



EMPLOYEE HANDBOOK & CODE OF CONDUCT

2023

This handbook applies to employees employed by the U.S. Central Office. Additional, separate handbooks will apply to employees employed by TREES global locations.

This handbook supersedes all prior TREES handbooks. TREES may modify this handbook periodically as well as any other policies, procedures, benefits, or programs, with or without advance notice. TREES may make exceptions to the handbook, in its discretion. When policies or benefits are subject to interpretation, such interpretation will be determined by TREES at its sole discretion. Nothing in this handbook is intended to confer any contractual or other rights or privileges upon you, whether express or implied, or to entitle you to be or remain employed by TREES. Nothing in this handbook is intended to, nor should it be interpreted to, conflict with the National Labor Relations Act or any other applicable federal, state or local law. If applicable federal, state or local law imposes additional or different requirements not addressed in these policies, TREES will comply with all applicable legal requirements.

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WELCOME

Welcome to Trees for the Future (TREES)! For those of you just joining us, we look forward to working together. For those who have been with us for some time, thank you for all you do.

TREES is a nonprofit organization that trains farmers in agroforestry and sustainable land use so they can grow vibrant regional economies, thriving food systems, and a healthier planet. We are glad you have chosen to join us in our mission to assist smallholder farmers to increase their income, dietary diversity, and restore their lands through agroforestry. We are dedicated to promoting an alternative to destructive agricultural practices which degrade both land and livelihoods.

We pride ourselves on being a dynamic workplace that delivers results and provides opportunity for professional fulfillment and growth. This handbook serves as a guide to TREES' organizational policies. It conveys standards and expectations of you and provides a description of current benefits. In some areas it will summarize certain policies and refer you to more detailed policy documents. We try to avoid unnecessary bureaucratic policies and legal jargon. Our goal is to empower you to perform at your peak and then stay out of your way. We are all adults, and we trust you to use good judgment, behave appropriately, and ask for help when needed. Please spend some time familiarizing yourself with this information and use it as a tool to help you thrive here.

Work Environment

We are a diverse organization, and we value the varied backgrounds, perspectives, and cultures that enrich our work environment. Our diversity enables us to continually add new insights, apply technical program approaches in creative ways, and recognize new opportunities. We value a cooperative, collaborative, respectful culture.

Open Communications, Open Door

We believe that authentic, open communications build a strong and productive work environment. TREES employees may speak freely about their opinions and perspectives but please remember to do so respectfully.

We recognize that you may have concerns from time to time, and we want to address them in a timely and fair way. Please help us do so by raising concerns with a manager or the Human Resources (HR) team. We want to understand your concerns and will try to address and resolve issues promptly.

We also encourage you to consider discussing any concerns directly with the person(s) involved if possible, practicing active listening in an effort to understand different perspectives or opinions. In situations where this is problematic or uncomfortable, please contact a manager or the HR team. Situations are managed as confidentially as possible; however, employees are not guaranteed confidentiality if there is a need for investigation.

At-Will Employment

TREES is an at-will employer; employees are free to resign at any time. Similarly, TREES has the right to terminate any employee at any time with or without reason or advance notice. Nothing in this

handbook alters the at-will employment relationship, constitutes a contract or guarantee of employment, or creates any contractual terms of employment.

Work Hours

We tend to work hard at TREES. With team members spread across time zones, we can meet in the early hours of the morning or late into the evening. We juggle multiple deadlines and competing priorities on a regular basis. We focus more on getting the job done well than office “face time” or fixed hours. We are free to set work schedules that accommodate our personal lives and allow for work-life balance as approved by managers. Core work hours are between 10 am and 3 pm Eastern Time. During these hours, staff are expected to be fully available as needed by colleagues or partners. A full-time employee is expected to work an 8-hour workday and a 40-hour week. We encourage staff to make every effort to plan meetings with staff in Africa and other time zones at manageable times for everyone involved.

Attendance

Please notify your manager of any unexpected absences from work as early as possible. An employee who is absent from work without permission or reasonable explanation involving extenuating circumstances (e.g., emergency, accident, serious illness) will be required to take unpaid leave unless otherwise required by applicable law. Unauthorized absence from work for three (3) consecutive scheduled workdays may be considered job abandonment and a voluntary resignation.

Telecommuting/Remote Work

As a TREES employee of the U.S. Central Office, you are part of a remote/hybrid workforce that operates from various hubs and locations. While we offer a high degree of flexibility for telecommuting and remote work, some roles may require attendance at meetings and workdays in TREES collaboration spaces. You must disclose the location of your remote workplace upon joining our team, and this location is subject to TREES’ approval. Accommodation of a temporary or new remote location is subject to approval from your manager and the Senior Director of Human Resources.

We expect all employees to work steadily and diligently, regardless of their work location. Approval for telecommuting or remote work is contingent upon continued good performance. As a condition of remote work, employees with children are required to certify that they have arranged adequate childcare by someone other than themselves for any children or other dependents in their home during core working hours.

Employees must use a secure internet connection when working remotely and must take precautions to safeguard TREES’ work product and equipment and to prevent use by unauthorized persons.

Remote employees must provide, at their expense, a secure, dedicated work area that is free from distractions. Staff are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Injuries that employees sustain while working in their remote workspace during their specified hours of work and in conjunction with their regular work duties are usually covered by workers’ compensation insurance and must be reported promptly to TREES. However, TREES is not responsible for any damages to the employee’s property that occur while an employee is working remotely or for any injuries to individuals other than the employee.

The location of an employee’s remote work impacts how TREES operates and can affect where TREES needs to register to do business and to regularly file and manage its accounts as an employer and organization. Therefore, if an employee is considering changing their location of remote work

for a period of 30 days or more, the employee must request approval from TREES for such a change in location at least 30 days in advance and receive the approval of TREES for that change, as follows:

- Discuss your plans with your manager, the first required approval.
- Check in with HR, the second approval.
- Note that TREES does not provide relocation assistance for personal moves.
- Understand that moves requiring costs to the company (for registration, legal, or other reasons) may not be possible.
- Understand that TREES may not approve all requests for continued employment at a new remote work location if it determines, in its sole discretion, that the proposed new remote location is not in alignment with TREES' interests.

Social Media

TREES respects the right of employees to maintain social media accounts, a blog, or a personal website. We ask that employees adhere to the following social media communications principles:

- Clarify that your opinions are your own.
- Offer respect and humility in all communications.
- Use good judgment in sharing only non-confidential, public information about the organization.
- Be aware that what you communicate is permanent, even if you attempt to edit or delete it.
- Understand that all TREES policies (e.g., confidentiality and intellectual property, illegal conduct) apply to social media communications.

EMPLOYMENT POLICIES

Equal Employment Opportunity and Diversity

TREES is an equal opportunity employer. We celebrate diversity and are committed to fostering an inclusive work environment. TREES recruits, hires, and promotes without regard to race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, creed, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions), age, ancestry, citizenship status, sexual orientation, genetic information, gender, marital status, gender identity or expression (including transgender status), physical or mental disability, military obligations, veteran status, homeless status, political affiliation, personal appearance, family responsibilities, matriculation, credit information, status as a victim or family member of a victim of domestic violence, sexual offense, stalking, or any other category protected by law ("protected class status"). We are fully committed to fostering a culture of inclusion and diversity not only through our recruitment strategies but also by our adherence to applicable laws.

Reasonable Accommodation

We recognize and support our obligation to provide reasonable accommodation for job applicants and employees whose ability to perform the functions of their job is affected by disabilities, pregnancy, childbirth, or related medical conditions, breastfeeding, domestic violence, sexual assault, stalking, or sincere religious beliefs or practices. We will seek to provide reasonable accommodations to qualified job applicants and employees unless such accommodation would impose an undue hardship on TREES or pose a direct threat. We will not discriminate or retaliate against you for requesting or using a reasonable accommodation in good faith for any of the purposes listed above.

If you believe that you may qualify for a reasonable accommodation, please notify the HR team and explain the requested accommodation. TREES will engage in a timely and good-faith interactive process to determine if a reasonable accommodation without undue hardship or direct threat can be made. We will ensure that any requests for medical information or medical exams are made in accordance with applicable law. We will also ensure that all medical-related information is kept confidential in accordance with applicable law.

Respectful Workplace

TREES is committed to a collegial work environment free from harassment, bullying, discrimination, violence and retaliation. Everyone must treat others with courtesy and respect. We prohibit any form of discrimination or harassment on the basis of protected class status as described above or any other category protected by applicable law.

When we refer to “harassment,” we mean unwelcome verbal, visual, or physical conduct based on protected class status, which creates an intimidating, offensive, or hostile work environment, and which interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), graphic (including offensive posters, symbols, cartoons, drawings, graffiti, computer displays, or emails), or physical conduct (including physically threatening another or blocking his or her way) that denigrates or shows hostility or aversion toward an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful.

Sexual harassment can include all of the above actions described as harassing, as well as other unwelcome verbal or physical conduct to which the following applies:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual.
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited behavior can include but are not limited to:

- Unwelcome comments based on sex or gender.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
- Requests for sexual favors.
- Obscene gestures.
- Displaying sexually graphic magazines, calendars, or posters.
- Sending sexually explicit emails.
- Verbal or physical conduct of a sexual nature, such as uninvited touching, comments about physical appearance, or unwelcome advances.
- Sexually related comments and, depending on the circumstances, improper conduct such as sexual joking.
- Conversation about an employee's or someone else's sex life.
- Teasing or other conduct directed toward a person because of the person's sex or gender.

We also prohibit bullying. Bullying consists of insulting, abusive, threatening, hostile, or cruel behavior that undermines, disrupts, or negatively impacts another's ability to do his or her job and results in a harmful work environment. Bullying may be the result of deliberate intention or not; the impact of the behavior on others, not the intent, determines whether bullying has occurred. Depending on the severity and impact of the behavior, a single incident may constitute bullying if it is found to be sufficiently offensive, threatening, or intimidating.

Examples of conduct that might constitute bullying include:

- Verbal, written, or physical threats and intimidation.
- Physical intimidation, threats, menacing gestures, possession of weapons, stalking or any other hostile, aggressive action.
- Insulting or derogatory remarks, gestures, or actions.
- Swearing and derogatory name-calling.
- Public ridicule.
- Vandalizing personal belongings.
- Spreading malicious rumors, gossip, or negative innuendo.

Bullying does **not** include:

- The normal exercise of supervisory responsibilities, including performance reviews, direction, counseling, and disciplinary action where necessary.
- Social interactions, jokes, and banter that are mutually acceptable provided they are respectful and there is no negative impact for others in the work environment.
- Disagreements, misunderstandings, miscommunication, and/or conflicts, provided the behavior remains professional and respectful.

This policy applies to all work-related settings and activities whether inside or outside the office, in-person or via written or electronic modes of communication, and during travel and work-related social events.

An employee who feels that she or he has been subjected to conduct that violates this policy should immediately report the matter to the employee's supervisor, another manager, or the Human Resources team. An employee who is unsure where to report a perceived violation or who has not received an acknowledgement within five business days after reporting a perceived violation should contact the Senior Director, Global Human Resources, or any member of the Senior Leadership team. Complaints regarding the CEO should be made to the Chair of the Board of Directors. Employees also may report concerns anonymously to TREES' third party whistleblower hotline; please see the Whistleblower Policy in the Ethical Business Practices section of this handbook for details about the hotline. Employees are encouraged to report conduct that may violate this policy before it becomes severe or pervasive. Supervisors who become aware of conduct that may violate this policy must report such conduct immediately to the Senior Director, Global Human Resources, or to the Board Chair for complaints concerning the CEO.

Every report of conduct that may violate this policy will be promptly, thoroughly, and impartially investigated. Corrective action will be taken where appropriate as determined by TREES. Those measures may include, but are not limited to, counseling, suspending, or immediately terminating any employee who we determine has violated this policy.

Employees are required to cooperate in all investigations. The identity of individuals who report a perceived violation of this policy, as well as any information obtained during TREES' investigation, will be kept confidential to the extent possible, but we cannot always guarantee confidentiality.

No Retaliation

We prohibit all forms of retaliation, meaning we do not discipline employees if there is good faith:

- Report of a perceived violation of our Respectful Workplace policy.
- Pursuit of any such report.
- Cooperation with an investigation into any such report.

If you believe someone has violated this no-retaliation policy, please immediately report the matter to your supervisor, another manager, or the Human Resources team. An employee who is unsure where to report a perceived violation or who has not received an acknowledgement within five business days after reporting a perceived violation should contact the Senior Director, Global Human Resources, or any member of the Senior Leadership team. Complaints regarding the CEO should be made to the Chair of the Board of Directors. Employees also may report concerns anonymously to TREES' third party whistleblower hotline; please see the Whistleblower Policy in the Ethical Business Practices section of this handbook for details.

We will promptly, thoroughly, and impartially investigate any claim of retaliation. To the extent possible, we will try to keep the reporting employee's concerns confidential, but we cannot guarantee confidentiality.

All employees are required to cooperate in all investigations conducted under this policy. Upon completing an investigation, we will take all corrective measures that we determine are appropriate. Those measures may include, but are not limited to, counseling, suspending, or immediately terminating any employee who we determine has violated this policy.

EMPLOYMENT CATEGORIES

TREES classifies jobs according to the definitions below.

Full-Time Employees work at least 40 hours per week and are eligible for full employment benefits.

Part-Time Employees work at least 20 hours per week. Part-time employees working 30 hours or more may be eligible to receive employment benefits and pro-rated leave.

Exempt Employees are not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act and applicable state law. Exempt employees are not entitled to overtime pay for working more than 40 hours per week.

Non-exempt Employees are covered by the minimum wage and overtime wage provisions of the Fair Labor Standards Act and applicable state law.

Temporary Employees are individuals who are employed for a specific period of time or until a specific project is completed. Typically, temporary employees are not eligible for the same benefits as permanent employees but may receive legally required benefits such as workers' compensation and unemployment insurance.

Interns engage in work-related educational or training experience to gain hands-on work experience. Interns are subject to TREES' policies and procedures. Interns are not eligible for benefits.

Consultants are independent contractors, not employees, and are retained for specific types of services and deliverables. There are important legal and tax implications for TREES in hiring a consultant versus an employee, so the determination should be made carefully and in accordance with applicable legal requirements.

A consultant/independent contractor typically:

- Controls their own work schedule, tools, supplies, workspace, and work methods. Consultants do not require work instruction or training, do not receive performance reviews, and do not manage others.
- Does not receive a salary or benefits and is compensated at a specific rate for a deliverable or service requiring specialized skills. Consultants are responsible for their own taxes.
- Has a contract for a time-specific scope of work that is not a key aspect of the business. Consultants typically do not perform ongoing company work.

Teams recruit their own interns and consultants as needed. Consult the TREES Procurement Policy for the correct procedure.

BENEFITS AND LEAVE

Benefits

This handbook briefly describes the benefits TREES offers to employees. However, the information about benefits in this handbook is general in nature. The provisions of the plans, including eligibility and benefits provisions, are controlled by and included in the official plan documents and summary plan descriptions. The official plan documents are available for your review upon request. The terms of the official plan documents will determine all aspects of the benefits provided.

TREES and plan administrators retain full discretionary authority to interpret the terms of the plans, including benefit eligibility and entitlement. While TREES intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate them at any time for any reason.

It is each employee's responsibility to notify Human Resources about any changes in life circumstances that might affect benefits or payroll. This includes the birth or adoption of a child, marriage or divorce, termination of a domestic partnership, change of address, and disability status.

Health Insurance

United States employees who work at least 30 hours per week may elect to participate in our comprehensive health insurance benefits including medical, dental, and vision coverage. Our insurance offerings are reviewed in more detail during the HR orientation.

Employee Assistance Program

United States employees, their spouses or domestic partners, dependent children, parents, and parents-in-law have access to the Employee Assistance Program (EAP), which covers up to three sessions with a licensed professional counselor.

Retirement

Eligible employees are encouraged to participate in the organization's retirement plan. Plan participants may make pre-tax contributions to a retirement account. TREES will match contributions up to 5% of their annual salary after one year of employment with the vesting schedule attached to the plan. Prior to full eligibility, all new employees are automatically enrolled in the 403(b) program and 1% of gross salary is withheld and remitted to the employee's 403b account.

Workers' Compensation

All employees are covered under our Workers' Compensation policy for injuries during working hours or conditions caused by work activities. This is a monetary benefit, not leave time. You must file your claim forms promptly and correctly to receive workers' compensation benefits.

Short-Term and Long-Term Disability

TREES offers short- and long-term disability insurance for all benefits-eligible employees. This is an employer-paid benefit and details of both plans can be found on the benefit website.

Life Insurance

TREES offers employer-paid basic life insurance for all benefits-eligible employees. Employees must pay a GTL tax on this benefit. Please see the benefits portal for the amount associated with your account.

Accidental Death and Dismemberment Insurance

TREES offers employer-paid basic AD&D insurance for all benefits-eligible employees. Employees must pay a GTL tax on this benefit. Please see the benefits portal for the amount associated with your account.

Home Office Equipment Benefit

New full-time employees will be provided a laptop, mouse, and monitor. Employees are allowed an allowance of \$300 USD to purchase home office equipment such as a standing desk, ergonomic supplies, additional monitors and stands, keyboard and office chairs. Employees are directed to order computer peripheral equipment through the Operations Team and may purchase other items and submit an expense report with receipt for reimbursement up to the limit through the Finance expense system. This allowance applies only during the first 6 months of employment.

Leave**Vacation Leave**

Full-time employees receive 20 days of vacation leave per calendar year that will be accrued each pay period. Part-time employees receive and accrue a prorated amount of vacation leave depending on time worked.

Vacation may be taken in one-hour increments. Any vacation amount greater than four hours (1/2 day) is to be requested through the provided HR portal in advance and approved by the employee's supervisor.

Full-time employees can carry over up to 40 hours into a new calendar year. These 40 hours must be used by July 31st of the year into which the time is carried over; any carry-over vacation leave remaining after July 31st will be forfeited without payout. Employees whose accrued vacation leave exceeds 40 carry-over hours at the end of the calendar year will forfeit their vacation leave above 40 hours and will not be paid for the forfeited leave. Should you leave TREES, your vacation leave balance will be paid out upon termination of employment.

Personal Leave

Full-time employees are eligible for four (4) paid personal leave days per year - one (1) day will be credited on the first day of each calendar quarter. Personal leave days are not carried over from year to year. Employees will not be paid for any unused personal leave days. Any unused personal days will not be paid upon employee's termination. Part-time employees will earn personal leave days on a pro-rated basis.

Sick Leave

Full-time employees receive 80 hours of paid sick leave on January 1 each year. Part-time employees will receive 40 hours of sick leave on January 1 each year.

Sick leave is to be used to cover absences from work due to personal illness, medical appointments, or family medical needs and should not exceed five (5) consecutive workdays in duration. If an employee is sick for more than five (5) workdays, medical verification may be required.

An employee is allowed to use earned sick leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain medical diagnosis or care or preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave (in addition to parental leave);
- The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) to obtain psychological or other counseling; (4) for legal services or proceedings related to the domestic violence, sexual assault, or stalking; (5) to temporarily or permanently relocate as a result of the domestic violence, sexual assault or stalking; or (6) to take other actions to enhance the health or safety of the employee or the employee's family member or to enhance the safety of those who associate or work with the employee.

Sick leave may be taken in one hour increments. Sick leave that remains unused on December 31 of each year does not carry forward and is not paid out. Unused sick leave is not paid out upon termination of employment.

Holidays

Full-time employees are eligible for the following paid holidays annually:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Floating Holiday
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday, the holiday will be observed the preceding Friday. If a holiday falls on a Sunday, the holiday will be observed the following Monday.

Employees on unpaid leave of absences will not be eligible for holiday pay.

Part-time employees receive paid holidays if they are otherwise scheduled to work on that day. Their pay on that day would still be prorated based on their regular rate of pay.

Bereavement Leave

Employees who lose a loved one may take up to 3 days of paid bereavement leave.

Jury Duty Leave

Employees summoned for jury duty will be allowed time off to perform this civic service. You are expected to provide your manager with advanced notice, report to work for the remainder of the day if released early, and to keep your manager informed of the expected length of service if selected to serve on a jury. Jury duty leave may be paid or unpaid depending on applicable federal and state law.

Voting Leave

Employees may take up to 2 hours of paid leave time to vote if there is insufficient time outside of working hours to do so.

Military Leave

TREES is committed to the letter and spirit of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Eligible employees meeting the conditions of this act will be granted leave. TREES also complies with any additional requirements under state law for providing military leave. Employees planning such leave are asked to consult with Human Resources to resolve details.

Parental Leave

Parental leave is a TREES benefit that provides full-time employees with 8 weeks of leave to care for a new child (birth, adoption, or foster), paid at 100% of the employee's base salary. Part-time employees receive a prorated amount based on time worked. If employees are eligible for publicly-provided benefits for similar purposes, TREES will provide this benefit in coordination with such benefits, as

provided in the policy below on Public Benefits. In addition, employees may elect to use accrued vacation and/or sick leave to supplement the paid benefit. Multiple births, adoption, or foster placement of multiple children simultaneously is considered one event.

Paid parental leave must be taken within a year following the birth, adoption, or foster placement of a child. Employees are eligible for one parental leave per qualifying event. If both parents work for TREES, the parents must either divide the paid parental leave or elect for one parent to take it.

Expecting parents must inform their supervisor and the Human Resources team well in advance (at least 2 months) of the proposed leave date. The HR team and the employee will create a written leave plan.

Please see the Human Resources team for additional guidance.

Public Benefits

Employees working in certain jurisdictions may be eligible for leave and/or public benefits for disabling or serious health conditions, including those associated with pregnancy, childbirth, or related medical conditions, to care for a new child, or to care for a family member with a serious health condition. These benefits will be coordinated to the maximum extent consistent with applicable law with any benefits or leave provided by TREES. Eligible employees must apply for applicable public benefits, and TREES will only provide the difference between public benefit payments and the employee's regular salary. Employees who believe they qualify for public benefits should contact the Human Resources team for additional guidance.

Witness Duty Leave

Eligible employees will receive leave to provide witness testimony in accordance with applicable state law.

Disaster Relief Volunteer Leave

Eligible employees will receive qualified volunteer service leave in accordance with applicable state law.

Organ, Bone Marrow, and Blood Donor Leave

Eligible employees will receive qualified donor leave in accordance with applicable state law.

School-Related Leave

Eligible employees will receive school-related leave in accordance with applicable state law.

COMPENSATION

Compensation Philosophy and Practice

We purchase and participate in industry-specific market data on an ongoing basis to price our jobs as competitively as possible within our means. We try to pay salaries that are comparable to those of similar organizations and to respect internal equity, which means that employees with generally similar qualifications in similar jobs are compensated similarly within the same geographic job market. Individual salaries will vary based on such factors as tenure with the organization, geography, education, and experience.

We seek to balance recruiting and retaining highly qualified talent with responsible stewardship of donor resources, prioritizing project impact, and remaining within budget. Program budgeting and compensation decisions are separate processes, so budgeted salaries will not always reflect actual compensation of individuals staffed on projects. Decisions about new-hire salaries are made by the Human Resources team in consultation with the hiring manager.

Salary Adjustments

TREES may elect to adjust salaries annually depending on availability of funds. When approved, annual adjustments are effective the following January 1. Not all employees may receive increases in a given year.

In the event that we provide salary increases, staff hired before June 1 are eligible to receive an annual increase. For staff with less than one year of service hired before June 1, the increase will be pro-rated. If an employee has taken leave without pay between June 1 and December 31, that time is deducted from total time worked and calculated in the proration. Employees who have taken or are on Parental Leave (paid or unpaid) are eligible for the full annual increase for that compensation year. Employees who have had a salary increase already during the year due to promotion or salary adjustment are eligible for a pro-rated annual increase if their salary changed prior to June 1.

Individuals who have reached or exceeded the top of the range for their position level are not eligible for salary increases but may receive lump-sum payment. TREES reserves the right to modify its compensation practices at any time.

The Human Resources team analyzes and monitors our compensation system on an ongoing basis and may recommend salary adjustments periodically. Employees with salary concerns may discuss them with their manager who may request a salary review. Salary reviews will be evaluated, but increases are not guaranteed.

Pay Transparency Nondiscrimination Provision

We will not discriminate or retaliate against employees or applicants for inquiring about, discussing, or disclosing their own pay or that of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) related to an investigation, proceeding, hearing, or action, including a TREES investigation, or (c) consistent with TREES's legal duty to furnish information.

Promotion

TREES is a dynamic organization driven by dedicated, creative, and talented staff. TREES aspires to hire for the long term—to attract top talent by offering rich and varied professional challenges and opportunities.

Promotion is defined as a move to a position of higher level, responsibility, and salary. Employees may advance within their current team or may move into another team or program depending on qualifications, career goals, and the needs of the organization.

To be promoted, an individual must be a strong performer and demonstrate performance at the next level in most functional competency areas. Strong performance is documented in performance reviews.

Promotion requires that the company needs to add a higher-level position or has one already open (i.e., there is a job to be promoted into) and depends on availability of funds.

Criteria to be considered for promotion include:

- Six months or longer tenure in current job.
- High performance demonstrated in performance reviews.
- Qualifications that meet the requirements of the new role.
- A promotion opportunity that becomes available (funding for a higher-level role and a business need for it).

Promotion Within Team:

- Most new positions are posted on the website and intranet.
- Qualified employees may apply by sending a current CV and letter of interest to HR, copying their manager.
- The manager decides whether to recommend promotion for the employee. If more than one internal candidate applies, there may be interviews. Managers may elect to consider and interview both internal and external candidates.
- If the manager recommends a promotion, HR conducts a salary assessment and recommends an adjustment, if warranted.
- The manager communicates the decision to the employee and any other internal candidates.

Promotion Outside Team (please also see Internal Candidates below in Recruitment):

- Most new positions are posted on the website and intranet.
- A qualified employee may apply by sending a current CV and letter of interest to HR. While employees are encouraged to discuss career goals and growth opportunities openly with their current managers, they are not required to obtain approval to apply for another role.
- Employees who are selected to interview must notify the current manager at this point. Performance information will be included in the evaluation process.
- If selected, HR conducts a salary assessment and recommends an adjustment if warranted.
- The employee's current and future managers coordinate with HR to manage transition timing and potential new recruitment to hire a replacement.

Management reserves the discretion to appoint employees on an interim or permanent basis to other roles if required to meet critical business needs. As in all organizations, opportunity for promotion slows as people progress further up the organization structure where there are fewer roles.

Payment of Wages

Paychecks and Payroll Deduction

Employees are paid biweekly. If payday falls on a weekend or holiday, payment will be made on the last business day before the weekend or holiday. TREES has a strong preference to pay through direct deposit. The employee is required to update their payment information as needed through the provided HR portal.

Taxes and other required deductions are withheld as required by applicable laws. Employees may also elect voluntary deductions to participate in insurance, retirement, and/or other benefit programs.

Payment on a Salary Basis

For employees who are exempt under the Fair Labor Standards Act, salary is intended to compensate for all hours worked and is established at the time of hire. All exempt employees are paid on a salary basis in conformity with the Fair Labor Standards Act. Being paid on a salary basis means an employee regularly receives a predetermined amount of compensation each pay period. While periodic review and modification may occur (e.g., annual salary review), the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee will receive full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. TREES will not knowingly dock the pay of exempt employees in violation of the salary basis rules of the Fair Labor Standards Act.

Deductions from pay for absences of less than a week are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with organizational policies;
- To offset amounts employees receive as jury or witness fees, or for military pay;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, TREES is not required to pay the full salary in the initial or terminal week of employment or for any workweek in which an exempt employee performs no work. In addition, deductions from leave accruals for all absences of less than a full day are acceptable and will be made in accordance with the applicable leave provisions set forth in this handbook.

Exempt employees who believe they have not been paid on a salary basis in violation of the law should inform their supervisor and management. TREES will reimburse employees for any inadvertent deductions made in violation of the salary basis rules.

Overtime

During busy times requiring extra work hours, employees who are not exempt from the Fair Labor Standards Act (non-exempt employees) who work overtime (more than 40 hours in one work week) will be compensated in accordance with all applicable federal laws, at the rate of one-half (1.5) times their normal hourly wage for all additional time worked.

Overtime must be approved in advance by the immediate supervisor or department manager. For purposes of calculating overtime for non-exempt employees, the TREES work week begins at midnight on Sunday and ends at midnight on the following Sunday. Only actual hours worked are counted in calculating overtime. Scheduled and unscheduled absences, including time off for holidays, vacation, sickness, jury duty, bereavement leave, military leave, or for any other reason, as well as lunch and breaks of 20 minutes or more, will not count as hours worked for overtime purposes.

Compensatory Time

Occasionally, it may be necessary for employees who are exempt from the Fair Labor Standards Act (exempt employees) to work more than 40 hours per week when travelling, during periods of intense work, and/or on weekends. We provide compensatory time at a ratio of 2:1; for every extra full day worked, the employee is eligible for one half day of comp time. Comp time must be used within thirty (30) days following the employee's return, and all plans for taking comp time must be approved in advance by the supervisor. Unused comp time is not paid on separation from employment.

Timekeeping

All work and leave time must be reported accurately and entered into the TREES timekeeping system. Work performed at any time of day must be reported, including work outside of regular business hours. Timesheets are to be submitted bi-weekly and will be approved by your manager. Employees will attribute both work time and leave time to an appropriate charge code. Payroll will be prepared from these submissions. Nonexempt employees will comply with any additional applicable state law requirements on recording time worked.

RECRUITMENT

Please see the Human Resources team for more details on our recruitment process, key elements of which are:

Team effort

The hiring manager (usually supervisor) and hiring team work together with HR to source and screen candidates. All candidates apply online through TREES' career page.

Diversity of opinion

At least three people should normally participate in interviews, either individually, jointly, or in panels. We seek to include multiple viewpoints whenever possible. However, the hiring team reserves the discretion to limit the number of interviewers when appropriate, for example in urgent or short-term hiring circumstances.

Efficiency

No more than six people in total should interview a candidate for efficiency and to keep the candidate experience in mind.

Rigorous assessment

We try to structure interviews to cover all the bases while avoiding duplicate questioning. Work sample assessments (not internet-based tests) are a helpful tool.

Job Posting

We strive to maintain an open and level playing field for transparent competition for open jobs. Most open jobs are posted externally in the TREES applicant tracking system and internally through email or other means. The Human Resources team reserves the discretion to not post jobs in certain circumstances, including but not limited to executive positions, internal promotion into a job that requires technically specialized skills when there is only one qualified internal candidate, and urgent hiring circumstances.

References and Background Checks

References are checked for all candidates for employment. We may investigate an individual's prior employment history, personal references, educational background, criminal background, and other relevant information (such as checking applicants against denied persons, debarred parties, and sanction lists). Our background checks will comply with the Federal Fair Credit Reporting Act and applicable state laws, including providing an applicant or employee with required notices and releases. We reserve the right to require job applicants or employees to sign these notices and releases as a condition of employment.

Diversity Recruiting

We proactively advertise appropriate job openings at a number of diversity-focused recruiting sites and cultivate relationships with career centers at, for example, Historically Black Colleges and Universities. We welcome suggestions from employees on ways to expand our outreach and build networks with diverse candidate pools.

Engaging Consultants

The process for engaging consultants is similar to that for employees, except that:

- The Procurement Officer, rather than the Human Resources team, negotiates consultant contracts.
- Consultants provide services based on a Scope of Work (SOW) that details key services, deliverables, and timelines.
- All consultancies are contracted in compliance with the TREES Procurement Policy.
- Consultants submit invoices for payment to be approved by the individual retaining the consultant services.
- Consultants do not receive employment benefits or supplies and are required to retain their own evacuation insurance when traveling internationally with TREES.

Internal Candidates

We welcome applications from qualified internal employees for open positions. Jobs are posted on both the TREES website and internally. Employees are encouraged to discuss future career goals and growth opportunities openly with their current managers on an ongoing basis. Employees are empowered to shape their own careers; they do not need the approval of their manager to apply for a new job.

Employees potentially interested in an open position are encouraged to reach out to the Human Resources team or their manager for preliminary discussion or more information.

To be considered for an internal move into another full-time position, employees will need to have served in their current position for at least six months, preferably a year, with strong performance as assessed by their current supervisor. While we seek to retain strong employees at the end of projects, ongoing employment is at will and not guaranteed.

PERFORMANCE

Performance appraisals are conducted annually or on a schedule communicated by the Human Resources Department. Employees and managers are both responsible for maintaining regular dialogue

regarding goals, workload, expectations, needs, feedback, and deadlines. Ongoing communication and real-time feedback are essential pillars of a strong performance system.

Goal Setting

Our work changes continuously, so our goals should too. While it is a good idea to set annual goals for both professional development and job-specific deliverables, we should adapt goals throughout the year to meet new work demands and changes in our operating environment. At each performance check-in, managers and employees are encouraged to revisit goals and revise or add as needed.

Learning and Growth

Good performance systems focus on the future. Where can we do better next time? What do we need to learn? Where can we take a risk or try a new challenge? We all benefit from frequently asking such questions of ourselves and our teams.

Corrective Action

At its option, TREES may take various forms of disciplinary action to address issues of performance, ethics, conduct, violation of rules, and any other work-related matters. TREES may, for example, use verbal or written counseling, verbal or written warning, suspension, a performance improvement plan, other disciplinary measures, and/or termination of employment. We reserve the right to deal with each situation on a case-by-case basis and may skip or repeat any of the above steps. No employee has the right to a warning or notice or any other step or to a particular sequence of steps before termination. We are an at-will employer and this policy does not limit the employee or employer from ending the relationship at any time, with or without reason or advance notice.

Professional Development

We learn on the job every day at TREES. Building skills is critical as we foster talent, career growth, and high performance. We promote professional growth through project experience, knowledge exchange, and specific trainings. The Human Resources team partners with managers to coordinate some internal training and identifies options for managers to consider for their teams. This function is growing and will continue to evolve as the organization grows.

PARTING WAYS

Voluntary Termination (Resignation)

When an employee resigns, the employee is requested to notify the manager in writing and copy the Human Resources team. Minimum notice period requested is two weeks. Final pay, including unused leave time and any outstanding debt to TREES if applicable, is processed in the last pay period worked, except as otherwise required under applicable law.

Involuntary Termination

Involuntary termination of employment may occur for any reason, consistent with at-will employment

Return of Property

All TREES property (computer, work materials, paper or electronic documents, keys, etc.) must be returned or mailed within 10 days of the last day worked.

Employees are required to delete all TREES related data from personal devices on or before their last day.

Exit Interview

Employees who voluntarily terminate their employment may be asked to participate in an exit interview. This interview with a member of the Human Resources team may allow communication about their experience working at TREES and provide TREES with useful data about its practices.

ETHICAL BUSINESS PRACTICES

TREES is committed to ensuring that we maintain the highest ethical and legal standards.

Confidentiality and Intellectual Property

All confidential and proprietary information belonging to the organization or its customers must be carefully protected and kept confidential. Employees are required to maintain the confidentiality of TREES proprietary information, both while employed and after they leave. Proprietary information that you must keep confidential includes all non-public information about or relating to TREES that you learn through or as a result of your employment. It includes, but is not limited to:

- Financial data such as banking and financial reporting information, tax returns, and similar information.
- Sensitive employee information such as Social Security numbers or medical and financial information.
- Customer information, computer and network access codes, and similar or related information.
- Contract terms with customers and vendors.
- Other TREES proprietary information.

Likewise, employees may not use anyone else's proprietary information, regardless of how it was obtained, without proper prior authorization from the owner. All information developed or shared as the result of our work is proprietary to TREES, and unauthorized use or disclosure of this information is prohibited.

This policy does not preclude employees from exercising any right they may have under applicable provisions of the National Labor Relations Act and/or other federal and state laws, such as disclosing or discussing their own terms and conditions of employment or discussing wages or other information about working conditions if and to the extent allowed under such applicable laws; from complying with a valid subpoena or court order; from disclosing information as required by applicable law; from making a good faith disclosure to any governmental entity concerning a suspected violation of the law; or from filing a charge with, disclosing information to, or participating in any investigation or proceeding conducted by the United States Equal Employment Opportunity Commission, the National Labor Relations Board, Occupational Safety and Health Administration, the Securities and Exchange Commission, or any comparable state or local agency.

In addition, employees will not be held criminally or civilly liable under any federal or state trade secret law for disclosing confidential information as long as the disclosure is made in (i) confidence to a federal, state, or local government official, directly or indirectly, or to an attorney and solely for the purpose of reporting or investigating a suspected violation of law; or (ii) a complaint or other document filed in a lawsuit or other proceeding, as long as such filing is made under seal. TREES will not retaliate against an

employee in any way for a disclosure made in accordance with the law. In the event a disclosure is made, and the employee files a lawsuit against TREES alleging that it retaliated against the employee because of their disclosure, the employee may disclose the relevant confidential information to their attorney and may use the same in the court proceeding only if (i) the individual ensures that any court filing that includes the confidential information at issue is made under seal; and (ii) the employee does not otherwise disclose the confidential information except as required by court order.

Maintaining Accurate and Complete Records

We strive to maintain accurate business records. We are committed to maintaining a system of internal controls that ensure compliance with applicable laws and regulations, and that promote the full, accurate, and timely disclosure of information in our reporting.

Employees must ensure that all company records (including documents, electronic information, voicemails, and any other form of media) are properly managed, handled, and stored. Employees should ensure that all company records are properly filed and labeled, and that access is appropriately limited to those with a business need to access the records.

Employees must assist us in maintaining accurate financial records of our business transactions. Financial records could include company-wide financial records and specific business unit transactions, as well as individual travel and expense reimbursement invoices. These and many other forms of financial information must be managed properly. To the extent that employees create, handle, or are otherwise involved in the handling of financial records, they must ensure that the records are accurate, properly maintained, and appropriately represented in internal and/or external financial disclosures.

We reimburse employees for authorized travel expenses. Employees must submit accurate business expenses in accordance with our International Travel Policy and Travel Expense Reports policy. Travel and expense reimbursement requests that are inaccurate, inflated, or based on fictitious expenses will be considered fraudulent and will be subject to discipline up to and including termination.

Document management is important to our operations. Business records including documents, electronic records, emails, voicemails, and any other form of media should be maintained as required by your manager and in accordance with any applicable retention schedule.

In the event of litigation or threatened litigation, we may need to issue a Litigation Hold Notice advising certain individuals of our need to retain, for legal purposes, specific types of records. A similar notice may be issued in the event of an internal or external investigation. If you receive a Litigation Hold Notice from TREES management or their designee, you are required to immediately follow the requirements of the notice. Litigation Hold Notices supersede any other retention schedule that would otherwise apply to the records at issue. Records subject to a Litigation Hold Notice may not be destroyed or in any way altered.

Prohibition of Improper Payments (Bribes)

TREES is committed to dealing with governmental officials, vendors, sub-awardees and all donors in a manner that is fully compliant with all applicable laws and regulations. Employees must be aware of and adhere to the laws and regulations that pertain to doing business with all levels of government. These laws and regulations generally have three purposes: to obtain the best possible products and services at

the best value, to promote full and open competition based on specification and evaluation criteria that allow interested suppliers to respond appropriately, and to eliminate waste, fraud, and abuse. Employees must comply with all rules established by government officials for procuring products and services. This includes, but is not limited to, dealing with government officials in an environment of openness and under circumstances that contradict any perception of concealment, the appearance of impropriety, or any actual or potential conflict of interest.

Contacts with Government Officials

TREES strives to develop and maintain good relationships and effective communication with all levels of government. Contact with government officials must never be conducted in a way that would be in violation of applicable laws and regulations or could cast doubt on our integrity. All contact on the organization's behalf with government officials to influence legislation, regulatory policy, or rulemaking must be performed under the direction of TREES management. This includes the hiring of outside law firms or public affairs firms. Employees involved in sales activities with government entities may be subject to lobbying and gift laws and should consult with their managers before contacting public officials in connection with such activities.

TREES expects all employees to use sound judgment and legitimate practices in commercial operations and in promoting our position on issues before governmental authorities.

No employee or affiliate of TREES will offer or pay, directly or indirectly, anything of value (payment, gift, contribution, or otherwise) for the purpose of inducing or rewarding any favorable action in a commercial transaction. This includes payments of any kind to a government entity in order to induce, reward, or prevent action.

Gifts, Favors, Entertainment, and Payments Received (Kickbacks)

TREES employees and affiliates may not seek or accept for themselves or others any gifts, favors, entertainment, or payments without a legitimate business purpose. Accepting common courtesies associated with customary business practices such as small gifts from vendors (calendars, pens, note pads, etc.) and small gifts, such as cookies, associated with holidays are acceptable. Employees and affiliates may not accept gifts, services, discounts, entertainment, cash, stocks, or securities of any kind in connection with TREES business.

Gifts, Favors, Entertainment, and Payments Provided

Unless there is specific prior approval by a member of the Leadership team, employees are prohibited from offering any gifts, gratuities, or non-business-related entertainment for the personal use of employees or officials of any government agency to which TREES is seeking to sell or is selling goods or services. The only exceptions to this rule are TREES-sanctioned gifts of a token nature with our company logo (calendars, pens, note pads, etc.).

Anti-Trafficking in Persons

TREES employees, consultants, and contractors are prohibited from engaging in trafficking in persons while working for TREES. This includes:

- Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform the act is under 18 years of age.
- Recruiting, transporting, or harboring a person for labor or services using force, fraud, or coercion for the purposes of involuntary servitude, peonage, debt bondage, or slavery.

- Procuring commercial sex acts while on TREES travel or otherwise on TREES business.
- Using forced labor in performing TREES business.
- Destroying, concealing, confiscating, or otherwise denying an employee access to their identity papers or immigration documents, such as passports, identification cards, or drivers' licenses.
- Use of deceptive or unlawful employment strategies, including failing to disclose work location, terms and conditions, wages, benefits, living conditions, and costs to the employee in a format and language that the employee understands.
- Use of recruiters who do not comply with local labor laws of the country in which the recruiting takes place or who charge recruitment fees.

All TREES personnel, suppliers, and supplier personnel are required to report any suspected trafficking-related activity or violation of this policy to TREES management. Any TREES employee who receives such a report is required to immediately inform the Senior Director, Global Human Resources.

TREES prohibits retaliation against any TREES employee who reports prohibited trafficking-related activity or other violations of this policy, or who cooperates with any internal or government investigations of such reports.

Drug-free Workplace

TREES strives to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Substance abuse is incompatible with health, safety, and our mission. Employees under the influence of unlawful or unauthorized drugs or alcohol on the job compromise TREES interests, endanger their own health and safety and those of others, and can cause a loss of productivity or a disruptive work environment.

TREES prohibits the unlawful or unauthorized use, abuse, solicitation, theft, purchase, sale, manufacture, distribution, dispensing, transportation, possession of controlled substances, drug paraphernalia, or alcohol by an individual while working for or representing TREES (including while performing TREES business, whether or not on TREES premises, and including while on TREES premises).

Employees are prohibited from reporting to work or working while they are using or under the influence of alcohol. They also are prohibited from reporting to work or working while they are using or under the influence of drugs or controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee to report to work.

Employees will be subject to corrective action, including but not limited to suspension and immediate termination, for violating this policy.

TREES recognizes that alcohol and drug addiction are treatable illnesses and will endeavor to make reasonable accommodations to assist employees recovering from substance and alcohol dependencies, as well as those who have a medical history that reflects treatment for substance abuse conditions. TREES medical insurance provides substance abuse support through its Employee Assistance Program. However, an employee cannot avoid discipline by requesting an accommodation for support.

Any employee who is convicted of a criminal drug violation must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification.

Employment of Relatives and Close Personal Relationships

TREES hires the most highly qualified person for every job. While family members may work together in the organization, this also has potential to create an actual or perceived conflict of interest. Any actual or perceived conflict of interest, including favoritism or partiality, can negatively affect employee morale.

“Relative” refers to parent, stepparent, grandparent, in-laws, spouse or domestic partner, children, stepchildren, adoptive children, grandchildren, sibling, uncle, aunt, niece, and nephew. “Close personal relationship” is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

To minimize risks associated with employment of relatives:

- Candidates who are related to or have close personal relationships with current TREES employees must disclose this information promptly during the recruitment process.
- Employees who are relatives or who are in a close personal relationship may not supervise or evaluate each other’s work in any way, directly or indirectly.
- A close personal relationship may not interfere with the work environment, adversely affect productivity, or create a situation in which other employees feel in any way uncomfortable or negatively influenced.
- A close personal relationship may not create an actual or perceived conflict of interest.
- Employees may not interview candidates to whom they are related or have a close personal relationship. Employees may refer any qualified candidate including family members. All candidates are evaluated based on professional merit and qualification.
- Employees who develop a close personal relationship or become a relative of another employee while employed by TREES must disclose this to their supervisor and the Senior Director, Global Human Resources. TREES may take action to address any actual or perceived conflicts of interest (for example, it may require one of the employees to transfer to another position). TREES reserves the right to determine how individual cases will be managed on a case-by-case basis and to terminate the employment of one or both employees to address the conflict.
- Supervisors and employees with a direct or indirect reporting line are prohibited from engaging in close personal relationships and may be disciplined for such, up to and including termination.

Employees who fail to disclose family or close personal relationships and managers who know of but fail to act on these situations appropriately will be subject to disciplinary action up to and including termination. Please direct questions to the Human Resources team.

Conflicts of Interest

TREES strives to encourage and promote objectivity in business decision-making. Employees have a duty of loyalty to the organization. We expect you to make business decisions with the organization’s best interests in mind and to exercise business judgment independent of external influences, such as personal financial interests, external business relationships, outside employment, and familial relationships.

TREES requires that you avoid situations that involve a conflict or perceived conflict between your personal interest and the interest of TREES. Conflicts of interest may include, but are not limited to:

- Owning (either directly or indirectly through a relative) a business that does or seeks to do business with TREES or is a competitor of TREES.
- Serving as a director, officer, partner, or consultant, or in a managerial or technical capacity with an outside enterprise that does or is seeking to do business with TREES or is a competitor of TREES.
- Hiring or managing an employee who is a family member or a close relation.
- Acting as a broker or otherwise engaging for the benefit of a third party in transactions involving or potentially involving TREES or its interests.
- Accepting gifts from a potential business partner.
- Placing business with any company in which you or a relative have a financial interest.
- Inappropriately communicating with a competitor.
- Other arrangements or circumstances, including family or other personal relationships which might dissuade you from acting in the best interest of the company.

Outside Employment, Financial Interests, and Board Membership (Moonlighting)

TREES employees are expected to prioritize their TREES jobs. Employees may not offer their professional services or accept side jobs, consulting, contract, or moonlighting work that may interfere or appear to interfere in any way with TREES work, except as otherwise allowed in accordance with applicable law.

Examples of prohibited non-TREES work include:

- A consulting assignment with any entity, public or private, that may represent a conflict of interest or the appearance thereof.
- A side job or project involving working hours that overlap with TREES work.
- A side job or project that is so demanding it interferes with performance at the TREES job.
- A side job or work that involves TREES resources, space, technology, systems, or supplies, including taking TREES leave or sick time or filing any insurance claim for illness or injury incurred performing non-TREES work.
- Board membership or financial investment in a competing company or one from which TREES purchases goods or services.

If we determine that an employee's outside work interferes with his or her performance or ability to meet our requirements, we may ask the employee to terminate the outside employment.

Whistleblower Policy

TREES encourages staff to report good-faith concerns about potential illegal practices or violations of our policies. Appropriate subjects to raise include concerns about financial improprieties, accounting or audit matters, ethical violations, or illegal behavior. This policy refers to issues of substantial legal or ethical concern, not managerial complaints, conflicts, or issues that are more appropriately managed elsewhere.

TREES prohibits retaliation against staff for making good faith complaints, reports, or inquiries under this policy, or for participating in related reviews or investigations. This protection extends to those whose allegations are made in good faith but prove to be mistaken. TREES reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries, or who otherwise abuse this policy.

TREES encourages staff to report any concern to their supervisor, another manager or to HR, and to the Board Chair for complaints involving the CEO. In cases where you may feel uncomfortable disclosing your concern to management you are encouraged to use our Whistleblower hotline. Complaints or reports may be made on a confidential or anonymous basis through our third party “Whistleblower Hotline” at:

Website: www.lighthouse-services.com/TREES

Phone: 800.603.2869

Email: reports@lighthouse-services.com

When reporting, describe in as much detail as possible the specific basis for the complaint or report. TREES will conduct a prompt, discreet, and objective review or investigation. TREES may be unable to fully evaluate or investigate a vague or general complaint, report, or inquiry that is made anonymously.

PROCUREMENT

When TREES talks about procurement it is in reference to buying goods and services. This includes a wide range of products and suppliers and involves everything from buying computers and plane tickets to engaging consultants and subcontractors.

Please see the TREES Procurement Policy for a full description of our processes and requirements.

Critical considerations for procurement include:

- Competition is always encouraged.
- We work with vetted and reliable suppliers.
- It is everyone’s responsibility to avoid conflicts of interest or the appearance thereof.
- TREES has a zero-tolerance policy for those found to be committing fraud in any transaction. Employees committing fraud are subject to disciplinary action up to and including termination and referral to law enforcement.

INFORMATION TECHNOLOGY AND EQUIPMENT USE

TREES uses a wide range of equipment and cloud-based applications to perform our work. Employees should understand the expectations for using company equipment, accessing the internet, and managing data to ensure protection of company resources. We expect employees to use TREES’ information technology and equipment in a manner consistent with our policies and values.

TREES-Issued Equipment

TREES’ Operations Team is the only authorized purchaser of TREES computer equipment.

You will receive a laptop and peripherals (monitor, keyboard, and mouse) upon starting work. We expect you to respect and protect all assigned equipment from damage, loss, theft, and/or unauthorized access. Employees are expected to report to their supervisor any incidents of loss, damage, theft, or unauthorized access at the earliest reasonable opportunity and cooperate with reporting such incidents to law enforcement officials and/or insurance providers, as necessary.

TREES electronic media, computer equipment and communication systems, Internet access and systems, telephone systems and equipment, hardware, software, and all data, files and other applications are the property of TREES. All materials and information created, transmitted or stored on

or through these systems are organizational property and may be accessed or monitored by authorized personnel at any time. TREES has the right to enter or access any and all TREES equipment or systems at any time without notice in order to inspect or review any and all data, consistent with the requirements of applicable law. Employees should not have any expectation of privacy with respect to TREES equipment, materials, systems or information transmitted, accessed, or stored.

Personal Use and Devices

Employees are advised to use TREES equipment to complete their job duties, seek out information they can use to improve their work, and access social media accounts while conforming to our social media guidelines. All work-related materials and communications must be saved on TREES equipment.

Employees may access company resources on such personal equipment as smartphones, tablets, and computers to support business objectives. Maintaining integrity in securing our data is still necessary, and company safeguards and policies are still applicable.

Email

One of your most useful tools working at TREES will be your organizational email. All employees and consultants will receive an individual account, and in some cases access to department group emails to share communication responsibilities as a team. In rare cases you may also hold a second, project-specific email address when required. We make use of listservs as applicable. Please use your TREES email address primarily for work-related purposes.

Software

TREES has licensed the use of many software applications to get our work done. These applications belong to the third-party provider who retains ownership and distribution rights to such software. You may not create, use, or distribute copies of such software that are not in compliance with the license agreements.

Standards of Conduct

It is a violation of TREES policy to use computers, electronic communications, electronic information, or the internet in a manner that is discriminatory, harassing, or obscene, regardless of whether such use involves TREES-owned devices, networks, or systems or occurs during working hours. In addition, employees may not use TREES-owned devices, networks, or systems to upload, download, or otherwise transmit, without prior authorization, copyrighted, trademarked, or patented materials, proprietary or trade secrets information, illegal information, or sexually-oriented materials. Employees are prohibited from using TREES resources, in any way, to conduct illegal, fraudulent, or criminal activity, to access sexually-oriented materials, or to engage in defamation.

Cybersecurity

The more we rely on technology to collect, store, and manage information, the more vulnerable we become to security breaches. Human error, hacker attacks, and system malfunctions can cause great financial damage and may jeopardize our reputation. For this reason, we have implemented a number of security measures to help prevent loss.

Data and Protection

TREES' proprietary information is highly valuable and we are all obliged to treat it with the utmost care and protection. Gather, store, and handle data fairly, transparently, and with respect for individual rights. To ensure data protection, we strive to:

- Restrict and monitor access to sensitive data.
- Train employees in online privacy and security measures.
- Build secure networks to protect online data from cyberattacks.
- Establish clear procedures for reporting privacy breaches or data misuse.
- Establish data protection practices (e.g., document shredding, secure locks, data encryption, frequent backups, access authorization).

Password Protection

When we use digital devices to access company emails and accounts, we introduce security risk to our data. Keep both personal and company-issued equipment secure by keeping all devices password protected.

Here are some tips and best practices to make sure your passwords are secure:

- Don't use your personal information in your password. Avoid your name, address, birthday, or phone number.
- Add special characters such as \$, @ or %. These characters make it more difficult for computer programs to crack your password.
- Create longer passwords. A minimum of 10 characters is recommended.
- Use phrases memorable to you (your favorite food, show, life event), but make sure to also include characters so it's difficult to guess. Phrases should be 19 characters or longer. For example: M0msMashedPotat0es%!
- Change your passwords regularly. Financial accounts should be changed every two to three months. Other accounts should be changed every six months.
- Use different passwords on different accounts.

Antivirus, Malware, and Monitoring

TREES-issued devices will include antivirus, anti-malware, and monitoring software, which is installed and maintained by our IT service providers. They will regularly push out necessary updates to keep you working safely and efficiently, so please do not tamper with these installations without prior authorization.

If you choose to use personal devices to access company emails or accounts, we expect the same level of security measures to be in place. Keep your device password protected, have antivirus software, do not leave your device exposed or unattended, install updates in a timely fashion, and limit others from accessing your device.

Email Security

Email is the most common tool used in cyberattacks, with many successful attempts starting with someone clicking a link in an email. To avoid becoming a victim:

- Avoid opening attachments and clicking on links when content is not adequately explained (e.g., "Watch this video, it's amazing").
- Be suspicious of click-bait titles.

- Check email and names of unknown senders to ensure they are legitimate.
- Look for inconsistencies or red flags (e.g., grammar mistakes, capital letters, excessive number of exclamation marks).

If employees aren't sure that an email they received is safe, they should notify their supervisor and the IT team.

Transfer Data Securely

Data transfer is one of the most common ways cybercrimes happen. To reduce risk, avoid transferring sensitive data to other devices or accounts over insecure networks unless absolutely necessary.

Our IT team needs to know about scams, breaches, and malware so they can better protect our infrastructure. Please report any suspicious emails, phishing attempts, or other perceived attacks as soon as possible so they may be investigated promptly and resolved.

TREES reserves the right to disconnect, without notice, any wireless access point, network device, workstation, or mobile device from the TREES Network. When a portable device that has been connected to TREES resources is lost or stolen the theft must be reported to TREES immediately.

SAFETY AND SECURITY

We encourage all staff to take active responsibility for their own safety and security, respect local laws, and be aware of risks associated with conducting TREES business. We strive to ensure proper planning and incident response mechanisms are in place.

Employees should immediately report to HR any observed unsafe working conditions. Employees may be covered by workers compensation insurance for on-the-job injuries. All workplace injuries should be reported immediately to HR.

Evacuation of Employees and Consultants

Since national staff circumstances are different (as residents of the country) and evacuation may not be practical or feasible, we will do our best to provide them with as much support as possible to prepare for and cope with the emergency.

All TREES employees and associated parties have the right to withdraw from or refuse to travel to an area due to security and safety concerns, irrespective of TREES' assessment of risks in that location. Employees with security or safety concerns should inform their direct supervisor and/or the Senior Director, Global Human Resources.

TRAVEL

Travel is a frequent aspect of our global work and many employees are expected to travel regularly.

Travel Basics: (SEE THE DETAILED TREES INTERNATIONAL TRAVEL POLICY FOR FULL DETAILS)

Passport

If you expect to be traveling for TREES, make sure you keep your passport up to date. Travelers with a passport that will expire in six months or less will typically be unable to enter our countries of operation. Renewal of passports while employed with TREES is reimbursable.

Vaccinations – WHO Yellow Card

A basic requirement for traveling to TREES projects is a yellow card published by the World Health Organization (WHO) which is designed to document the traveler's vaccine history. The vaccine that is most important from a travel perspective is the Yellow Fever vaccination which is sometimes checked specifically on entry. Each country will have additional vaccine requirements which will also be documented as received on the WHO Yellow Card. The up-to-date TREES Travel Policy will advise our latest advice on achieving pre-travel vaccine compliance. You are required to obtain a WHO Yellow Card from one of our vaccine providers if you do not already have one. Be sure to keep it with your passport. It is imperative that individual vaccination requirements, based on country, are adhered to strictly. Travel guidelines from the Transportation Security Administration and the US Department of Health and Human Services should be followed, as outlined by www.cdc.gov and www.tsa.gov. Failure to prepare for and take these precautions will be considered a violation of TREES' policy.

Covid-19 and Flu

All travelers are strongly encouraged to be fully up to date with their Covid-19 Vaccine and booster and the latest flu shot. Covid-19 Vaccine requirements have been declining for most locations but the traveler must clarify through the local ministry of Health, the U.S. State Department, and the CDC for the most up to date requirements.

Set up a Traveler Profile

As part of your onboarding you will be invited to set up a Traveler Profile with our [travel agency](#) through which all travel by United States Office employees is booked and paid for.

Travel Approval

Before booking travel, obtain approval from the Country Director and your supervisor and the project budget holder. Once you book your travel with our agent, your supervisor will be sent an approval request.

Travel Preparation

Once travel has been approved, employees should:

- Ensure personal information, including a copy of your passport and emergency contacts, is updated in the HR system.
- Obtain visa and required immunizations.
- Assess security situation in the country of travel.
- Register with the Embassy or Consulate in the country of travel.
- Download the CHUBB Travel Smart APP to your phone and review the security information for your destination.
- Submit travel advance request if needed.

For all U.S. Government-funded projects, TREES complies with the Fly America Act or the Open Skies Agreement.

Time Reporting While on Travel

Travelers should account for all time actually worked on all travel days, even if you work on the weekend or outside your regular working hours. In addition, on weekends or outside your regular working hours, record the full travel time occurring on the weekend or outside your regular working hours. For example, if you are flying from 7:00 am to 5:00 pm on a Sunday, you will record 10 hours on your timesheet for that Sunday, whether or not you worked or slept on the flight. On your timesheet, you record your time spent traveling as well as time spent working before or after you started traveling.

Losses While Traveling

Employees traveling on TREES business are responsible for their own personal property and for TREES' property and are expected to take reasonable steps to ensure its security. Loss or theft of TREES equipment or supplies should be reported to and reimbursed by the traveler's insurance company. If this is not possible, the traveler provides documentation required to evaluate final responsibility for the loss, including a police report if applicable. TREES will reimburse actual personal losses for those items necessary to the business trip, up to a maximum of \$500 USD per incident. Travelers should avoid carrying significant amounts of cash or valuables.

Trip Report

TREES staff need to submit a trip report for all international trips to their manager and/or project budget manager within one week after the trip.

HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the TREES Employee Handbook, that I have read and understand the policies and procedures contained in it, and that I am responsible for reading and understanding any future revisions to it.

I acknowledge that TREES is an at-will employer and that my employment may be terminated at any time by me or TREES for any reason, with or without advance notice.

The policies, procedures, and benefits described in this Handbook do not provide me any contract rights and are subject to change, suspension, or discontinuance by TREES in its sole discretion.

This Handbook supersedes and replaces all previous policies, manuals or statements, written or oral, issued by TREES on the subjects covered.

TREES reserves the right to change the contents of this Handbook at any time, or to make exceptions to it, with or without notice, at the sole discretion of management. TREES will attempt to inform employees in advance about policy revisions or additions.

Please sign below to indicate your receipt and acknowledgment of this Employee Handbook.

Employee's Printed Name: _____

Position: _____

Employee's Signature: _____ Date: _____

All employees must read and sign the handbook acknowledgement form.