *See it? Stop it!* This will help employees at every level understand the high level of commitment you have to responsible animal care.

## Raise Awareness

- Incorporate the principles of *See it? Stop it!* into all orientation training materials.
- Have new employees sign the *See it? Stop it!* agreement to confirm they understand that they are responsible for preventing animal abuse, neglect, harm and/or mishandling.
- Review the *See it? Stop it!* values with all employees on an annual basis and have them re-sign the pledge.
- Provide materials in the native languages of your employees. English and Spanish versions are available at [www.SeelStopIt.org](http://www.SeelStopIt.org).
- Display *See it? Stop it!* posters in your barns, break room, load-in and load-out areas and entry/exit areas.

## Empower Employees

- Ensure that all employees – those who work directly with animals as well as those who are in other roles in the company – understand the importance and commit to reporting any signs of animal abuse, neglect or harm.
- Confirm that all employees understand who to contact if animal abuse, neglect, harm or mishandling is witnessed.
- Help employees understand that they are the best defense against animal abuse.
- Remind employees regularly of the initiative and the commitment made to ensure appropriate care of animals.

## Take Action

- If animal abuse, neglect or harm is reported, the employer should take full and swift action to investigate and correct the situation.
- If it is determined that deliberate animal abuse or harm has taken place, the employer should follow progressive disciplinary procedures as determined by HR policies or state laws, to ensure the appropriate penalty is given. (These can be found in the Pork industry's Employee Care Toolkit.)
- Following an incident, a plan should be developed to correct the situation, which may include employee re-training, equipment upgrades/replacement, etc. to ensure employees understand proper animal handling and care as well as the company's commitment to the highest standards of animal care and protection.
- If an animal has been neglected or mishandled, take complete steps to ensure the employee involved is re-trained on proper animal handling and care. Administer a probationary period to confirm the employee understands and can perform all duties properly, as outlined in the (PQA Plus Handbook/National Dairy FARM animal care guidelines).

