

# **COMBINED PARTICIPANT, VOLUNTEER, & EMPLOYEE POLICY MANUAL January 2023**

**Equine Therapy, Inc. dba Healing Horses, Kaua'i**  
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All Volunteers and paid Staff must complete the Volunteer application annually. It is located at our website: [www.healinghorsekauai.org](http://www.healinghorsekauai.org) .

All Staff must complete the signature page/V, E, IC Manual Verification of this document and submit it annually.

\*It is the responsibility of all Healing Horses, Kaua'i clients, Volunteers, and Staff members to notify HHK of any changes in the medical, physical, mental, or behavioral status.

**Attention!** The following rules apply to everyone who visits, participates, Volunteers, or works at HHK. Please read and familiarize yourself with all rules and relay information to anyone who may come with you to the barn.

## Barn Rules and Safety

### Always

- Supervise all children during your time on the grounds;
- Treat horses and others with the utmost respect and courtesy;
- Encourage others to do their best;
- Ask questions if you do not know the answer;
- Close every door/gate you open and lock it behind you;
- Wear a helmet! (No Helmet = No Ride);
- Wear closed-toe shoes;
- Dress appropriately and wear hats/sunscreen;
- Let someone know where you are and where you plan to be. Use sign in/out sheet;
- Pick up after yourself (leave the place you used as clean as, or cleaner than when you came);
- Drink lots of water and take breaks;
- Be alert and aware of your surroundings and the horse's attitudes;
- Report all incidents and hazardous conditions to a Staff member as soon as possible; and
- Pick out feet and brush the horse thoroughly before AND after using the horse.

### Never

Bridle a horse without permission first from the Instructor;  
Ride alone on trails or off the property;  
Take your frustration or anger out on the horse;  
Take a chance; if you are unsure (ASK!); and  
Use the ATV/motorized equipment without permission (Absolutely no one under 18 may use the ATV).

### Do Not

- Enter animal enclosures/pens/stalls/arena without employee permission and supervision of an authorized adult.
- Give horses extra hay or treats unless the Instructor has given permission.
- Put away a sweaty horse (rinse them off until they are cool to the touch).

### Not Permitted on Site

- Dogs;
- Running in the barn or around the horses;
- Throwing/tossing anything in or around the barn and/or horses;

- Yelling at any human or horse to get their attention or communicate;
- Use of alcohol and/or illegal drugs on grounds or during Healing Horses, Kaua'i events;
- Coming to the grounds under the influence of alcohol and/or illegal drug;
- Smoking (including electronic devices) of any substance ANYWHERE on the property; and
- Disrespect of others verbally or physically (human or horses).

## History of HHK

Equine Therapy, Inc. dba. HHK's (HHK) mission, "is to enrich the lives of people of all abilities through Equine Assisted Activities and Therapies, improving their physical, cognitive, social, and emotional well-being."

HHK's target audience is all residents and visitors with a particular focus on those with special needs, the young, and senior residents.

HHK began in 2001 as an extension of Karin Stoll's private therapy practice. She started taking clients to meet her horses as part of their healing journey. Karin soon realized that her clients had more focused sessions, to talk more, and their healing began. In the early years, Karin and her Volunteers trailered the horses to AhiAhi Pasture (Kapa'a), Three Corner Ranch (Kahili Mtn. Park), and the Kaua'i Humane Society to meet with clients. Karin (and several Volunteers) became registered riding Instructors through the Professional Association of Therapeutic Horsemanship International.

In 2008, Equine Therapy, Inc. (HHK) received non-profit status, and the horses were trailered outside Karin Stoll's Lihue Akahi St. office. In 2012, after making contact with Bette Midler, HHK received its current long-term lease. HHK moved to its Kapaa Bypass Rd. intending to develop an ADA accessible community riding facility on 15+ acres of land. With its Handi-Van accessible parking lot, ADA toilet, and wheelchair accessible mounting ramps, this location opened the door to even more riders and eliminated trailering stresses for the horses and Staff.

# **Participant Policies**

## **Attire and Safety Gear for Participants**

All individuals who participate in the activities of Healing Horses Kauai must wear an ASTM-SEI approved riding helmet during mounted activities. Participants must also wear long pants (unless they are unable) and covered shoes at all times. The Instructor or a qualified Volunteer will perform safety checks on the tack and equipment at the beginning of the lesson.

## **Safety Stirrup Policy**

If a Participant is not wearing riding boots or hard-soled shoes with heels, they must use a saddle with safety stirrups. Most of our English saddles already have peacock safety stirrups or “s” curve safety stirrups. In the case that the Participant is in a Western saddle without covered stirrups, Velcro stirrup covers must be added to the stirrups. The facility also has a variety of boots that Participants may borrow.

## **Guest Policy at Our Facility**

Family and friends of our Participants are most welcome at our facility. We have several areas where Guests can relax and observe the riding session. For safety reasons, only the Participant should enter the tacking area at their designated session time.

NO DOGS or other pets are allowed at the facility at any time.

## **Acceptance of Participants into the Program**

Participants accepted into program activities must have no medical contraindications that prevent them from riding. In the case that they have a diagnosis that requires a physician’s release, this release must be received and reviewed by HHK before any mounted activities occur.

The PATH Intl Standards of Precautions and Contraindications will be consulted and followed. Individual medical history will be reviewed at least annually in the case of a Participant with medical diagnoses.

Participants with Down Syndrome must submit a physician's clearance with a neurological exam, obtained within the last year, and clearing them of Atlantoaxial Instability.

Participants must be of a height and weight that can be accommodated by the program's equines. As the available equines vary from day to day, these limits may vary from day to day, depending on the health and scheduling of the equines.

## **Dismissal of a Participant from Program**

In the case that a Participant can no longer participate safely in the program's activities, the Participant will be asked to leave the program. Situations in which this might occur include:

- Participant's health changes to the point that it prevents them from continuing;
- Participant's behavior is dangerous to themselves, the equines, the Staff, or Volunteers in the program;
- Participants cannot follow directions to the point that they become a danger to themselves, other Participants, the equines, Staff, or Volunteers in the program; and
- Participants experience a change in height, weight, or other physical condition such that the program's equines can no longer accommodate them.

## **Participants / Volunteer Required Forms and Updates**

All Participants and Volunteers are required to complete the Participant / Volunteer sign up packet, which includes a liability waiver, medical clearance forms, and general information. Individuals not willing to complete the forms may not participate in any activities at the facility.

HHK will obtain updated Participant and Volunteer forms annually starting in January. The updated forms will be added to the Participant's or Volunteer's files. These updates will include physician's releases where applicable.

HHK keeps all required forms for each Participant and Volunteer in the office. Access to Participant information is restricted to Staff and board members only.

All Staff, Volunteers and Participants of HHKi have signed the Confidentiality Agreement for the organization and will not discuss any information contained in the completed forms that are kept in the files. No personnel will access the files for anything other than information needed for contact, in case of an emergency, or to support riding sessions.

Therapeutic Horsemanship Centers such as HHK may receive requests from outside sources for release of information. Such outside sources could include judicial officer, caseworkers, therapists/medical practitioners or other equine assisted activity centers. All client information is considered confidential and must be treated as such. If you wish for your Participants information, such as contact information, Instructor progress notes or equestrian skill goals to be released to an outside source, please request and complete additional release of information forms..

## **Riding Sessions General Information**

All riding sessions are conducted under the direct supervision of a Professional Association of Therapeutic Horsemanship International certified instructor.

Riding sessions are either an hour or a half hour. Grooming and tacking will take place both before and after riding for an hour long session and either before OR after for a half hour session. Hour sessions generally are about 40 – 45 minutes of ride time and half hour sessions are about 20 minutes of ride time. Lessons occurring in the small arena will be limited to five mounted riders at the same time. The physical and emotional capabilities of the Participant may influence the amount of ride time in each lesson.

We allow one Participant per horse. Riding sessions generally have one to five Participants in them. Our normal riding lessons are group sessions, mostly having between two and four Participants per session. We believe that riding sessions are more fun, engaging and educational when there is more than one Participant in the arena. If guaranteed individual sessions are desired, they may be arranged at certain times for additional fees.

For Participants under the age of 7 and Participants with limited physical abilities or limited attention span, we strongly recommend a half hour riding session. Horseback riding is incredibly physically strenuous and takes a great deal of strength and

concentration. For Participants over the age of 7 who are physically fit, we normally recommend an hour session.



## **Riding Session Payment**

As of January 16, 2022 session fees are as follows:

One Hour Lesson: \$60

Half Hour Lesson: \$30

8 wk package of 1 hr lessons: \$400 (\$50/lesson)

4 wk package of 1 hr lessons: \$220 (\$55/lesson)

*See cancellation policy*

Payment may be made at the barn by cash, check, Venmo or by credit card/Paypal on the HHK website.

## **Ground Sessions**

On occasion, ground lessons may be conducted. These lessons include such topics as tack and equipment, horse behaviors, feeding and health, and lunging. All ground lessons will be conducted under the direct supervision of a PATH Intl. Certified Instructor.

## **Scheduling**

“Reserved” time slots are prioritized for regular weekly Participants. HHK will do its best to find the most convenient schedule for each client but the schedule is established in advance to meet the volume and scheduling demands for clients while ensuring enough resources to maintain the facility. Alternate week/drop in Participants will be given time slots as scheduling permits.

## **Cancellations**

Cancellations must be made at least 24 hours in advance, except in the case of extreme emergency or illness. We may be able to schedule alternate participants in the case of known cancellations and appreciate the ability to rearrange our staff and volunteers when we know that you are not able to make it. Cancellations made less than 24 hours prior to the lesson or no-shows will be assessed a \$20 same day cancellation/no-show fee.

In the case that weather or an emergency causes us to cancel riding sessions, we will give you as much advance notice as possible. Please make sure that HHK Staff has a

correct phone number and email address to reach you in case of weather or other emergent cancellations.

We cancel riding sessions on most holidays. Some holidays, like Easter or Memorial Day, we will hold riding sessions for Participants who desire to attend. However, no shows for those riding sessions will be billed at double the cost of the lesson because our Volunteers and Staff have families as well and enjoy holidays off.

## **Choosing Equines and Tack for Participants**

We have a variety of horses at our program and a range of saddles and tack. Our PATH Int. credentialed Instructors will choose your Participant's horse and gear for their riding session. Decisions are made based on safety, physical ability, goals for the session and horse availability.

The instructor will also assign volunteer leaders or sidewalkers as needed.

The tack and equipment are inspected by an Instructor before each use to make sure it is safe and functions properly. The tack must be an appropriate fit for both the equine and the Participant. The Instructor will also be responsible for ensuring the correct fit of the Participant's helmet prior to mounting.

Equines have different personalities and ways of moving, and they each react differently to people. They are able to teach Participants different things. We will do our best to choose the most appropriate horse for each Participant, but be aware that we will frequently change horses as goals and abilities change. Requests for a particular horse will be taken into consideration.

## **Documentation of Occurrences**

In the case where there is an incident that results or nearly results in injury or danger to any individual an Occurrence Report needs to be completed and submitted to the Executive Director as soon as possible. These occurrences may be falls, behavior of a Participant, Volunteer or a Guest, a natural disaster, or documentation of a "near miss".

# **Volunteer Policies**

## **Ability of Volunteers to Perform Activities**

Volunteering with HHK can be a very wonderful experience; however, it is a physically and mentally challenging job. Volunteer duties must be performed in a safe and competent manner. Volunteers must be able to perform the following activities according to HHK standards described below:

### **Leading a horse**

Volunteers must be capable of walking and jogging for an hour while maintaining vigilance and control of the equine in the lesson. They must be able to participate for the duration of a lesson without water or bathroom breaks. They must be able to exercise safe control of the equine in the case of unexpected behavior from either the equine or the Participant. They must be able to follow directions of the PATH Intl. Instructor in control of the lesson at all times. They must be able to lead the equine in a manner that maintains the training of the equine and exhibits good ground manners.

### **Side walking**

Volunteers must be capable of walking and jogging for an hour while maintaining vigilance and often using upper body strength to assist the Participant. They must be able to assist the Participant with the activities and follow the directions of the PATH Intl. Instructor in control of the lesson. They must be able to participate in this activity for the duration of a lesson with no water or bathroom breaks. They must be able to maintain safe control of the Participant in all situations, including incidence of unexpected behavior of the equine or Participant.

## **Volunteer Conduct**

Volunteers of HHK will conduct themselves at all times as role models and good citizens. We expect our Volunteers to be honest, helpful, friendly and mature. The mission of our program is to improve the lives of our Participants, and they must be treated with respect at all times. Some of our Participants may look differently or act differently; however, it is never acceptable to treat them in a manner that could be viewed as inappropriate or rude.

## **Volunteer Attire**

Volunteers must wear covered shoes at all times and avoid flapping clothing such as jackets tied around the waist or loose jackets that are not zipped or buttoned. Sunscreen and hats are advisable. Please avoid shirts with inappropriate wording or logos. Shorts are fine and even preferable due to the heat and humidity at certain times of the year. Volunteers are encouraged to drink lots of water during breaks and have snacks handy.

## **Mounting and Dismounting of Participants**

All mounting and dismounting must be done by either a PATH Intl. Instructor or the barn manager under the direction of a PATH Intl. Instructor. A list of qualified individuals is posted in the barn tack area.

Individuals may undergo training to be qualified to mount and dismount Participants by PATH Intl. Instructors.

## **Dismissal of Volunteers or Guests from the Facility**

HHK is a therapeutic facility, and as such requires a particularly calm and inviting atmosphere to achieve its goals and maintain a safe environment. An Instructor or board member may ask a Volunteer or Guest to leave the premises for reasons including but not limited to:

- Behavior that is dangerous to themselves, others, the equines, or Staff of the program ;
- Behavior that directly interferes with program activities or creates distractions that impede the ability to conduct program activities Apparent intoxication or illegal behavior ;
- A breach of confidentiality of a Participant in the program;
- Behavior that is insulting or unharmonious to others, the equines, or Staff of the program
- Inappropriate behavior or actions that cause a Participant, Staff member or Volunteer to feel uncomfortable; and
- A demonstrated inability to follow direction which puts themselves, others, the equines, or Staff of the program in danger.

Volunteers or Guests who are asked to leave for any reason will be treated with respect but must leave the premises immediately. The Executive Director will be informed of any such incident as soon as possible.

# Facility Policies

## Tack Area Guidelines

The tack area (tack room, stalls and the alley to the arena) is frequently the center of a lot of activity, and everyone's cooperation is needed to ensure this area remains as safe as possible. Horses are very sensitive to loud noises and sudden movements. Due to the proximity of many people and horses, there is significant potential for people or horses to get injured very quickly if an unsafe activity occurs. Therefore, all Participants, Volunteers and Guests are asked to help us maintain a safe atmosphere by following these basic guidelines:

- Only Instructors, Volunteers and Participants are allowed in the tacking area. Parents, siblings, and Participants who are early are welcome to wait in the designated areas;
- Do not allow a child Participant to enter the tack area unless there is a Staff member present who is able to oversee their activities;
- Do not place chairs or loiter in the alleyways immediately in front of or behind the stall, cross ties or in the pathway to the wash rack or arena;
- If you are in an alleyway/path to arena, remain alert for horses being moved, and stand well clear to allow horses to pass;
- Do not run, make loud noises, throw things or make other sudden movements (e.g., flapping out a wet jacket) in the vicinity of any horses, and particularly in the tack area;
- No umbrellas are allowed;
- Maintain close control of children who are not participating in riding; and
- Do not approach horses in the tack area without direction from a Staff member.

**In any event, if a Staff member directs you to do something, particularly if there is apparent urgency to the request, please do your best to comply as quickly as possible.** There may be times when a Staff member sees the potential for an unsafe situation and must act very quickly and forcefully to prevent the unsafe situation from developing further. While it may not be apparent why the Staff member felt the situation was unsafe, please comply with the direction first and wait until the situation stabilizes before discussing it with the Staff member.

## **Off Limits Areas**

### **Office –**

Volunteers may use the refrigerator, but may not enter the Program and Executive Director's office unless given permission. Participants or parents may not enter the office container.

### **Horse paddocks –**

Volunteers may access the horse stalls and paddocks/fields to bring out and return horses for riding sessions. Participants may not access horse paddocks unless directed by an Instructor. Parents and visitors may not access paddocks.

## **Emergencies and Emergency**

### **Plans Natural Hazards or Disasters**

#### **Flooding**

Flooding is the most likely emergency, as the facility is located on a flood plain. Floods occur every year to varying degrees. The following actions are to be taken in case of a flood: All riding or other activities must be canceled. All non-critical Staff and Volunteers must evacuate. All vehicles must be evacuated from the facility.

In the case that water tops the ditches, pond, and/or the bridge over the culvert pipes, the horses will be let loose from their paddocks. Attempts may be made to get them to the top of the hill close to the stalls, but experience has shown that they will make their way to high ground within the enclosure of the field on their own.

#### **Falling Trees**

Our facility has many aging ironwood trees that occasionally come down or lose branches. We have been removing the trees as they become dangerous and as our budget allows, but sometimes they fall without warning. In the case of a falling tree, the following procedure must be followed;

- Get out of the way if possible;
- Secure any horses that are in use or otherwise not in their paddocks;
- Make sure all Participants and personnel are safe and out of danger;
- Assess any damage the fallen tree may have caused;

- Contact ambulance or fire department if anyone is injured; and
- Repair any damage to paddocks or move horses to another paddock, if needed.

## **High Winds**

Because of the trees and tents at the facility, high winds are very dangerous. In the case of high winds, the following procedures must be followed.

- All riding and other activities must be canceled;
- All non-critical Staff and Volunteers must evacuate;
- Area and equipment must be secured as much as possible;
- Horses will remain in their paddocks unless a tree comes down and damages them;
- Small animals may remain in their enclosures unless there is another safe place for them to go; and
- Any Staff staying on premises must stay in the tack area, as it has been cleared of most possible falling trees.

## **Hurricane**

In the case of a hurricane warning:

- All riding and other activities must be canceled;
- Horses must be haltered with phone number (808-634-3896) written on halter and set loose on the field;
- Perimeter of the field enclosure must be checked and verified intact (gates closed, etc.);
- Area and equipment must be secured as much as possible.
- All staff and volunteers must evacuate.
- Small animals must go to the stalls or another safe place.

## **Tsunami**

In the case of a tsunami warning:

- All riding and other activities must be canceled;
- All non-critical Staff and Volunteers must be evacuated;
- All vehicles and equipment must be moved as far inland as possible; and
- If horses cannot be moved inland, they must be haltered (with phone number) and let loose on the field.



## **Earthquake**

Earthquakes have a variety of effects. In most cases, earthquakes don't affect the facility, but in the case that one does, evacuation of personnel, horses, animals and equipment must take place as safely as possible.

## **Man Made Hazards**

### **Construction or Heavy Equipment Use**

Our facility requires constant maintenance, and often it must take place during activity times. In the case that construction or equipment is in use (tractor, lawn mower, Kubota, weed whacker, etc.) precautions must be taken to ensure the safety of all. Many times, our horses are accustomed to these activities, but in the case that an equine is responding negatively to an activity, the lesson may need to be ended or changed to a ground lesson.

## **Facility Hazards**

### **Water System Break**

Due to the construction of our water system, there are occasionally breaks or leaks in the system. If you see a break or leak, and know where the nearest shut-off valve is, shut off water to the area and contact HHK Staff as soon as possible. If you do not know where the nearest shut-off is, alert HHK Staff as soon as possible.

In the event that there is a water shut down, attempt to find out for how long the water will be shut down. If it is for an extended amount of time, water must be trucked in from the nearest location for the horses.

### **Loss of Electrical Power**

In the case that the facility loses electrical power, the facility manager should be notified and steps taken to restore it. Unless notified otherwise, lessons should be able to proceed.

## **Equine Hazards**

### **Participant falls from horse**

Falls occur from time to time. It is the duty of the Instructor to manage the situation when a fall occurs, but it is beneficial if the other personnel in the lesson are aware of the procedure. The following actions must occur in the event of a fall:

1. Assess the condition of the Participant. If the Participant is injured, seek immediate first aid or contact emergency personnel;
2. Secure the equine involved in the fall and ensure the safety of all other Participants and personnel;
3. Inform the parent or caretaker of the Participant;
4. If the Participant is not injured and it is appropriate to continue the lesson, do so in a safe manner; and
5. Complete an Occurrence Report and file.

### **Loose horses**

From time to time, our horses get loose. Horses by nature will run around when they get loose and other horses want to join them. If a horse or horses get loose, please take the following actions:

1. Secure any horses that are in use, are in the tacking area or being led in between;
2. If horses being used in a riding session are reacting to the loose horses, dismount the Participants safely to the ground, if possible;
3. If Participants do not have a leader, designate personnel to assist the Participants;
4. Once all other horses, Participants and personnel are secured, attempt to catch the loose horse or horses safely and without causing further ruckus; and
5. Remember that if a horse is running straight at you, stand still and they will go around you

### **Biting or Kicking**

Our horses do not usually bite or kick, but they are horses, and these behaviors are possible. If you see a horse bite or kick, please report it immediately to the Instructor in charge of the activity. If the Instructor gives you directions on how to manage the horse in case it happens again, please follow the directions immediately, or let the Instructor know if you are not comfortable with the directions.

## **Inappropriate Conduct of Personnel, Participants or Guests**

In the case that the behavior of personnel, Participants or Guests includes inappropriate actions, failure to follow safety rules, abusive actions or use of drugs or alcohol, mistreatment of animals on the site, please inform the program Staff immediately and appropriate actions will be taken.

# Equine Policy

## Screening Process for Prospective Equines

In the case that the program is looking at an equine for purchase or to accept as a donation, the following things need to be considered:

- Does the equine have any dangerous vices, such as biting or kicking?
- Does the equine have a suitable background in schooling and training?
- Does the equine have behavioral traits that would make it unsuitable for use in lessons, such as frequent or obstinate refusal to obey proper cues?
- Is the nature of the equine calm, reliable and obedient?
- Are there any medical or nutritional issues to consider?
- Is the equine sound and gaited to participate in a variety of activities?
- Does the equine have the mental capability to deal with inexperienced and physically disabled Participants?
- Is the equine of a suitable size and conformation for our Participants?
- Does the program have a need for an additional equine?
- Given our shared paddock arrangement, is the equine able to share a living space with another equine?
- What is the age of the equine?

In addition, the equine must be willing to do the following:

- Stand quietly when being groomed, tacked, and during mounting and dismounting and other activities
- Not be aggressive towards other horses or animals
- Behave appropriately with personnel, Volunteers, and Participants Be accepting of the mounting ramp
- Be calm around wheelchairs and other assistive devices
- Be led from either side at the walk and trot
- Have sidewalkers on both sides
- Be accepting of games and special equipment
- Accept loud noises and erratic behavior
- Accept mane tugging, hair plucking and hugging

All things taken into consideration, including, first and foremost, the immediate needs of the program, if the above questions are answered favorably, then the equine may join the Staff of the program. The Executive Director and program director are the only Staff members who may make decisions regarding the suitability of an equine for the

program. No other personnel are authorized to make any statements that could be construed as an agreement to accept an equine.

## **Removal of an Equine from the Program**

From time to time, an equine becomes unsuitable for work in the program. The Executive Director or the Board of Directors may decide to remove an equine from the program. Reasons that an equine might be removed from the program include:

- Unacceptable behavior, such as biting, kicking or bucking;
- Health or soundness issues that make the equine unable to participate in activities;
- Lease or borrow situation comes to an end;
- Equine is unable to emotionally handle the program's activities and responds inappropriately with behaviors such as spooking, bucking, bolting or other unsafe responses; and
- The program has too many equines.

If an equine must be removed from the program, the following are possible results:

- In the case of chronic or minor health issues, the equine may be retired to an appropriate home or pasture situation;
- In the case of dire health issues, the equine will be euthanized humanely;
- In the case of a lease or borrow situation, the equine may be returned to its owner;
- In the case of inappropriate behaviors or too many horses, the equine may be sold or given to a different situation; and
- In all situations, the best possible solution for the equine must be the result of the decision.

## **Lease or Borrowing of Equines**

HHK may lease or borrow equines for use in the program. The following may apply in a lease or borrow situation, but agreements with the program may vary depending on the requirements of the program, equine or owner.

The program may agree to take over the responsibility of the equine's care, including feed, vet, shoeing, board and maintenance in exchange for unlimited use of the equine. Owners may use the equine on the facility premises, but only with the permission of the program personnel and on a not-to-interfere basis with the lesson

schedule. When owners intend to use the equine during the lease, the owner may be asked to help defray board and feed costs.

A lease or borrow situation may be terminated by either the program or the owner at any time unless there is an agreement that stipulates an amount of time.

The program may borrow horses that are still in the care of their owners for use in riding sessions or camps, if the owners are in agreement.

The program may also lease its equines to individuals. These agreements may vary depending on the needs of the program, the equine and the individual.

## **Equine Health**

HHK maintains records on the health of our equines, including worming, shoeing and health issues. Our herd maintenance program includes active assessment of feed and behavior, a regular worming and shoeing schedule and vet visits in case of injury or illness.

All equines are evaluated at the start of the work day by the Instructor on duty. Any horse that appears to be unsound in mind or body will be excused from sessions for the day and appropriate actions taken to rectify the issue.

No equine in the program will be used for more than six hour of lessons or more than three continuously. Horses with age or soundness issues may have lower time limits. Records will be kept on horse use to ensure this policy is followed.

## **Equine Conditioning and Training Program**

HHK Staff will provide conditioning and training specific to the needs of our equines. Every week, horses will be scheduled for appropriate riding, lunging or turn out. The schedule will be kept on a pen board in the barn.

# Staff Policies

## Work Hours

Work hours may vary depending on workload and/or your position within the organization.

- Program Director will determine and communicate your schedule and/or post it in your work area;
- It is your responsibility to know when you are scheduled to work and/or to communicate with the Program Director when you are available to work;
- If you need time off for personal reasons:
  - You must submit a written request or inform your program director at least one (1) week prior to the requested date; and
  - The request is subject to approval by your program director; and
- Watch for notices of scheduled meetings.

## Rest Breaks & Meal Periods

Rest breaks and meal periods are granted based on business levels, varying deadlines and hours worked. Approved rest breaks are considered paid time; therefore, you must remain on premises. In the state of Hawaii, approved Rest breaks of five (5) to twenty (20) minutes are counted as hours worked and are compensable. Breaks exceeding 20 minutes are off the clock.

Approved meal periods are considered unpaid time and are based on the total number of hours scheduled. You must record your in and out time, and you may leave organization premises with permission. Check with your program director for more information.

State law says “During each shift of more than five (5) hours, you are entitled to a 30 minute meal period off the clock.” At HHK we will permit a 30 minute lunch break between 12:15 and 12:45 **on the clock on premises**.

## Payroll Time Records

You are required to record your worked hours in the week. Non-exempt (hourly) employees are not allowed to charge for hours worked “off the clock.” Non-scheduled

hours worked are considered VOLUNTEER time. Your program director will provide you with the proper method for recording daily work hours including procedures for documenting missed or incorrect timekeeping. As an hourly employee, your hours worked include:

- mandatory department / organization meetings
- required training
- approved rest breaks

Time records may be monitored to ensure that full-time employees work a minimum of 32 hours per week. Full-time employees not consistently recording 32 hours worked per week may be changed to part-time status. Verify your status with your program director to make sure it is accurate. Completing another employee's time record or falsifying your time record is prohibited and may be grounds for discipline up to and including termination.

Independent Contractor Staff must work the number of hours/lessons they have committed to on a weekly basis for the duration of their contract.

## **Attendance & Punctuality**

Attendance and punctuality are important to the efficient operation of our organization. Therefore, you are expected to be at your workstation ready to work at your scheduled starting time.

If you are unable to report to work at your scheduled starting time due to illness, injury or any other emergency, notify your program director. Notification should occur at least one hour before your scheduled work time each day you will be absent or late.

If you are absent or tardy more than two times in a consecutive three month period, you can expect a counseling session with your program director. Subsequent absences, tardiness or failure to report for work without notifying your program director may lead to a disciplinary action up to and including termination.

Instructors and horse handlers are to arrive at least 1 hour prior to the lesson start time. Sidewalkers are to arrive 30 minutes prior to the lesson start time.

## **Conflict of Interest**

In order for the organization to maintain the highest principles of business ethics, employees (including Volunteers and independent contractors) are required to observe strict standards of business integrity and avoid any activity or interest that might conflict



with the interests of the organization. Therefore, any outside employment you accept, or any other business in which you may be involved, must not compromise the interests of the HHK.

## **Leave of Absence**

Leaves of absence may be available to eligible employees for the following reasons:

- Jury Duty;
- Military Duty;
- Family / Medical; and
- Personal.

Certain terms and conditions apply to each leave of absence. Please see your program director for the organization policy.

## **Terms & Conditions of Employment**

For your own well-being, as well as the organization's, we want you to understand employment and compensation can be terminated with or without cause or notice at any time, at the option of either you or the organization.

We also want you to know conditions of employment are subject to change at the discretion of the organization at any time, with or without notice.

Volunteers, clients, clients, or Staff may be asked to leave the facility/program for several reasons, including, but not limited to:

- The use of alcohol or drugs at the facility or at any equine activities hosted by Healing Horses, Kaua'i;
- Coming to the facility under the influence of alcohol, illegal or scheduled drugs;
- Smoking at the facility;
- Mistreatment of the horses or other animals at Healing Horses, Kaua'i;
- Persistent disruption of Staff during lessons or special events;
- Verbal or physical abuse, sexual harassment or other inappropriate behavior toward Participants, Volunteers and/or Staff members;
- The use of vulgar language, inappropriate jokes, or disrespectful language;
- For frequent missed Volunteer/work times, without prior notification or explanation;
- Any other behavior that is deemed inappropriate by a facility director; and
- Breach of confidentiality of other Participants.

## **Confidentiality**

Healing Horses, Kaua'i has strict confidentiality guidelines regarding the right to privacy for all individuals involved with the program. This confidentiality policy extends not only to program Participants and their diagnosis/special needs and any sensitive information, but also extends to protect the privacy of others involved with the program including Volunteers and Staff. It is extremely important that Volunteers and Staff respect the individual circumstances of those involved with the program. Please do not take the issues of our Participants or personal information regarding other individuals beyond the facility. For full confidentiality policy, please refer to the Confidentiality Policy and Agreement.

## **Dismissal - by HHK**

A written reason for dismissal will be recorded and placed in the individual's file. The grounds for dismissal will be discussed with the individual, parents or guardians in private. An appeal may be filed in writing and will be reviewed by the Program Director. The Program Director will review the appeal and pass a final decision; this decision will be final.

## **Termination of Employment - by Employee**

If you decide to leave the organization, we request that you submit a written resignation with a minimum two weeks to your program director. You are expected to turn in all organization property (i.e. keys, equipment, employee access cards, gear, etc.) to your program director on or before your last day of employment. The organization reserves the right to shorten the length of your notice period.

## **Non-Harassment Work Environment**

The organization encourages an efficient, productive and creative work environment. Verbal or physical conduct by an employee or others which harasses, disrupts or interferes with work performance or creates an intimidating, offensive or hostile environment will not be tolerated. This includes harassment based on race, sex, religion, national origin, and to the extent provided by law, any protected class including, but not limited to, medical condition, disability, marital status, age, sexual orientation or pregnancy.

If you feel the actions or words of a fellow employee or others within your work environment constitute harassment, you have a responsibility to immediately report the matter to your program director. Complaints will be investigated, and the behavior responded to with appropriate disciplinary action. Retaliation against employees for reporting such behavior or participating in an investigation will not be tolerated.

## **Alcohol, Drugs & Controlled Substances**

In order to create a safe environment for both employees and customers, we have established the organization as a drug-free organization. The use, possession, transfer or trafficking of intoxicants, illegal drugs or controlled substances in any manner during work hours, on organization property or in organization vehicles is prohibited.

## **Smoking**

Smoking is prohibited including electronic devices on premises. All employees are expected to use good sense and common courtesy in respecting the needs and rights of others. If you are aware of instances in which this policy is not being followed, notify your Program Director.

## **Weapons & Firearms**

In order to create a safe environment for both employees and customers, we have established the organization as a weapon & firearm-free organization. The use, possession, transfer or trafficking of weapons or firearms in any manner during work hours, on organization property or in organization vehicles is prohibited. Exception: small sheathed or folded knife is permitted for emergency use during driving activities and maintenance activities

## **Conduct**

The organization strives for an efficient, productive work environment that fosters dedication and mutual respect among our employees. Employees are expected to conduct themselves in a matter that promotes a positive work environment. Employees who conduct themselves contrary to organization standards may be subject to disciplinary action up to and including termination.

The organization does not limit its authority to discipline or discharge employees whose actions negatively affect an efficient, productive environment. The following are examples of inappropriate conduct:

- excessive tardiness or absenteeism;

- unacceptable work performance;
- falsifying employment records (such as employment application, timekeeping records, Employment Eligibility Verification I-9 Forms, etc.) or other documents
- discourtesy to customer;
- verbal or physical conduct which harnesses, disrupts or interferes with work performance or creates an intimidating, offensive or hostile environment;
- use, possession, transfer or trafficking of intoxicants, illegal drugs or controlled substances in any manner during work hours including rest breaks or meal periods on or off organization premises, on organization property or in organization vehicles;
- participating in activities that might conflict with the interests of the organization;
- disclosing confidential, sensitive organization information;
- possessions of firearms or weapons on organization property;
- insubordination, such as refusal to follow work direction or organization policies and procedures;
- pleading guilty, no contest or being convicted of a crime while under HHK employ;
- destruction, misuse or failure to properly care for organization, employee or customer property;
- discount purchase violation, such as buying discounted merchandise for an ineligible person and being reimbursed;
- selling or buying merchandise or services at other than authorized prices;
- misuse or manipulation of any electronic data or telephone equipment;
- taking property belonging to any employees or customers;
- disregarding or violating loss prevention or safety policies or procedures;
- falsifying receipts or violating transaction procedures;
- implied or actual threat of harm; and
- negligence in performing job responsibilities which results in actual or potential harm to customers or employees or results in actual or potential liability to the organization.

This list is not intended to be all-inclusive. Employment and compensation can be terminated with or without cause or notice at any time at the option of either you or the organization.

Sexual/romantic relationships between organization Staff/personnel and clients are not permitted. Relationships between Staff members must not interfere with performance of duties.

Refrain from sharing personal contact information/social networking with clients. Be careful not to allow any personal relationships with clients to interfere or be conflict with your professional role and responsibilities. HHK does not permit fraternization between Employees, Volunteers, and Clients.

## **Dress & Grooming**

Employees are expected to dress in a manner that reflects good taste and business professionalism with consideration to position and frequency of public contact. Unless indicated, all employees are required to maintain the following standards relating to personal hygiene, grooming and dress:

- All clothing must be well-fitted, and appropriate for an equine business establishment. Recommended to wear comfortable pants. If shorts are worn, they must be fingertip length or longer. Wear T-Shirts or Long-sleeve shirts that are weather appropriate. No low-cut tops;
- Employees are required to comply with established standards where the organization has designated specific attire (i.e. closed toe shoes must be worn past the gate, ASTM-SEI certified helmets during mounted work, etc.);
- No jewelry or other items that can get caught on a rider or horse is allowed (i.e. necklaces, charm bracelets, dangling earrings, etc.);
- Cosmetics should be conservative and not distracting;
- Closed toe shoes or boots are required. Tennis shoes and boots are suggested for Volunteers and preferably riding boots for students or a hard-soled shoe with heels. No open-toed, excessive heel, steel toed, cleats, high rubber treaded or dress shoes are permitted;
- Hosiery / socks and appropriate undergarments are required;
- Haircut and style must be conservative, not distracting, and appropriate for an equine business establishment (i.e. tied back). Long hair must be pulled back;
- All employees are required to maintain a standard of hygiene and grooming;
- Sunscreen, hats and sunglasses are recommended. All hats (Western, baseball, golf, visors, etc.) must have stampede strings. These will

prevent your hats from blowing off and spooking the horses behind you;  
and

- Removing jackets or sweaters while on horseback is strictly prohibited.

### **Not Acceptable**

- Sandals;
- Midriff tops, tube tops, short-shorts, etc.; and
- While interacting with clients, eating, drinking, smoking, texting or cell phone use are prohibited.

## Safety Overview

Ensuring the organization is a safe place to work is a priority for the organization. We depend on every employee to take a proactive, common sense approach to safety. By observing safe work practices, employees can help identify potential hazards and eliminate preventable injury, illness and property damage. Employees should report all potential hazards and accidents to their supervisor.

## Emergencies

In the event of an emergency at Healing Horses, Kaua'i, Staff members will have a cell phone that can be used to call 911.

REMEMBER: Remain Calm.

- Get to Safety;
- Call 911;
- Do not hang up unless told to by the dispatcher; they may need more information from you;
- Tell the dispatcher that all lights and sirens must be turned off to avoid frightening the horses, which can lead to further injuries; and.
- Do not move an injured person unless they are in imminent danger!

## Incident Management

The equine industry, by its very nature, is going to have its share of injured clients/clients/Staff. Time is of the Essence: The brief period following the accident or incident can be the key to your legal defense several years later. Use that time wisely! These are the minutes you have to treat the injured party; the hour(s) before the evacuation; the minutes or hours before the other clients leave and their memories of the events are changed or forgotten; the time before your Staff/Volunteer forget the details or leave your employ; and the responses to the media following the incident. Let's look at each of those.

Your clients: Most lawsuits are entered by clients who either believe they were not properly informed of the requirements and hazards of the activity, or clients who feel you have not demonstrated the highest level of care and concern for his/her well being and personal safety. That care and concern starts in the mind of the clients at the beginning of their activity with you. So make a personal connection. Address clients by their name. Treat them, their concerns, and their family members as individuals. If a client is injured, we recommend trying to keep one Staff member with the injured party

from the time of the initial response and treatment through evacuation, waiting for him or her at the doctor or hospital, and following up afterwards. That personal relationship and consistency can reduce stress, help calm and assure the injured party, and is often the key factor in whether or not the injured party chooses to file suit. Personal care and attention do matter.

### **What to Say**

If an incident occurs, be responsive. It's okay to let the client know you're sorry they are hurt and you are doing everything you can. Be both empathetic and sympathetic. Show care and concern both for the injured party and other Participants. While one person may be injured, family members and other clients may be experiencing shock, concerned about their own safety, or generally "shaken" by what they have seen or experienced. Help your clients feel they are in capable hands. Check in with them about how they are doing. You need to provide a calm, settling influence on the clients. It is okay to say things like, "I've sent for help. The techniques we practiced in the Red Cross first aid class seem to have stopped the bleeding. I'll do everything I can to keep you comfortable (until we evacuate, continue, etc.)..." Both injured parties and others need to be reassured. Their evaluation of what happened and how you handled the incident can be important issues if litigation ensues.

### **What Not to Say**

- Don't admit wrongdoing, e.g., "Oh, you're the third person that darned horse has thrown." "Gee, I must not have adjusted your stirrups correctly." "That strap must have failed." etc. ;
- Don't make value judgements, e.g., "Well, that was a stupid thing to do." "You said you were an experienced equestrian (so we gave you a spirited horse.)" "Anybody with half a brain could have..." etc;
- Don't guarantee a speedy evacuation. You may have no control over the timing and your idea of "soon" may be very different from that of an injured party; and
- Don't profess to be a medical expert.

### **Photographs**

If you or clients have a camera available, get photographs of the incident site and of the injured party. Photos of the physical conditions encountered immediately prior to the incident, i.e., steep terrain, a fallen tree obstructed from view by snow, wet or slippery path or roadways, etc., may be especially helpful in reconstructing how the incident occurred.



## **Media**

If there is a serious accident or fatality, you can expect that the media will contact you. Often, that contact will be by phone. It is in your best interests to assign one spokesperson to handle those media inquiries. All Staff need to know inquiries are to go through one person - - normally this will be the Executive Director/Program Director. The Executive Director/Program Director will speak to the legal counsel.

How the Executive Director/Program Director will address the media: Be clear about the assignment. It is to provide the who, what, where, and when that goes into a typical media story (though you may not want to tell "who" at the time when you are still trying to locate their family.) You will probably want to provide some background on your organization's experience at providing the activities.

- It is not the place to assign blame, admit guilt, or speculate about what may have occurred. If a story is delivered in that manner you will get more press than you want;
- Attempt to be accurate and provide the facts. If the answer to a question is unknown, say it is unknown. Don't speculate;
- If you are dealing with restrictions, such as not releasing names until family members are contacted or you are unable to talk with the injured party until the doctor gives the okay, etc., explain that to the media;
- If you provide, see, or hear erroneous information, correct the error as quickly as possible. Provide correct information; and
- No one (including your chosen spokesperson) is to release any information that assigns responsibility or admits liability for the accident without first consulting your insurer's legal counsel. Failure to observe this restriction can jeopardize your case and your insurance. \*It is often best to say simply "the incident is under investigation at this time. No comment."

## **After the Incident**

WRITE AN INCIDENT REPORT ASAP with just the facts.

When animals or equipment are involved in an accident, and could have contributed to the incident, pull them out of service. Check equipment and equine for defects/injury and take photographs.

Remember, everything doesn't end after the doctor sends the person home or admits him/her into the hospital. Nor should it end when an injured and angry client says "I'm going to sue you for this." Follow up with the injured party to see how he/she is doing.

Send or hand deliver a card, note, and/or flowers, or just make a phone call. Let the person know that his/her well-being matters to you. If the injury prevents the person from completing the activity, offer a refund fee. Consider giving them a voucher to come riding with you again after he/she recovers. You would be amazed at the success other facilities have had using the voucher to build positive relationships, even after serious accidents.

Your personal attention, care, and concern can actually prevent a lawsuit. If you end up with a lawsuit, however, remember that everything you said and did, before, during, and after the incident will be reviewed by the injured party's attorney or by the Courts. Don't forget that what you say and do, and what you don't say and do are important parts of your Risk Management program,.

### **Discovery**

This term generally refers to a pretrial device that can be used by one party, i.e. a client injured while participating in an activity offered by you, etc., in order to assist in that party's preparation for trial. Tools of discovery include facts, documents, or other things which are in your exclusive knowledge and possession. The litigating attorney can request and obtain any and all records. For that reason, it is essential that you (and persons working for or on your behalf) avoid comments which could be potentially damaging. Avoid writing or publicly expressing assumptions, opinions, and personal feelings which may arise during the stressful time at and after the occurrence of an incident. Even verbal statements can be subject to discovery.

### **Incident Reports and Witness Statements**

Keep several copies of the Incident Report and Witness Statement forms with your first aid kit(s). That way required information can be gathered and easily recorded after an incident occurs and the client has been taken care of by the Instructor or medical professionals.

Record the information as soon as possible, while memories are fresh and recollections are clear. These forms, and the information they contain, will be critical to your defense. Try to document everything that is said. Information you obtain immediately after the incident will usually be more accurate than statements taken at a later date.

## **Discovery:**

This term generally refers to a pretrial device that can be used by one party, i.e. a client injured while participating in an activity offered by you, etc., in order to assist in that party's preparation for trial. Tools of discovery include facts, documents, or other things which are in your exclusive knowledge and possession. The litigating attorney can request and obtain any and all records. For that reason, it is essential that you (and persons working for or on your behalf) avoid comments which could be potentially damaging. Avoid writing or publicly expressing assumptions, opinions, and personal feelings which may arise during the stressful time at and after the occurrence of an incident. Even verbal statements can be subject to discovery.

## **Incident & Accident Report**

The Instructor in charge will complete the Incident & Accident Report Form. However, if a witness is hostile, blaming, accusing, or otherwise unfriendly after a catastrophic accident, make sure you have their name and how to reach them, but leave it to your insurer's claims Staff or legal council to take their written statement. Take the written statements of witnesses who are positive, friendly, or neutral. When interviewing, ask the question, "What happened?" It's a simple question that each person needs to answer. The statement may be completed by the witness or taken by someone from your organization. Once completed, the witness must review, sign and date the statement.

You can use the same form to note the injured client's version of "what happened" and to note other comments, e.g., "...If I'd only followed your instructions about...", "...knew I was over ice. I didn't think the horse would...", or "...I looked down and panicked. It wasn't anything you did..." etc. Those comments may be of assistance in defending you in the event of a suit. However, your task is to make sure the person is cared for after an incident. We are not suggesting that you get a signed statement from the injured client. That can be done by the insurer once the injury has been attended to and the shock is past. If the person is in pain, in shock, agitated or hysterical following an incident, it is not the time to play inquisitive reporter. Don't be insensitive or intrusive. If he/she makes comments about what happened, jot them down when you get a free moment. Like the old journalism adage states, "Before you be fancy, be fast. Before you be fast, be accurate." Try to put it on paper while the words are fresh

## **Personal Property**

The organization will provide a place where you can keep personal property while at work. However, the organization is not responsible for the loss or theft of personal belongings. You are advised not to carry large sums of cash or other valuables with you to work.

## **Customer Relations**

Customers are vital to the success of our business. We want to provide our customers with the highest level of service, convenience, selection and value. Friendly, professional and respectful treatment of our customers is everyone's responsibility. Outstanding customer service makes a difference in where people choose to spend their money. You can satisfy customers by giving your best effort and remembering to treat them the same way you want to be treated.

## **Personal Telephone Calls & Mail**

Telephone and email facilities are needed during working hours for effective communication with our customers and business associates. In order to keep these facilities available for business needs, personal email and incoming and outgoing telephone calls should be limited to emergency cases.

No cell phones are permitted in the arena. If there is an important phone call you are waiting for, please notify the Instructor ahead of time so that arrangements can be made. In the event of an onsite emergency, Instructors always have their phones that can be used to place an emergency call.

## **Personnel Records**

The organization maintains a personnel record for each employee. In order to keep our records up to date and ensure that you receive important organization mailings, please notify your program director at once whenever there is a change in your:

- Name;
- Address;
- Telephone number;
- Email address; and
- Other personal status changes
  - W-4(i.e. number of exemptions) or W9 form.

## **Mandatory Employee Meetings**

We believe it is important to regularly inform you of what is happening at the organization. Employee meetings are scheduled periodically to discuss products, policies, procedures and organization activities. You should consider these meetings part of your job assignment; attendance is mandatory and compensated. They will be specifically titled “Mandatory Employee Meeting”.

## **Volunteer Meetings and Staff Enrichment**

We highly encourage your participation in our Volunteer meetings, training and orientations and Staff enrichment opportunities to ensure new Volunteers have a smooth transition and familiarity of Staff with new procedures and techniques. Your attendance is neither mandatory nor compensated. However all Staff should annually review their CPR & First Aid Training (available on our website).

## **Employee Pay**

You are expected to treat your pay as personal and confidential.

### **Pay Schedule**

Pay schedule will be determined by the payroll processing company. (\*Typically biweekly on the Friday following the Saturday timesheet submittal.) You will receive your paycheck (or paystub if you receive direct deposit) from your program director or online.

Additional time may be needed to process a new employee’s pay information. Often an employee's first paycheck is not issued until the payday following the pay period in which the employee started. For an independent contractor, a check will be issued only AFTER W9 is submitted to our treasurer.

### **To Void a Check**

Bring it to the treasurer to reissue the check in exchange for the check to be voided for the full amount.

## For a Lost check

At any point, if the check has been cleared/cashed, no check will be reissued.

(Employee's loss)

Option 1: \$30 stop payment fee deducted from the lost check amount for immediate check issuance.

Option 2: Wait until the 10<sup>th</sup> of next month (to receive the bank statement and be reviewed) for the full amount.

## Methods of Hire

### Stipend

A stipend is a fixed amount of money provided to people (trainees) pursuing unpaid work to help offset expenses such as housing, food, equipment costs, training and memberships. A stipend may exempt a person partially or entirely from wages or salary employment. Staff receiving a stipend must submit W9 and will receive 1099-Misc (if they make more than \$600/yr).

Stipends do not have minimum pay requirements. A stipend does not count as wages earned, so no Social Security or Medicare taxes get withheld. This means your employer will not withhold any taxes for you. However, a stipend does count as taxable income, so you will need to plan to set aside money for the taxes you will owe on your stipend at the end of the year. (Should be reported on W2).

Normally, to receive a stipend, the job must focus on training and learning, and the training must primarily benefit the recipient rather than the employer. For internships and apprenticeships, an employer may not promise the recipient a job at the end of the training or have them do work in place of a regular employee.

Key Points:

- Fixed amount paid to interns, apprentices, clergy and trainees;
- Does not depend on services or hours worked;
- Not subject to minimum wage requirements; and
- Not taxed by the employer (recipient must withhold own) - to be claimed stipend, "taxable scholarship," "non-qualified fellowship," "taxable grant scholarship" or another similar phrase.

## **Independent Contractor**

Must submit W9 & Obtain one-time GET license, File GET tax / Receive 1099 as tax form. S/he can deduct any work related expense when filing 1099. Independent contractor is responsible for saving all work related expense receipts. HHK only submits 1099s.

Must complete W9 prior to beginning employment. If you earn more than \$600 during the course of the year, you will receive a 1099 at tax time (postmarked by January 31). All independent contractors are responsible for obtaining GET licenses, tracking income and reporting income/paying taxes on either a monthly, quarterly or bi-annual basis. If you make:

- Less than \$2,000: File G45 on 1/20, 7/20;
- \$2,000 - \$4,000: File G45 on 1/20, 4/20, 7/20, 10/20;
- More than \$4,000: File G45 monthly on the 20<sup>th</sup>; and
- All must file G49 by 4/20 even if your balance is zero (0); if you have some expense to report, you can get a refund at this time.

IF YOU ARE GETTING PAID, YOU SHOULD GET A G.E.T. license before filing taxes with the 1099 [https://files.hawaii.gov/tax/forms/2018/bb1\\_f\\_packet.pdf](https://files.hawaii.gov/tax/forms/2018/bb1_f_packet.pdf)

DOTAX is treating you as an Independent Contractor (hence the 1099). Thus, you are subject to GET at the wholesale rate of 0.5%.

### **How to complete paper version of BB-1 (link above)**

For most of us, line 1 - new; line 2 - is you SS#; Line 3 - blank (unless already have business license); line 4- Last Name, First Name, Middle Initial; line 5 - blank; line 6 (section) - Name and address; line 7 - blank; line 8 - Sole proprietorship; line 9 - no; line 10 - date you started working for HHK (or Jan. 1, 2020); line 11 & 12 - blank; line 13 - calendar year; line 14- cash; line 15 - 661620 riding instruction (though you can write in the description of your job and they will find the closest matching code---to look up your own code follow the link in the instructions pages); line/section 16 - your personal contact information; line 17 - blank; line 18- blank; line 19 - blank; line 20 - blank (or repeat your own information); Registration fee should be \$20 after selecting line 22b - GET/USE tax; sign and complete the bottom of the page. Then on the back side (go back up to line 22 and select filing period - - I chose semi annually that means I have to send my GET tax payment 2x a year to the state; line 23 - no; line 24 & 25 -

blank. Submit the \$20 with the VP-1 form. Tax type GE; Filing type: License Fee --- use the same form to pay your GE tax either monthly, quarterly, or semi-annually.

Submitting Online:

[https://hitax.hawaii.gov/\\_/?referenceId=8QZ-1DT-4VF-6YG&orderId=57552530#3](https://hitax.hawaii.gov/_/?referenceId=8QZ-1DT-4VF-6YG&orderId=57552530#3)  
Services

>>> Register a New Business License >>> BB-1

Basic Business Application Answer the questions similar to above

W9 must be filled out prior to receiving payments from HHK for record keeping. By February 1 of each year, our CPA will mail Form 1099 as your tax document if you made more than \$600/year. However, it does NOT mean you will need to pay tax\* or disqualify from social benefits. Please refer to below websites for details:

Quest: <https://www.benefits.gov/benefit/1255>

SNAP: <https://www.fns.usda.gov/snap/recipient/eligibility>

WIC: <https://www.benefits.gov/benefit/2055>

HUD: [https://www.kauai.gov/Portals/0/Housing/income\\_limits/2020%20Income%20Limits/2020%20Income%20Limits%20Section%208.pdf?ver=2020-06-22-142632-847](https://www.kauai.gov/Portals/0/Housing/income_limits/2020%20Income%20Limits/2020%20Income%20Limits%20Section%208.pdf?ver=2020-06-22-142632-847)

In 2020, for example, the minimum for single filing status if under age 65 is \$12,400. -The IRS taxes 1099 contractors as self-employed. If you made more than \$400, you need to pay self-employment tax. Self-employment taxes total roughly 15.3%, which includes Medicare and Social Security taxes. Your income tax bracket determines how much you should save for income tax.

Independent contractors need to make sure that they're properly insured so that if horse owners or students become injured, they're financially protected against claims or lawsuits. Obtain Commercial General Liability Insurance with Equine Professional Liability endorsement.

If you carry your own policy, HHK will ask to be named as Additional Insured (submit a Certificate of Insurance to HHK). This doesn't insure the stable for any of its business activities and or in the case of negligence. It covers them only in relation to what you do at their location. Make sure your policy will cover injuries to your rider, the horse being used, and third parties that may be injured as a result of a loose horse.

There are some stable owners that may be willing to add you to their stable's liability policy and have you pay the additional fees associated with your being named. If you do this, make sure you do have proof of your name on the policy. Here are some disadvantages of this situation:



You're only insured at that one stable. That means that anywhere else you offer training or instruction, you're not covered and you're not insured to use your own horse.

# Independent Contractor Agreement (Option 1)

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by and between \_\_\_\_\_ a \_\_\_\_\_ ("organization") and \_\_\_\_\_ a \_\_\_\_\_ ("Independent contractor").

Independent contractor is an independent contractor willing to provide certain skills and abilities to the organization that the organization has need for.

In consideration of the mutual terms, conditions and covenants hereinafter set forth, organization and Independent contractor agree as follows:

1. The organization hereby employs the independent contractor as an independent contractor, and the Independent contractor hereby accepts employment.

2. The term of this Agreement shall commence on \_\_\_\_\_. After the first thirty (30) days of the term, either party may, without cause, terminate this Agreement by giving \_\_\_\_\_ 14 days written notice to the other.

3. Organization shall pay to Independent contractor and Independent contractor shall accept from the organization as compensation for all services to be provided pursuant to this Agreement, the sum of \$\_\_\_\_\_ per class or \$\_\_\_\_\_ per training session. Independent Contractor is responsible for any and all taxes. Independent Contractor is responsible for obtaining GET license, any and all taxes and securing general commercial liability insurance with an equine professional liability endorsement.

4. Independent contractors shall provide on an "as needed" basis the following services: traditional riding lesson staffing, therapeutic riding lesson staffing, camp & special event staffing, horse care, and facility maintenance, behavioral health, OT/PT/SLP, hippotherapy, and EFP. Independent Contractor shall devote such time, attention and energies as required.

5. Independent Contractor may engage in other business activities, however, that Independent Contractor shall not during the term of this Agreement solicit organization's employees or accounts on behalf of Independent Contractor or another entity.

6. If an Independent Contractor becomes unable to perform services pursuant to this Agreement by reason of illness, incapacity or death, compensation shall cease upon the happening of the event.

7. Neither party may assign this Agreement without the express written consent of the other party.

8. Nothing contained in this Agreement shall be deemed or interpreted to constitute the Independent Contractor as a partner, agent or employee of the organization, nor shall either party have any authority to bind the other.

9. It is agreed between the parties that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements, oral or written, between the parties and is intended as a complete and exclusive statement of the agreement between the parties. no change or modification of this Agreement shall be valid unless the same be in writing and signed by the parties.

10. All notices required or permitted to be given hereunder shall be in writing and may be delivered personally or by Certified Mail - Return Receipt Requested, postage prepaid, addressed to the party's last known address.

11. This Agreement shall be construed in accordance with and governed by the laws of the State of Hawaii. INTENDING TO BE LEGALLY BOUND, the parties hereto have caused this Agreement to be executed as of the date first above written.

BY Equine Therapy, Inc. dba Healing Horses Kauai on January 1, 2021

BY \_\_\_\_\_ on \_\_\_\_\_  
**Equine Therapy, Inc. dba Healing Horses, Kaua'i**  
3146 AKAHI STREET  
LIHUE, HI 96766

(808) 634-3896

## Hourly

### **Part Time Hire (20 Hours or Less) Must Submit W4 / Receive W2.**

Employee must submit a W4 prior to employment. Federal tax, state tax, social security and medicare will be withheld. (Employer will also pay unemployment tax and worker's compensation) .

Salaries represent compensation for the work performed and may fluctuate over time, depending on your performance, duties and other factors. Salaries are subject to the minimum wage requirements and payroll tax withholding. This type of payment implies an employer-employee relationship and not a student-mentor relationship (stipend). As you gain experience and hone your skills, your pay rate may increase.

Hourly employees are paid for every hour they work, which must equal at least the federal minimum wage. Hourly employees are also entitled to overtime pay at one-and-a-half their normal rate for time worked beyond 40 hours in a workweek — unless their position meets an exemption.

### **Hourly: Full Time Hire (20-40 Hours) Must Submit W4 / Receive W2 & 1095-B Health Coverage**

If they a regular non-exempt employee, the Employee shall be paid at least minimum wage and may be eligible for overtime pay if they work more than 40 hours in a week.

## Salary

Must Submit W4 / Receive W2 & 1095-B Employee Health coverage and submit a W 4 - withholding certificate. The Employee will receive a W-2 end of year.

Salaried employees are paid a regular, consistent amount based on their pay schedule — equal to their annual sum. With a salary, you're not typically paid based on the number of hours you work.

Salaried employees are paid a predetermined amount each pay period. Their pay is not typically dependent on the number of hours and days they work. Salaried

employees must receive at least \$455 weekly, unless they meet an exception such as being a teacher, salesperson, or employee practicing law or medicine.

Often salaried roles have: a benefits package inclusive of retirement matching in a 401k or 403b account, paid time off (including sick time and vacation time) and short term disability. No overtime compensation.

## **Employment of Minors**

Minors (under 16 years old/minimum 14 years old) need work permits:

<https://www.avvo.com/legal-answers/can-a-minor-be-and-independent-contractor--3449783.html>

<https://www.thebalanceeveryday.com/minimum-age-to-work-in-hawaii-2085368#:~:text=The%20minimum%20age%20one%20can,but%20not%20in%20this%20case>

**Need to put this poster up somewhere (workers' rights):**

[https://www.ccis.edu/~media/Files/HumanResources/Labor-Posters/HI60\\_STATE-Hawaii.pdf](https://www.ccis.edu/~media/Files/HumanResources/Labor-Posters/HI60_STATE-Hawaii.pdf)

Volunteers must be 14 years or older to participate in classes. Volunteers under the age of 14 must be directly supervised by a parent or guardian. No exceptions.

# Participant/Volunteer/Employee Manual Verification

I attest that I have read and understand this policy manual in its entirety. I will abide by all rules and regulations at all times. If a parent or guardian is signing on behalf of a minor, they take full responsibility for carrying out these policies with the minor(s) listed below.

I/We understand that if these rules are broken, I/We may be asked to leave immediately, per the instructor's discretion, and may be found to have grounds for dismissal. Any questions or concerns can be answered by a Director during operating hours, [hhkauai@gmail.com](mailto:hhkauai@gmail.com) or 808-634-3896.

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Printed Name of Employee/Participant Signature of Employees/Participant/  
Parent/Guardian

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Date

Minor(s) \_\_\_\_\_

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Equine Therapy Inc. dba Healing Horses Kauai