



Farm Business Incubator

for the Establishment of Sustainable Farm-based Businesses

The Seed Farm's Farm Business Incubator provides new farmers with access to land, infrastructure, equipment, and one-on-one support during the first few years of farm business start-up. Incubator Farms are located alongside The Seed Farm's farm, allowing staff to keep an eye on Incubator Farms and to be present for time-sensitive questions and consultations. Regular mentoring and technical assistance from Seed Farm staff provide new farmers with a safety net and continued dialogue on their practices.

About The Seed Farm

The Seed Farm (TSF) is working to cultivate the next generation of farmers. We provide training opportunities for beginning growers from a variety of backgrounds. New farmers who can demonstrate the necessary skills and experience may apply to launch their farms at TSF's Farm Business Incubator, where they receive access to land, equipment, and infrastructure at reduced rates.

Eastern Pennsylvania is a wonderful place to farm. Our farmland boasts some of the best soil quality in the nation, and major markets (Philadelphia, NYC, and even Washington, D.C.) are within a half-day's drive. In the Lehigh Valley, both the farming community and the local food movement are strong.

Our counties and townships have also devoted numerous resources to preserving farmland. But for agriculture to remain viable in our region, we need a new crop of farmers who can operate profitable farms in a way that protects and enhances the Lehigh Valley's rich natural resources.

TSF is located on 42 acres of Lehigh County-owned land in Emmaus, PA. To learn more about our organization and programs, please visit:

www.TheSeedFarm.org

The Seed Farm is a program of Second Harvest Food Bank of the Lehigh Valley and Northeast PA (SHFBLV), which is a program of Community Action Committee of the Lehigh Valley (CALV), a registered 501(c)(3) nonprofit organization.



The Seed Farm

2023 Farmers Manual

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Facility Description and Standards

The following facilities and equipment are available to Seed Farm Incubator farmers.

Propagation Greenhouse: Greenhouse tables are rented on a per-table basis. All Incubator Farmers will maintain the facility in a sightly fashion by keeping their greenhouse-related materials stored in their own rented greenhouse space and promptly removing their items from shared-use greenhouse space. Incubator Farmers are expected to follow proper sanitation measures including using clean propagation material and certified disease-free seed, sanitizing trays, scouting for insects and disease, and removing and composting/disposing diseased and/or unused plants. Only organic approved (i.e. OMRI approved) potting mix, fertilizer, sanitizer, and pesticides may be used. Ask the Farm Manager if you are unsure if a product is approved for organic use. Certified Organic seed is not required if the farm is not pursuing organic certification; however, no GM (genetically modified) seed or seed treated with synthetic materials is allowed in the greenhouse or in the fields. The use of heat mats is allowed after obtaining written permission from the Farm Manager. Incubator farmers are responsible for set-up and monitoring of any approved heat mats and should keep in mind that heat mats can short out the electrical system if incorrectly grounded. The use of the soil mixing area and flat starting tables are available on a first-come, first-served basis. Farmers are responsible for the care and maintenance of their own transplants.

Wash/Pack Station: A shared-use wash/pack station is attached to the pole building. It has two designated bulk wash areas, and one designated spray-wash area. Incubator farmers may set up folding tables for additional packing space in the wash/pack station and are responsible for cleaning/sanitizing tables and promptly returning tables to their designated space. Produce should be packed in the wash/pack station and moved directly to a cooler; produce should not be packed in the pole building. To prevent confusion, all storage containers must have farm names clearly labeled. Incubator farmers are encouraged to keep to a set schedule coordinated with the Farm Manager to ensure that there is always plenty of room for everyone. This area must be kept clean and sightly. Compost must be put in the designated area for removal by the Farm Manager. Following their wash/pack session, all Farmers must clean and sanitize the spaces used, including tabletops, wash tubs, and clearing the floor of debris. No eating or glassware is allowed in the wash/pack station. Drinks must be kept on the lower level of the wash/pack tables. Sprays (i.e. pesticides, fertilizers, compost teas) should not be mixed or filled in the wash/pack station. There is a designated table for mixing sprays at the well head hydrant.

Coolers: Walk-in cooler space is shared space. The shelves are for smaller harvest or non-stacking items (i.e. flower buckets). The non-shelved side is for bins or items that can be vertically stacked. Please use cooler space in a conscious and considerate way by keeping items grouped together and using the limited space efficiently. Farmers are expected to keep their space clean and orderly. The indoor cooler is typically set at ~38 degrees. The outdoor cooler is set at ~50 degrees. The coolers must be maintained in a sanitary and sightly manner. TSF may require Incubator farmers to move their produce out from time to time for cooler cleaning. Any personal food items are to be kept in the “break room” refrigerator/freezer.

Dry Storage: Large shelving unit space for material and tool storage is available for rent to Incubator Farmers in the Seed Farm pole building. The Farm Manager will determine the amount of shelf space available based on the needs of the farm and assign space accordingly. Incubator farmers shall keep their materials neat, orderly, and within the shelf borders. Any items not contained within shelf borders are subject to being moved by the Farm Manager as needed. The Farm Manager is responsible for directly communicating about any moved items. After approval by the Farm Manager, pallet space on the ground can be used only for temporary purposes (eg. cover crop seed or fertilizer about to be used). In order to deter rodents, farmers are required to store items like cover crop seed in tightly sealing containers. In the pole building, TSF is responsible for maintaining rodent controls, including traps and OMRI-approved poison.

Irrigation: The Seed Farm is responsible for making sure all pumps, sediment filters, wells, and water sources are operable and ready to accommodate main line hook ups. Well water may not be used for irrigation without prior permission from the Farm Manager. Incubator farmers are encouraged to assist with the labor involved with

mainline set-up and fall clean-up to gain a deeper understanding of irrigation systems. Incubator farmers are responsible for supplying and maintaining all irrigation equipment from the mainline hookup, including proper pressure regulators, header hose, drip tape, sprinklers, and valves. Irrigation needs must be presented to the Farm Manager with advance notice. Pumps are shared resources between farm businesses; pump use needs to be conscious, considerate, and proactively communicated. Incubator Farmers should first use the Pump Troubleshooting Guide if issues arise. If the Troubleshooting Guide has been thoroughly checked, contact the Farm Manager for further assistance. When irrigation is started, lines should be checked and monitored for leaks, pressure loss, and effectiveness until observation confirms that the system is properly functioning. Each farm is responsible for monitoring their main line from pump to field during operation. Any leaks or other issues with the main line must be reported to the Farm Manager as soon as identified.

Equipment: Tools and equipment on the following list are available for use by Incubator Farmers. The tractor(s) and attachments are available for use by qualified and trained Incubator Farmers who have passed the tractor skills assessment test. Fuel and maintenance fees are included in the Tractor Use Fees (see rental rates on page 5). With advance notice given by TSF staff, tractors and attachments may become unavailable for use due to repair and maintenance needs.

<p>Tractors:</p> <ul style="list-style-type: none"> - New Holland TT 75 hp tractor with front end loader (bucket, forks, and snow blade) - Kioti DK50SE Hydrostatic 50 hp tractor with front end loader (bucket) - Kubota L-245 Cultivating tractor, 25 hp with sweeps mounted on mid-mounts - BCS walk-behind tractor Model 853, 13 hp <p>Tillage:</p> <ul style="list-style-type: none"> - Discs 8' - 3 bottom 16" moldboard plow - 7-point chisel plow - Celli spader <p>Planting:</p> <ul style="list-style-type: none"> - 3-row water wheel transplanter - Single row mechanical transplanter with potato pockets 	<p>(Tractor continued)</p> <p>Cultivation:</p> <ul style="list-style-type: none"> - Belly mounted sweeps on Kubota - Williams spring-tooth tine weeding tool system with side knives and sweeps - 2-row I&J low residue cultivator - Raised bed plastic mulch layer <p>Other:</p> <ul style="list-style-type: none"> - Bush hog - Pull behind Japanese paper pot transplanter - Spinner (cone) spreader - Single midbuster (digging potatoes) - Flail mower for BCS - Rototiller for BCS <p>The Seed Farm has a variety of hand tools that we continue to add to.</p>
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Land Rental Rates

Reminder: These fees do not include harvest or packing totes, nor any consumable supplies, such as boxes, seeds, fertilizer, organic pesticides, etc, nor personal equipment such as rain gear, gloves, masks, etc.

OVERALL SITE USE AND ACCESS:

Includes plot of land, access to well water and irrigation system, cooler use, perimeter mowing, use of parking lot, trash removal and dumpsters, port-a-potty, snow removal, electricity for charging tools/batteries, fuel storage in small shed, general use of facilities in and around pole building including the wash/pack area and indoor restroom.

Micro-plots:

1/8 acre = \$375/year 1/4 acre = \$500/year
 1/2 acre = \$750/year 3/4 acre = \$1,000/year

Plots of 1 acre or more:

1 acre = \$1,250/year 2 acres = \$1,935/year
 4 acres = \$3,305/year 7 acres = \$5,360/year

*rates are based on specialty crop production. For other types of enterprises with different land use requirements, farmers may request a recalculated site use and access rate.

Additional Rental Rates

	Unit	Rate
Additional technical assistance (as available)	Hour	\$25
Greenhouse table (includes utilities)	Annual fee	\$80
Large dry storage shelf inside pole building	Annual fee	\$15
Pallet or small shelf dry storage inside covered wagon, greenhouse, or pole building	Annual fee	\$5
New Holland tractor (includes fuel)	Hour	\$20
Kioti tractor (includes fuel)	Hour	\$20
Kubota tractor (includes fuel)	Hour	\$15
BCS walk-behind (includes fuel)	Hour	\$15
Custom tractor work (ie tillage, discing, plastic mulch laying, mowing, as available)	Hour	\$75

Facility Use Protocols & Requirements

Use of The Seed Farm land and the facilities described in this manual is contingent on the protocols listed herein. All facilities must be maintained in a sightly and sanitary fashion. A security deposit of 16.67% of the land rental fee will be required of each participant for facility use. One verbal and written warning will be given by the Farm Manager for any major infraction of good practice standards. After the second written warning, 25% of the deposit will be retained by The Seed Farm and use of the facility in question revoked. Remaining security deposits will be applied to the Third Period (final) invoice.

Technical Assistance: Incubator Farmers are expected to meet bi-weekly with the Farm Manager for technical assistance, troubleshooting, resource planning.

Annual Meetings: Incubator Farmers are required to attend an annual Incubator Orientation session at the beginning of the season and a Wrap Up session at the end of the season. Dates will vary annually.

End of Year Reports: Incubator farmers are required to submit an end-of-year report each year based on a template provided by Seed Farm staff, participate in a final walk-through with the Farm Manager, and complete an end-of-year survey.

Food Safety: Incubator farmers and their employees are expected to follow basic food safety standards on TSF property. More information about Food Safety and how to develop a complete Food Safety Plan can be found on the Penn State Extension Food Safety website: <https://extension.psu.edu/fsma>. Some food safety standards include the following activities:

- Proper hand washing.
- Making reasonable efforts to exclude damaging wildlife from fields.
- Avoiding harvest of produce contaminated with feces.
- Cleaning and sanitizing the wash/pack and cooler storage areas.

Plot Maintenance: Incubator plots must be maintained in a manner appropriate for shared use, public space. Proper use and storage is required for row cover, annual plastic mulch, landscape fabric, sandbags, etc. Any bulk deliveries of compost, mulch, etc need to be within the farmer's plot. If bulk materials cannot be delivered to the farmer's plot, another location can be selected with advance permission by the Farm Manager. Farm agrees to maintain all fencing, if applicable, and field edges, keeping them free from weeds, vines, high grass and debris. Incubator Farmers are responsible for keeping roads around their plots accessible and passable. Farm may only store farm equipment and supplies within leased locations (i.e. greenhouse, barn, plot). Prolonged storage of vehicles and trailers in fields is not allowed without written permission from the Farm Manager.

Mowing: The Seed Farm is responsible for mowing plot borders and around buildings. Incubator farmers are responsible for keeping borders and structures they erect in shared-use areas clear of any obstructions, including rock piles.

Temporary Infrastructure: Allowable temporary structures on your plot include: caterpillar tunnels, low tunnels, and cold frames. Due to township zoning requirements, Incubator Farmers must provide TSF staff with the following written information for allowable structures: size of structure (LxWxH), location on plot, specifications, and installation instructions. Other structures not included on the allowable list must be approved in advance in writing by TSF staff.

Utility Usage: Utilities for greenhouse, walk-in cooler, pole building, and other facilities are included in the rental fee. Additional utility use is not permitted without prior written approval by TSF staff. In the case of extensive electricity use for additional equipment (pumps, freezers, lights, fans, etc.), Incubator farmers may be billed separately.

Safety and Security: The pole building and areas directly adjacent are monitored by active security cameras mounted to the building. Please bring any concerns for personal or material safety to TSF staff immediately so we

can respond accordingly. Farmers are issued one key to the pole building and are expected to have that key on hand to both open and lock the building when in use during hours when TSF staff are not present. At end of day, the last person to leave the pole building is responsible for ensuring all doors are locked, including garage doors.

Shared Equipment & Tools: Incubator farmers are responsible for returning cleaned, shared use equipment and tools to their designated areas in a timely manner, and for informing the Farm Manager of any repair or replacement needs as soon as possible.

Media: Incubator farmers are expected to sign a media waiver that releases all photographs, videos, and other media taken on site by Community Action staff or representatives to be used by CALV for public and internal communications.

Events: The Seed Farm facility may be used for farm business-related events (large volunteer work days, classes, community gatherings, dinners, etc.) only with prior permission from TSF staff. Incubator farms must submit a request in writing, including date of the event, the start and end time, the nature of the event and main activities planned, and the approximate number of people expected to attend. Following the event, the Incubator farmer should submit actual numbers of attendees. Rental rates, insurance requirements, and other rules apply and are dependent on the date/time, size, and purpose of event. For larger events, events where alcohol will be served, and/or where outside vendors are used, a Special Event Agreement must be completed in advance and proof of adequate insurance provided.

Vehicles: must stay on designated roads or farm lanes. Vehicles can be parked in designated lot and may not block access to shared equipment/resources.

Camping: is not allowed at The Seed Farm.

Alcohol: consumption is not allowed at The Seed Farm.

Tobacco: use is not allowed in or near fields, greenhouses, high tunnels, or buildings. All tobacco users are requested to wash their hands prior to working at The Seed Farm in order to restrict the possible spread of Tobacco Mosaic Virus.

New Enterprises and Equipment: TSF is interested in helping farmers to start up innovative farm enterprises. TSF is committed to making specific investments that have the potential of aiding Incubator farmers into the future. New electricity outlets, specialized equipment and tools, and additional storage space are examples of possible investments TSF could make, depending upon need, return on investment, and the capacity for the investment to assist multiple businesses. Incubator farmers should submit requests for capacity building equipment in writing to TSF staff by August so that consideration of the equipment can be made prior to TSF's annual budgeting deadlines.

Land Use Protocols & Requirements

All Seed Farm Incubator farms must produce crops following the Organic standards set by Pennsylvania Certified Organic (PCO), with the exception of the use of certified-organic seed, as described below. They must also comply with the following standards, some of which overlap with PCO standards.

Seeds: Incubator farmers may choose to purchase conventionally produced seeds if they do not intend to get their farms Certified Organic. If a farmer chooses to not purchase Certified-Organic seed, he or she may NOT use genetically modified/engineered seed (aka GM or GE), nor seed that has been treated with a non-approved chemical seed treatment. PCO-approved seed treatments are allowed.

Cover Crops and Rotation: The Seed Farm will cover crop newly acquired fields for the first 3 years or until management is assumed by a farmer(s). Incubator farmers must rotate crops and cover crop once they acquire land as a standard practice to maintain soil tilth and health, reduce disease, pest, and weed pressure, prevent erosion and loss of valuable topsoil, and more. A winter cover crop on all plots should be prioritized according to the Incubator Farmer's agricultural practices and needs to be discussed with the Farm Manager. Recommended cover cropping includes spring-planted varieties (e.g. oats and field peas, clover), summer varieties (buckwheat or sorghum-sudangrass), and fall-planted varieties (oats, winter rye and hairy vetch). Cover crop types and varieties should be chosen according to specific goals of the Incubator farmer (building organic matter, fixing nitrogen, suppressing weeds, etc.) Cover crop varieties planned should be included in the submitted farm plan. Farmers must lease enough land for proper crop rotation. The Seed Farm recommends for all non-perennial farmers an equal number of acres in cover crops as in cash crops. Historically, a minimum of 2/3 tillable acreage in cash crop and 1/3 tillable acreage in cover crop has been required by TSF. For the 2023 season, we are recommending this practice but not requiring it. Perennial crop farms do not need to maintain this ratio of cover crop to cropped land. However, farmers must rotate perennials when feasible.

Compost Application: Proper soil management is the responsibility of each farm. All materials applied to fields must meet the National Organic Program standards. Incubator farmers should check their amendments with PCO prior to use and keep a record of amendment sources. In accordance with the Natural Resources Conservation Service and the Lehigh County Conservation District, a nutrient management plan must be written before raw or composted animal manure may be imported onto the site, as well as written approval from the Farm Manager.

Weed Management: Preventing weeds from reseeding and regenerating is essential to organic farm management. Acceptable means of controlling weeds are as follows: mulching, mowing, hoeing, cultivating, tarping, and torching with flame weeders. Farmers may not use chemical substances to control weeds unless approved for organic use by PCO. Farmers are responsible for making regular field inspections for weed growth. Field borders, roadsides, and around Seed Farm buildings will be regularly maintained by TSF.

Insect Management: A healthy farm requires attracting and encouraging beneficial insect populations as a means to balance populations of insect pests. Farmers are required to understand current organic methods of control, including crop rotation, crop covers, bio-controls, and approved products. They should be versed in IPM monitoring techniques such as scouting and trapping. Synthetic pesticides that are not approved by PCO are not allowed. If new organic products appear on the market that PCO has not certified, the Incubator farmer(s) must present the pesticide to PCO for review and inform the Farm Manager. Incubator farmers must keep records of all pest controls for end of season reporting.

Disease Management: The Seed Farm does not allow the use of synthetic chemicals, synthetic fungicides, or synthetic bactericides. Acceptable controls include: crop rotation, promotion of air flow, diseased plant removal and disposal, tool sanitation, restriction of foot traffic, cleanliness of clothing, boots, and gloves, straw mulch, black plastic mulch use, drip irrigation, and PCO approved organic fungicides and bio-controls. Incubator farmers need to be familiar with plant diseases and be able to identify them when they appear. Incubator farmers must keep records of disease infections and controls to provide for The Seed Farm annual reports. These records are required for The Seed Farm to offer Certified Organic status opportunities for Incubator Farmers.

Critters: Incubator farmers are responsible for their own deer fencing and other systems to keep unwanted wildlife out of their fields. Possible wildlife includes deer, rabbits, voles, mice, raccoons, and groundhogs. The Seed Farm is not responsible for critter damage to plots or Incubator Farmer property.

Livestock: is not permitted at The Seed Farm.

Soil and Water Testing: The Seed Farm will conduct yearly water tests on the irrigation water and potable water. All Incubator farmers are responsible for taking and submitting annual soil tests for their rented fields.

Employees: Incubator farmers may hire employees. Employees must be properly registered and paid according to all local, state, and federal labor regulations. It is the responsibility of the Incubator farmer to be aware of all relevant labor regulations, including payroll taxation, workers compensation, child labor, and minimum wage. Incubator farmers are expected to provide their employees with adequate time for water, bathroom, and lunch breaks, as well as to provide adequate training on food safety measures, tool safety techniques, and other relevant matters.

Exemptions

Any farmer(s) that require an exemption from any of these protocols must request the exemption in writing and submit it to Seed Farm staff for review and approval by TSF staff, Second Harvest Food Bank Associate Executive Director, and Community Action Committee of the Lehigh Valley Executive Director.

Code of Conduct

Participants in the Farm Incubator Program agree to behave in a responsible manner and adhere to the Community Action Lehigh Valley policies included below. The Seed Farm is a program of Second Harvest Food Bank of the Lehigh Valley and Northeast PA (SHFBLV), which is a program of Community Action Committee of the Lehigh Valley (CALV).

Harassment, sexual harassment, drug use, and/or discrimination (described below) should be reported to Seed Farm staff, who will take appropriate action with guidance and supervision from CALV Director of Human Resources. Harassment, sexual harassment, drug use, and/or discrimination involving Seed Farm staff should be reported directly to CALV Director of Human Resources: Elesia Fowlin, 484-893-1126 / efowlin@caclv.org.

Harassment in the Workplace: CALV prohibits any workplace activity that tends to create a hostile work environment. This may include, but is not limited to, sexual harassment. A hostile work environment may result from physical or verbal intimidation, ethnic, racial, or religious discrimination, or any other activity that interferes with the ability of an employee, participant, or volunteer to perform his/her duties. Harassment in the workplace is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, participant, volunteer, or any person working for, on behalf of, or in a facility run by CALV. Some examples of verbal harassment include but are not limited to the following: comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping. Nonverbal harassment includes but is not limited to the distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status. A hostile work environment may result from the action of an employee, supervisor, participant, or volunteer toward another employee, supervisor, participant, or volunteer. Such conduct will result in disciplinary action being taken against any employee, participant, or volunteer who is found to have harassed another employee, supervisor or a volunteer. Disciplinary action may include any available remedies, including suspension or termination of employment. It is the obligation of each employee, participant, and volunteer to report any harassing activities to his/her Program Director or Human Resources Coordinator. At times, it may also be appropriate to report the activities to the President of the Board of Directors when any harassing activities involve the Executive Director. CALV prohibits retaliation against anyone who has reported harassment. CALV will investigate each complaint, cognizant of the rights and obligations of all interested parties, and honoring all requests for confidentiality to the extent consistent with adequate investigation and appropriate corrective action.

Sexual Harassment: CALV prohibits the sexual harassment of its employees, participants, and volunteers in any form, by any party. Such conduct will result in disciplinary action being taken against any employee, participant, or volunteer who is found to have harassed another employee, participant, or a volunteer up to and including dismissal from employment. "Sexual Harassment" is unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's, participant's, or volunteer's job performance or create an intimidating, hostile or offensive working environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for

example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment or other decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For example, no supervisor shall threaten that an employee's, participant's, or a volunteer's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, shifts or any other term or condition of employment, program access, or career development. Sexual harassment encompasses a wide range of conduct. Some examples include but are not limited to the following: repeated offensive sexual flirtations, advances, or propositions; continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; or the display in the workplace of sexually suggestive objects or pictures. All CALV employees, participants, and volunteers are responsible for helping to prevent sexual harassment. If any employee, participant, or volunteer witnesses or experiences harassment, it is his or her obligation to report the harassment to his or her Program Director or directly to the Human Resources Coordinator. When appropriate, such reports may also be directed to the President of the Board of Directors when any activities involve the Executive Director. Every management employee is required to inform the Human Resources Coordinator immediately of any report of sexual harassment. The Human Resources Coordinator will then inform the Executive Director of CALV and the President of the Board of Directors of any such report, if necessary. CALV prohibits retaliation against anyone who has reported harassment. CALV's policy is to investigate all complaints thoroughly and promptly. CALV is committed to remaining sensitive to the rights and obligations of all parties involved, including, but not limited to, requests by individuals for confidentiality to the extent consistent with adequate investigation and appropriate corrective action.

Drug Free Workplace: CALV is committed to promoting safety in the work environment, employee health and wellbeing, and confidence in our services. To promote these goals, employees, participants, and volunteers are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner. It is the policy of CALV that the following is prohibited: (a) the use of alcohol or the possession, distribution, sale, storage, or dispensation of alcohol during working hours, on lunch hours, on CALV premises, or while conducting CALV business; (b) the use, possession, manufacture, distribution, dispensation, storage, transportation, or sale of illegal drugs during working hours, during lunch hours, on CALV premises or while conducting CALV business; and (c) being "under the influence" of alcohol or illegal drugs during working hours, on lunch hours, on CALV premises, or while conducting CALV business. While on CALV premises, prescription drugs used in excess of their prescribed dosage is prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner. CALV has adopted a comprehensive drug-testing program. In the event of "reasonable suspicion," or post-accident, CALV will require employees to be tested for the presence of illegal drugs or alcohol. Any employee, participant, or volunteer who refuses to be tested, has a confirmed positive drug test, or otherwise violates this policy shall be subject to disciplinary action, up to and including termination of employment. Please see CALV's Substance Abuse and Drug Testing Policy for further information, definitions, and procedures. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Human Resources Coordinator to receive assistance or referrals to appropriate resources in the community. Each employee is required to notify the Human Resources Coordinator of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Further, within 30 days after a conviction, CALV will take personnel action which may include the employee's participation in an accredited substance abuse or alcohol rehabilitation program, or other corrective counseling, up to and including termination of employment.

Nondiscrimination: CALV provides equal opportunity and prohibits discrimination against any person, population group, or organization with regard to categories protected by applicable federal, state, and local laws,

as well as other categories defined by CALV in alignment with CALV by-laws. These include, but are not limited to, race, color, religion, gender, national origin, ancestry or place of birth, age, marital status, veteran status, disability, sexual orientation, sexual identity, genetic information, gender expression, language spoken, and education background. This policy applies to any and all of its activities or operations, which include, but are not limited to, the selection and supervision participants and of volunteers, the selection of vendors, and the provision of services. Regarding language spoken, although CALV will not eliminate from consideration vendors who are not proficient in the speaking or writing of English, we will require vendors to demonstrate the capacity to effectively communicate with the appropriate CALV staff, whether it be through an interpreter and/or translator or other means. Violations of this policy will not be tolerated. Claims of discrimination should be reported to the Director of Human Resources. All claims shall be taken seriously and investigated properly. Any violation of this policy by employees, participants, or volunteers will be subject to corrective counseling, up to and including termination of employment

Diversity, Equity, and Inclusion: The mission of Community Action Committee of the Lehigh Valley (CALV) is to improve the quality of life by building a community in which all people have access to economic opportunity, the ability to pursue that opportunity, and a voice in the decisions that affect their lives. We believe our mission is most effectively fulfilled through a commitment to fostering, cultivating, and preserving a culture of diversity, equity, and inclusivity. The diversity of our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and agency's achievement as well. We aim to lead by example, building and sustaining diversity, equity, and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. CALV's diversity, equity, and inclusion initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and engagements; promotions; transfers; social and recreational programs; layoffs and terminations. These initiatives also include the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respecting the dignity and diversity of all people through communication and cooperation between all employees.
- Creating an inclusive environment that is free from discrimination, harassment, and bullying.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Allow flexible work schedules to accommodate employees' varying needs, when operationally possible.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.
- Enhancing employee's awareness of potential unconscious bias and how that might hinder one's ability to be more inclusive, collaborative, and intentional with our actions toward one another and the people we serve.

All employees of CALV have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual cultural humility/diversity awareness engagements to enhance their knowledge and fulfill their responsibility to our community. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with the agency's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

Application Procedure

Applications are accepted on a rolling basis year-round. In some cases, prospective Incubator farmers may be advised to sign up for a business planning class or additional training. Formal application process detailed below:

Application process:

1. Submit application/farm plans
2. Applicants receive initial feedback from Seed Farm staff
3. Final farm plan review by Seed Farm Advisory Committee
4. Incubator Farmers notified of (A) acceptance into the Incubator, (B) issues in need of resolution before plans can be accepted, or (C) denial into the Incubator. In the case of (B), applicants may revise and resubmit their plan for a second review.
5. In the case of (A), a 1-year renewable lease will be issued.

After five years, Incubator farms enrolled in The Seed Farm Incubator program are required to relocate their farm off The Seed Farm site unless land is available for continued 1-year lease.

Application Requirements

All Incubator applicants must complete a Farm Business Plan as outlined below. Applications may be emailed to Katy Hunter, Program Administrator, at KHunter@CALV.org.

Applications must include the following:

- Cover Letter
- Cover Page
- Executive Summary
- Personal Business Concept
- Description of how the business is organized
- Marketing Plan
- Financial Plan
- Production Plan
- Risk Management Plan
- Appendices:
 - Resume(s)
 - Marketing materials
 - Other documents that may be helpful in providing evidence of the robustness of your plan and your abilities.

Upon acceptance to the program Incubator farmers will be expected to supply the following:

- Copy of Business Registration
- Copy of IRS EIN Confirmation Letter
- Copy of current liability insurance for minimum of \$1,000,000.
- Completed production plan for all crops/products

An application guide/template is available upon request. Please include a cover letter that describes your interest in The Seed Farm Agricultural Incubator program and why you think that you are a good candidate to participate in this program.

Agreement to Participate

All members of _____ (insert farm name),
have reviewed the Farmer's Manual and agree to participate in The Seed Farm Incubator
Program for the 2023 season.

Farmer Print Name/ Date

Farmer Signature

Farmer Print Name / Date

Farmer Signature

Farmer Print Name/ Date

Farmer Signature

Farmer Print Name / Date

Farmer Signature

The Seed Farm Staff Print Name/Date

The Seed Farm Staff Signature