

# LEAP Participating Sanctuaries Guidelines

These guidelines (“Guidelines”) apply to any Participating Sanctuary that wishes to host a LEAP Interns (as both terms are defined below). Each Participating Sanctuary is required to comply with these Guidelines to participate in LEAP’s programs. LEAP may modify these Guidelines from time-to-time at its sole discretion. If you have any questions, please email [leap@leapforanimals.org](mailto:leap@leapforanimals.org)

This Agreement does not constitute a guarantee that LEAP will host your Sanctuary in our program or that the Participating Sanctuaries will receive a scholarship or any kind of funding from LEAP for participating. This Agreement only defines the baseline requirements to be eligible and considered for being a participant and benefitting from hosting LEAP Interns.

Definitions:

1. Participating Sanctuaries (or each “Participating Sanctuary”) are those that will host LEAP Interns to provide education and training in the areas of hands-on compassionate animal care, food and agricultural systems, leadership development, wildlife and habitat conservation, farmed animal welfare, human health supported by a vegan diet, the intersection of human and animal rights, climate change solutions, social emotional learning, ocean conservation, food deserts and food insecurity, and domestic animal care and community outreach. These offerings are the LEAP Program.
2. Veganism is a way of living which seeks to exclude—as far as is possible and practicable—all forms of exploitation of, and cruelty to, animals. Only foods and products that are free of any animal products or byproducts and made without animal testing may qualify as Vegan.
3. LEAP Interns are local high school students who will receive education and training from and work at Participating Sanctuaries without compensation. At the end of the student’s completed year-long tenure with LEAP, these students will be eligible to compete for a scholarship. LEAP Interns are separate and distinct from the other employees and volunteers of a Participating Sanctuary.
4. The LEAP Curriculum consists of content and programming that is directly related to or expands upon the central program goals which can be found by scrolling to the Curriculum Overview [here](#). The LEAP Curriculum is subject to change at LEAP’s sole discretion.
5. LEAP Representatives include the employees and founders of LEAP and any other person LEAP chooses to appoint to serve as its representative.

To qualify as eligible for consideration to participate in the LEAP and host a LEAP Intern who may compete for a scholarship from LEAP:

1. Participating Sanctuaries’ founders and lead employees (including all staff directly teaching and mentoring LEAP students) must practice Veganism.
2. Participating Sanctuaries must maintain a policy that their guests, staff, and volunteers practice Veganism while on site and doing sanctuary-related volunteer work, or while participating in sanctuary-related events, workshops, sessions, programs, and all similar activities during which these individuals are representing LEAP through their sponsored sanctuaries. Participating Sanctuaries must enforce this policy by serving only Vegan food at fundraisers, and other similar programs.
3. Participating Sanctuaries must keep their 501(c)(3) status in good standing.
4. Participating Sanctuaries must take exemplary care of the animals in their charge; this includes, but is not limited to, providing appropriate medical care, food, water, shelter, enrichment, and clean habitats.
5. Participating Sanctuaries must be committed to a no-breeding policy, and never use animals for “petting zoo” purposes, horseback riding, pack animal works, or other exploitation (including bees for honey, etc.).

- a. A no-breeding policy means the animals will not be used for breeding purposes, neither by him nor by any other person. If the animals transfer from their care to the care of another, the sanctuary undertakes to require the new caregiver to sign an agreement identical to this one and must immediately send it to the new caregiver.
  - b. Petting-zoo purposes means any situation in which animals are put on display for guests or volunteers to touch, hold, feed, or otherwise interact with in such a manner for the entertainment of people. Sanctuary tours and public education events in which the animals have agency not to interact with guests (i.e. they may walk away, etc.) is permissible as determined by sanctuary staff and individual animal needs, personalities, and specific situations are considered.
  - c. Pack animal works means the use of animals by humans as a means of transporting materials by attaching them so their weight bears on the animal's back.
6. Participating Sanctuaries must also practice Veganism; Participating Sanctuaries must never sell and must be committed to never selling animals or their products, including wool, fiber, eggs, honey and other animal or animal-derived products.

Participating Sanctuaries should implement the following best practices for the LEAP Program:

1. Participating Sanctuaries must teach the LEAP Curriculum and hands-on workshops consistent with the requirements and information provided by LEAP. This entails providing LEAP Interns with ample opportunities to complete their monthly four-hour service requirement. The LEAP Curriculum requires that Participating Sanctuaries teach a one and one-half (1.5) hour monthly LEAP Curriculum unit, a half hour Vegan lunch, and a three-hour hands-on workshop complete with Vegan lunch provided to LEAP Interns. The Participating Sanctuaries are responsible for preparing the interns' Vegan meals. The LEAP Curriculum also encompasses a minimum monthly requirement of 4 service hours working with the participating sanctuary in the areas of animal care, habitat maintenance, veterinary observation, education and outreach, sanctuary events, gardening, and other community projects. Though Participating Sanctuaries are not limited in the other educational offerings available at their sanctuaries, Participating Sanctuaries should avoid teaching any other curriculum to LEAP Interns without first consulting with LEAP.
2. Participating Sanctuaries must make good faith efforts to ensure that any employees or volunteers who are involved in the LEAP Program be retained for the duration of any given LEAP Intern's tenure. Staff or volunteers direct teaching and mentoring LEAP Interns must practice Veganism.
3. The staff at Participating Sanctuaries must teach proper safety training and protocols to LEAP Interns to mitigate any risks or the chance of injury and illness to volunteers and animals alike. Participating Sanctuaries warranty that they are compliant with applicable local, state, and federal employment laws as well as safety protocols and training obligations.
4. Participating Sanctuaries agree to maintain, at all times, all appropriate insurance policies and to add the LEAP organization as additional insured on the general liability policy for the duration of the program.
5. Participating Sanctuaries are responsible for having appropriate technology, including screens, laptops, or projectors, and supplies, including printed handouts, and workshop materials, prepared in advance for the LEAP Program.
6. Participating Sanctuaries must agree to allow LEAP Representatives to visit and evaluate the entire property at least two times per year.
7. Participating Sanctuaries must agree to allow use of their name, logo, website link and photos/videos taken during LEAP Program sessions to be used by LEAP across any and all platforms including social media, YouTube, the LEAP website, and any other form of written or electronic communication. Participating Sanctuaries are also responsible for obtaining the requisite permissions of any individuals involved with the LEAP Program.

8. Participating Sanctuaries must be willing to host guest speakers, including veterinarians, Vegan chefs, climate scientists, and other related guests and experts, on-site and virtually.
9. Participating Sanctuaries must use a positive, gentle approach when discussing Veganism and animal welfare with guests, staff, volunteers, and Interns. They must refrain from shaming or embarrassing non-Vegan LEAP Interns.

**Duration.** Participating Sanctuaries remain eligible for the LEAP Program so long as the sanctuary is in good standing with LEAP and does not violate any of the above listed eligibility requirements.

**Revocation Right Reserved.** Notwithstanding the above, LEAP reserves the right to revoke sanctuary participation at any time for violation of any of the above eligibility requirements and program obligations, subject to LEAP's exclusive judgment and discretion. Violating any of the above eligibility requirements may result in immediate withdrawal of LEAP Program eligibility at LEAP's sole discretion.

**Indemnity.** Participating Sanctuaries agree to protect, defend, indemnify and hold harmless LEAP and any and all members of LEAP against any and all expenses, costs and fees of any kind, in connection with any claim, action or lawsuit arising out of or relating in any way to these Guidelines.

**Dispute Resolution.** Participating Sanctuaries agree that any and all disputes, claims or controversies arising out of or relating to these Guidelines shall be submitted to JAMS, or its successor, for mediation, and if the matter is not resolved through mediation, it shall thereafter be submitted to JAMS, or its successor, for final and binding arbitration according to the JAMS Streamlined Arbitration Rules and Procedures.

**Choice of Law.** All issues, questions and disputes concerning or arising from the construction, validity, enforcement and interpretation of these Guidelines shall be governed by, and construed in accordance with the laws of the State of California, without giving effect to any choice of law or conflict of law rules or provisions (whether of the State of California or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of California.

**Choice of Forum.** All disputes relating to or arising from these Guidelines, including their formation and validity, shall be litigated or settled within the Northern District of California.

**Merger.** These Guidelines are intended by the parties to be the full and final expression of their agreement and shall not be contradicted by any prior, contemporaneous, or subsequent written or oral agreement, with the exception of LEAP's modifications of these Guidelines at their sole discretion.

**Relationship Between LEAP and Participating Sanctuaries.** In the absence of a separate, unrelated written agreement, LEAP and Participating Sanctuaries are not partners or joint venturers with each other and nothing herein shall be construed so as to make them such partners or joint venturers or impose any liability as such on any of them.

While Participating Sanctuaries may maintain their own policies around conduct, and safety, Participating Sanctuaries are responsible for ensuring that any individuals interacting with LEAP Interns are compliant with the basic expectations of the LEAP Violence Prevention, Anti-Harassment, and Impermissible Conduct policies included below.

\_\_\_\_\_ acknowledges that a legally authorized representative has

(SANCTUARY NAME)

received and reviewed the above and understand and agree to the terms of involvement.

\_\_\_\_\_  
Print Name of Participating Sanctuary Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

## VIOLENCE PREVENTION

LEAP is committed to providing a violence-free and safe environment. All individuals participating in a LEAP Program are prohibited from engaging in, excusing, or condoning any violent behavior on-site from guests, volunteers, and staff. Such behavior includes but is not limited to brandishing a weapon, knife, or other dangerous object that could potentially harm others; physical violence or threats of violence; fighting; horseplay; verbal threats of violence; and any intimidating behavior.

Participating Sanctuaries must require that guests, volunteers and staff report all threats of violence, suspicious individuals, or activities as soon as possible to an appropriate sanctuary representative. On receiving a report of any suspected violence, the appropriate sanctuary representative must undertake a prompt investigation and take appropriate corrective action, or provide the report to LEAP to allow for a prompt investigation and appropriate corrective action to be taken.

## ANTI-HARASSMENT POLICY

LEAP is and requires Participating Sanctuaries to be committed to maintaining an environment where LEAP Program interns and sanctuary staff and volunteers can work comfortably and effectively. This includes an atmosphere free of harassment and unwelcome behavior on the part of others. This includes sexual harassment (which includes harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) and harassment based on gender, gender identity, and gender expression, as well as harassment based on such factors as race, color, religion or religious creed (including religious dress and grooming practices), national origin (including language use), ancestry, citizenship, age, physical or mental disability, medical condition or information, genetic characteristics or information, family care or medical leave status (including denial of family care or medical leave), military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, political affiliation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by federal, state, or local laws.

LEAP strongly disapproves of and will not tolerate harassment of or by LEAP Interns, sanctuary employees or volunteers.

If Participating Sanctuaries believe or get reports that someone has been harassed by a fellow LEAP Intern, sanctuary staff or volunteers, or any individual on the Participating Sanctuary's premises, the matter must promptly be brought to the attention of a Sanctuary supervisor or to LEAP Program staff. Any such allegations must be thoroughly and promptly investigated, and an appropriate course of action must be ascertained.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Harassing conduct can take many forms and includes, but is not limited to:

- Verbal harassment, e.g., jokes, epithets, derogatory comments, or slurs (on the basis of sex, race, national origin, etc.);
- Physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual (on the basis of sex, race, national origin, etc.);
- Visual harassment, e.g., derogatory posters, cartoons, or drawings (on the basis of sex, race, national origin, etc.); and
- Sexual favors, e.g., unwanted sexual advances which condition employment upon an exchange of sexual favors.

This list is not a complete list of what may be deemed to be harassment under the law. As a general guideline, however, problems in this area can be avoided with professional and respectful conduct.

If any LEAP Intern encounters conduct which he or she believes is inconsistent with this policy, Participating Sanctuaries must require and encourage that such conduct should be reported immediately to a Sanctuary supervisor and/or LEAP Program staff. Any supervisor or manager who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy is to report it immediately to the LEAP Program staff so that it can be investigated in a timely manner.

All reports of conduct that are inconsistent with this policy must be addressed through a fair, timely, and thorough investigation. Investigations shall be conducted by qualified personnel in a prompt and impartial manner and shall be documented and tracked. During an investigation, LEAP and/or the Sanctuary should reserve the right to put interim measures in place, as needed, such as a leave of absence or a transfer, while the investigation proceeds. Confidentiality shall be maintained to the fullest extent possible, subject to the need to conduct a thorough investigation. The Sanctuary shall not tolerate retaliation against any LEAP intern or Sanctuary staff for cooperating in an investigation or making a complaint of harassment. If it is determined that a violation of this policy or other inappropriate conduct has occurred, LEAP and the Sanctuary shall take appropriate disciplinary action, up to and including termination.

Compliance with our legal obligations in this area is obviously very serious and important for all. It will also help preserve the feeling of mutual respect that helps make LEAP and Participating Sanctuaries special.

## **IMPERMISSIBLE CONDUCT**

Participating Sanctuaries are expected to provide and enforce appropriate work rules and standards to prevent conduct that is detrimental to LEAP and the sanctuary. Following is a list of conduct that Participating Sanctuaries shall not permit. The examples set forth below represent the type of conduct that sanctuaries must try to prevent and not permit, but this is not an exhaustive list of all impermissible conduct. Participating Sanctuaries must apprise guests, staff and volunteers that any conduct that adversely affects LEAP and the sanctuary may result in disciplinary action including, but not limited to, termination from the LEAP program. Impermissible conduct includes, but is not limited to:

- Failure to follow safety regulations.
- Abuse of animals.
- Bullying.
- Excessive absenteeism or tardiness.
- Using sanctuary property, equipment, and resources for unauthorized purposes.
- Failing to report injuries or damage to, or accident involving sanctuary equipment.
- Horseplay that results in personal injury or equipment damage.
- Spreading malicious rumors.
- Engaging in vulgar or abusive language or conduct toward others.
- Using communication systems inappropriately.
- Treating supervisors, staff, LEAP Interns, volunteers, donors, or customers in a discourteous, inattentive, or unprofessional manner.
- Dishonesty, including but not limited to deception, fraud, lying, cheating, embezzlement, or theft.
- Insubordination.
- Violation of the anti-harassment policy.
- Violation of safety or health rules or engaging in conduct that creates a safety or health hazard.
- Violation of the violence prevention policy.
- Conviction of a criminal offense involving moral turpitude.