

# TEAM EVENTS

## GET YOUR EMPLOYEES ENGAGED AND THEIR HANDS IN THE DIRT!

*We'll work with our planting partners to find the right opportunity to bring your team together!*

### OPTION #1

#### TREE PLANTING

Tree planting generally occurs in the spring and the fall. Planting events can take place in neighborhood parks, along streets and parkways, or within nature reserves. In an urban setting, your team can plant anywhere between 10 - 100 trees in a half-day event.

### OPTION #2

#### RESTORATION WORK

Restoration work is always needed at project sites. These activities can consist of tree care, invasive species removal, trail maintenance, wetland restoration, pollinator establishment, etc. Participate in one or more of these opportunities to support healthy habitats nearly any time of year!



#### PLANNING CHECKLIST:

- Number of Employees
- Ideal Event Date
- Location(s)
- Tree Planting or Restoration Work?

#### SAMPLE EVENT SCHEDULE:

*Schedule will vary*

- 9:00-9:30**  
Arrive, Get settled in
- 9:30-10:00**  
Learn how to plant
- 10:00-12:30**  
Get Planting!
- 12:30-13:00**  
Break
- 13:00**  
Clean up, head back

#### WHAT YOU NEED:

- Transport
- Rain Gear
- Lunch
- Water
- Long Pants
- Gloves
- Boots
- Hat
- Sunscreen
- A great attitude!

## WANT TO DO MORE?

*We can help your team set up a fundraiser to get more trees planted!*



	Plant variety	Size	Flower (Color and seasonality)	Wildlife supported	Nursery
	(5) Coast live oak (CLO)	25-82 ft tall 15-35 ft wide	yellow, cream, green. Sp-W	Birds, butterflies, insects	Capitol Wholesale
	(6) Hollyleaf cherry (HC)	30-49 ft tall 20 ft wide	cream, white W-Sp	Birds, butterflies, insects, bees	Capitol Wholesale
	(2) Blue elderberry (BE)	20-30 ft tall 20-30 ft wide	Cream, yellow, purple. Sp-S	Birds, butterflies, insects, bees	Capitol Wholesale
	(2) Interior live oak (ILO)	15-50 ft tall 10-50ft wide	Cream, green W-Sp	Birds, butterflies, insects	Capitol Wholesale



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STRAW Budget -

	2023-24	2024-25	2025-26	2026-27	2027-28	
<b>LABOR*</b>	Year 1	Year 2	Year 3	Year 4	Year 5	
Education	\$0	\$0	\$0	\$0	\$0	\$0
Installation	\$1,191	\$0	\$0	\$0	\$0	\$1,191
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,191	\$0	\$0	\$0	\$0	\$1,191
<b>OTHER DIRECT COSTS</b>						
Materials						\$0
Mileage						\$0
<b>Subcontractors</b>						
San Jose Conservation Corps						\$0
Go Native, Inc.						\$0
<b>Total Other Direct Costs</b>						\$0
<b>Indirect on Other Direct Costs</b>						\$0
<b>TOTAL FUNDING REQUEST</b>						<b>\$1,191</b>

\* includes salary, fringe benefits and indirect expense



## One Tree Planted: Planting Partner Agreement Employee Engagement Event

This Agreement, dated [Document.CreatedDate], sets out the terms and conditions for an employee engagement event.

**Between:**

One Tree Planted, Inc, whose registered office is situated at 145 Pine Haven Shores Road Suite 1000D, Shelburne, Vermont, 05482.

**And:**

Planting Partner, located at Address.

### Agreement Terms

<b>Type of Event:</b>	<b>Event Type Event</b>
<b>Event Cost:</b>	\$2,500.00
<b>Event Location:</b>	647 S. King Road, San Jose CA 95116
<b>Event Date and Time:</b>	Tuesday, October 24, 2023 9:00 a.m. to 12 p.m.
<b>Volunteer Capacity</b>	30
<b>Payment Terms:</b>	30 days from receipt of invoice
<b>Inclusions:</b>	Planting Partner agrees to provide instruction and guidance to volunteers, as well as tools and materials to execute the event.

### Event Details

This Event Type event will take place at Event Address where Capacity Limit volunteers will event description.

## **Payment Details**

One Tree Planted, Inc will provide the agreed upon funds of \$USD to Planting Partner via bank transfer. The funds will be used to implement the employee engagement event, which may include the purchasing and transportation of trees / plants, tools and materials; site preparation and planning; securing permits, staff time and labour, refreshments; completing one post-event report form; and applying COVID-19 safety measures.

The amount is to be paid via bank transfer to:

Account Name:

Account Number:

Bank:

Branch:

Address:

SWIFT Code / ABA:

## **Communications**

Photos submitted to One Tree Planted, Inc may be used as deemed appropriate by the One Tree Planted, Inc Communications Team for the purposes of transparency, storytelling, and documentation, across any media properties including web, digital advertising, email, social media, or print and Planting Partner provides a license to this effect. This license shall be assignable and includes the right to share with donors

## **Event Reporting**

One Tree Planted, Inc requires events to be documented through photography. At the completion of the event, One Tree Planted, Inc will provide Planting Partner with a report form that Planting Partner will complete in order to summarize the event experience. The report should provide a number of key metrics, such as the number of attendees, trees or shrubs planted, and acres restored.

Additionally, the report should situate the employee engagement event within the larger landscape, by capturing ecological and community impacts. This report and quality photographs are to be provided to One Tree Planted, Inc within 30 days of event completion.

## **Volunteers**

Attached to this Agreement is an Appendix with suggested language for a release and waiver of liability. Planting Partner must supply their liability waiver and photo release form to One Tree Planted, Inc prior to the event date and receive the volunteers' signed waiver and release forms prior to the start of the event. If Planting Partner uses their own release and waiver of liability it must name One Tree Planted, Inc. as a released party.

## **Representations and Warranties**

1. Each party represents and warrants that its service or performance in connection with this Agreement shall comply with all applicable federal, state, and local laws and regulations, including, but not limited to, regulations governing equal employment opportunity or affirmative action, no child labor, no slave labor, human rights and anti-corruption.
2. Each party represents and warrants that all claims made or furnished by it for its service for use in this Event are true and correct and fully substantiated in accordance with applicable federal, state and local laws and regulations.
3. Each party represents and warrants that it has or shall obtain prior to the start of the Event all licenses, agreements, permits, waivers, releases, registrations, approvals and/or authorizations required in connection with this Agreement and the conduct of the Event and that such licenses, agreements, permits, waivers, releases, registrations, approvals and/or authorizations will be valid and sufficient for the conduct of the Event and the performance of its obligations hereunder.
4. Each party represents and warrants that it has the power and authority to execute and deliver this Agreement and to perform its obligations hereunder, and the execution, delivery and performance of this Agreement by each party has been duly and validly authorized and approved.
5. Planting Partner represents and warrants that it will perform its obligations hereunder in compliance with One Tree Planted, Inc.'s Partner Policies, as may be added to or amended over time, attached hereto as Exhibit 1 and incorporated herein.

## **Indemnification**

Each party shall indemnify, defend and hold harmless the other, its directors, officers, employees, agents, and affiliates from and against any and all actions, causes of action, claims, demands, liabilities, losses, judgments, damages or expenses and charges of any kind or nature including interest, reasonable attorneys' fees and other costs, expenses and charges which the other may at any time incur, sustain, or become subject to by reason of any claim or claims:

1. arising from or in connection with the indemnifying party's breach of any warranty or representation or other provision of this Agreement;
2. arising from or in connection with the authorized use of any artwork, logo, trademark, trade name, copyright or other proprietary right of the indemnifying party in connection with the Event;
3. arising from or in connection with claims by third parties based upon any alleged patent, trademark or copyright infringement or unfair competition in connection with the products or services, representations or artwork of the indemnifying party; or
4. arising from or in connection with the use or consumption of the indemnifying party's product or service unless caused by the other.

In consideration of this indemnity, the indemnified party shall: (i) provide the indemnifying party with prompt notice of any actions, causes of action, claims, demands, or other types of claims, loss, liability, loss, fee, judgment, or expense arising hereunder, (ii) permit the indemnifying party to handle all such actions, complaints, lawsuits, proceedings, causes of action, demands or other types of claims, including the defense and any monetary settlement thereof, and (iii) provide the indemnifying party with any assistance reasonably requested in defense of any such claim, loss, liability, loss, fee, judgment, or expense. This paragraph shall survive the termination of this Agreement.

## **COVID-19**

COVID-19 guidelines will be closely monitored and followed for the safety of the participants and planting staff partaking in the event. Planting Partner will inform One Tree Planted, Inc of any government-led restrictions that impact the facilitation of the event.

## **Force Majeure**

Force Majeure means the occurrence of an event or circumstance that prevents or impedes a party from performing one or more of its contractual obligations under the contract, including riots, insurrection, war, acts of God, epidemics, force of nature or other similar events not under the control of the party delayed in performing work or completing acts required under the terms of this Agreement.

In order for Force Majeure to apply, the impeded party must prove: (i) that such impediment is beyond its reasonable control; (ii) that such impediment could not have reasonably been foreseen at the time of the conclusion of the contract; and (iii) that the effects of the impediment could not have reasonably been avoided or overcome by the affected party.

## **Termination**

This Agreement may be terminated by either party with thirty (30) days of written notice. In the event of early termination, all unexpended funds already paid to Planting Partner are to be refunded to One Tree Planted, Inc.

If Event sponsor requests the postponement of the Event, the new Event date must be agreed upon in writing by One Tree Planted, Inc and Planting Partner.

## **Counterparts**

This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but together will constitute one and the same instrument. A facsimile (or other copy made by reliable mechanical means) of a signed Agreement may be relied upon as an original.

*- Rest of page left intentionally blank -*

**Agreement**

The parties acknowledge that they have read this Agreement, fully understand it, freely and voluntarily agree to each of its provisions.

In Witness whereof, the parties acknowledge that they have read this Agreement, fully understand it, freely and voluntarily agree to each of its provisions.

**Signature and Date**

**Signed by:**

**Signed by:**

\_\_\_\_\_  
Planting Partner

\_\_\_\_\_  
One Tree Planted Inc.

\_\_\_\_\_  
Bill Toomey

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Appendix

### Release and Waiver of Liability

This Release and Waiver of Liability, executed on {Month-Day-Year} by {Volunteer} releases {Planting Partner}, One Tree Planted, Inc. and each of its directors, officers, employees, sub-contractors, sponsors, agents, and affiliates from all present and future claims that may be made by Volunteer, their family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of Volunteer's participation.

Volunteer understands that the scope of Volunteer's relationship with {Planting Partner} is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that {Planting Partner} will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for their own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to {Planting Partner}.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless {Planting Partner} and One Tree Planted, Inc. and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may arise from the services I provide to {Planting Partner}. I understand and acknowledge that this Release discharges {Planting Partner} and One Tree Planted, Inc. from any liability or claim that I may have against {Planting Partner} or One Tree Planted, Inc. with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to {Planting Partner} or occurring while I am providing volunteer services.
2. Insurance: I understand that {Planting Partner} and One Tree Planted, Inc. does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of {Planting Partner} and/or One Tree Planted, Inc. beyond what may be offered freely by {Planting Partner} in the event of injury or medical expenses incurred by me.
3. Medical Treatment: I hereby release and forever discharge {Planting Partner} and One Tree Planted, Inc. from any claim whatsoever that arises or may arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with {Planting Partner}.
4. Assumption of Risk: I understand that the services I provide to {Planting Partner} may include activities that may be hazardous to me. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and release {Planting Partner} and One Tree Planted, Inc. from all liability.
5. Photographic Release: I grant and convey to {Planting Partner} and One Tree Planted, Inc. all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by {Planting Partner} and/or One Tree Planted, Inc. in connection with my providing volunteer services to {Planting Partner}.
6. As a volunteer, I expressly agree that this release is intended to be as broad and inclusive as permitted by the laws of {State}. I agree that in the event any clause or provision of this Release is deemed invalid, the enforceability or the remaining provisions shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

\_\_\_\_\_  
Name of Volunteer

\_\_\_\_\_  
Signature (or parent/guardian if under 18)

\_\_\_\_\_  
Date

# One Tree Planted Partner Policies

## Fraud and Corruption Prevention Policy

**Purpose:** One Tree Planted condemns corruption as one of the key drivers of poverty, environmental degradation and bad governance. One Tree Planted does not tolerate fraud and corruption and is committed to the management of the risk of fraud and corruption in its activities.

**Objectives:** To define fraudulent and corrupt activities and increase awareness, detection and prevention.

**Scope:** This policy applies to all One Tree Planted staff members at all One Tree Planted workplaces and One Tree Planted's Partner offices, including One Tree Planted offices internationally, subsequent sub-contractors, grantees or representatives of One Tree Planted.

### POLICY

- One Tree Planted requires Board members, staff, partners, and interns to comply with its zero-tolerance principle by at all times complying with all policies and procedures adopted to prevent fraud and corruption in the organisation.
- Where there is evidence or the possibility of fraudulent or corrupt activities, One Tree Planted will deal with them in a firm and controlled manner.
- One Tree Planted seeks at all times to deal with its Board members, staff, volunteers, interns, partners, supporters and suppliers with honesty and integrity. One Tree Planted expects these individuals to treat it, and each other, the same way.
- Behaviour that does not meet the required standards is not acceptable. Where such behaviour is suspected it will be investigated and, where proven, legal and /or disciplinary action will be taken as applicable.
- All One Tree Planted staff members are required to ensure that appropriate measures are in place to prevent, deter, detect and communicate potential fraud and corruption.
- Proven fraudulent or corrupt activity by a staff member will be treated as gross misconduct and appropriate disciplinary action will be taken, up to and including termination of employment. Whether a staff member or a person external to One Tree Planted commits the fraud, One Tree Planted may also initiate civil action to recover losses.

**Amendment.** The Corporation reserves the right to modify, amend or terminate this Policy at any time as it may deem necessary.

This Policy was adopted by the Board of Directors of the Corporation on 12/06/2021.

# **Policy on Counter-Terrorism & Prevention of Criminal Misuse of Funds**

Approved by the One Tree Planted, Inc. Board of Directors on 12/06/2021

**Purpose:** This policy articulates One Tree Planted's commitment to avoid directly and indirectly being involved in or supporting terrorist activities, money laundering or other criminal misuse of funds.

**Background:** For the purposes of this policy, a "terrorist act" is any violent act, or a threat to commit such an act, that is done with the intention to coerce or influence a civilian population or government through intimidation.

For the purposes of this policy, "criminal misuse of funds" includes money laundering activities, the commission of underlying predicate crimes and all other unlawful uses or receipt of resources.

As a non-profit organisation operating in United States and overseas, there is a risk of One Tree Planted funds being misused by individuals or other organisations to finance and support terrorist activity or violent extremism or to be misused by other criminals or criminal organisations to launder money to legitimise proceeds from committing crimes (referred to as 'predicate crimes'). This risk of being misused increases if One Tree Planted is not able to provide direct oversight of projects and programs.

A Policy on Counter-Terrorism & Prevention of Criminal Misuse of Funds is necessary to ensure that One Tree Planted and the financial resources entrusted to it are not being used, directly or indirectly, to support terrorist or other criminal activities and to provide clear guidance on what to do if terrorist or other criminal activity is suspected.

The United States Government has extensive legislation around counter-terrorism and national security. National and international funding bodies impose strict obligations on funding recipients to ensure funds do not support terrorist activities. Terrorism is against the law, against the US's national interests and undermines sustainable development. Under US law, it is also an offence to knowingly receive, possess, conceal, dispose of, import, export or engage in a banking transaction relating to, the proceeds or an instrument of crime. Money laundering is also against the law, against the US's national interests and undermines sustainable development.

One Tree Planted makes all reasonable efforts to ensure that its projects and programs are conducted in accordance with these laws and obligations and that funds are not being directed to terrorist activities, money laundering or other criminal misuse of funds.

## **POLICY**

To exercise diligence in relation to counter-terrorism and criminal misuse of funds, One Tree Planted will:

- Confirm the identity, credentials and good standing of the people or organizations that it directly assists, through which it funds activities, and from whom it receives funding.
- Ensure that the people or organizations that it directly assists and through which it funds activities are aware of and are obliged to comply with relevant US laws and this policy, and that they in turn are obliged to ensure that their distribution of the funds or support is made on the same basis.
- Check that the people or organizations that it directly assists, through which it funds activities, and from whom it receives funding are not on the following lists:
  - <https://www.state.gov/terrorist-exclusion-list/>
  - OFAC Sanctions check: <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>

- Recognizing that organizations not included in these lists can still be considered “terrorist organizations” or may be otherwise involved in criminal misuse of funds, One Tree Planted will not accept funding or resources from, nor provide funds or make assets available to, any organization or individual it suspects as being a terrorist organization, having links with a terrorist organization or otherwise involved in criminal misuse of funds.
- To report suspected terrorism-related or criminal links or activity, One Tree Planted will:
  - Notify the Federal Bureau of Investigation through: <https://tips.fbi.gov> .
- To demonstrate all reasonable efforts to ensure funds are not being directed to terrorist or other criminal activities, One Tree Planted will:
  - Develop and maintain records of project and program budgets that account for all expenses;
  - Develop and maintain records of gifts, donations and other resources received;
  - Produce annual financial statements that provide detailed breakdowns of incomes and expenditures; and
  - Have an annual audit of One Tree Planted undertaken by an external auditor.

**Amendment.** The Corporation reserves the right to modify, amend or terminate this Policy at any time as it may deem necessary.

This Policy was adopted by the Board of Directors of the Corporation on 12/06/2021.

## Grievance Policy

Approved by the One Tree Planted, Inc. Board of Directors on 12/06/2021

**Purpose:** One Tree Planted is committed to resolving grievances/disputes within One Tree Planted and respecting the rights and responsibilities of One Tree Planted employees regarding the resolution of grievances or disputes.

### POLICY:

- A grievance is a situation or condition that a reporting party thinks is unfair, unjust or inequitable.
- Grievances/disputes in the workplace may arise for various reasons including, but not limited to; bullying, harassment or discrimination, grievances between a staff member/volunteer and their Manager/Supervisor or between staff members/volunteers; or issues related to internal One Tree Planted processes. A grievance may also arise in relation to external program work between a staff member/volunteer and a stakeholder, or between a One Tree Planted Partner Organization and other stakeholders. All grievances/disputes are to be dealt with as detailed in this policy.
- One Tree Planted's approach to grievance/dispute resolution is to:
  - Minimize the frequency of disputes;
  - Provide all grievants with the opportunity to present their case;
  - Provide clear procedures that allow every party involved in a grievance or dispute the opportunity to present their case; and
  - Achieve a resolution that considers the points of view of every party.
- During the resolution of a grievance or dispute work is to continue as normal unless there is an imminent risk to the health and safety of any persons.
- Grievances/disputes will be transmitted without alteration, interference or delay to the party responsible for receiving and investigating it.
- The resolutions of grievances/disputes managed through this policy are to be treated with strict confidentiality and are to be addressed promptly and fairly.
- One Tree Planted requires the active support and cooperation of contractors and other Partner Organizations implementing One Tree Planted funded activities. Contractors and Partner Organizations must meet the terms of the Grievance Policy and are held accountable, through contracts and audits, for complying with it.

**Amendment.** The Corporation reserves the right to modify, amend or terminate this Policy at any time as it may deem necessary.

This Policy was adopted by the Board of Directors of the Corporation on 12/06/2021.

## **Policy on Environmental and Social Safeguards**

Approved by the One Tree Planted, Inc. Board of Directors on 12/06/2021

**Purpose:** One Tree Planted is committed to helping to ensure the environmental and social soundness and sustainability of funded projects.

### **POLICY:**

- One Tree Planted asserts that due to the unique nature of our work, we are responsible for ensuring the environmental and social soundness and sustainability of the projects that One Tree Planted implements and funds.
- One Tree Planted staff, contractors and Partner Organizations will take appropriate steps to prevent and, where not possible to prevent, at least minimize, or compensate for adverse project impacts and enhance positive impacts through environmental management and planning that includes the proposed mitigation measures, and project monitoring.
- One Tree Planted staff, contractors and Partner Organizations will support integration of environmental and social aspects of projects into the decision making process and the involvement of stakeholders, including project-affected groups and local nongovernmental organizations, as early as possible, in the preparation process, ensuring that their views and concerns are made known to decision makers and taken into account.
- Managers and supervisors will assess and eliminate or mitigate the risk to environmental and social soundness and sustainability associated with the delivery of all programs, projects and activities.
- One Tree Planted requires the active support and cooperation of contractors and other Partner Organizations implementing One Tree Planted funded activities. Contractors and Partner Organizations must meet the terms of the Environmental and Social Safeguards Policy and are held accountable, through contracts and audits, for complying with it.

**Amendment.** The Corporation reserves the right to modify, amend or terminate this Policy at any time as it may deem necessary.

This Policy was adopted by the Board of Directors of the Corporation on December 6, 2021.

# Policy on Human Rights, Vulnerable Populations, Forced Labor and Equal Opportunity

Approved by the One Tree Planted, Inc. Board of Directors on 12/06/2021

**Purpose:** One Tree Planted is committed to respecting and promoting human rights in its reforestation work and in alignment with the United Nations' Universal Declaration of Human Rights, maintaining best practice principles and processes relating to human rights and the prevention of forced labor practices, including child labor practices. One Tree Planted is committed to protecting the rights of youth, persons with disabilities, the elderly, indigenous populations and recognizes these persons and populations as social groups often excluded or marginalized in project development processes and implementation ("Vulnerable Populations"). One Tree Planted is also committed to opposing the use of forced labor by any person and ensuring equal opportunities in employment relationships by all persons.

## **POLICY:**

- One Tree Planted asserts that due to the unique nature of our work, we are responsible for keeping ourselves and others safe across a large span of activities around the world. This includes ensuring that our workplace, wherever located, respects the human rights of all impacted persons in alignment with the United Nations' Universal Declaration of Human Rights and remains free from violence and coercion, as well as from abuse.
- One Tree Planted staff, contractors and Partner Organizations will take appropriate safety precautions when working with or around youth, persons with disabilities and the elderly, and will not utilize or allow the use of forced labor by any person. Staff are committed to knowing and complying with safety rules and precautions, as well as One Tree Planted policies.
- One Tree Planted staff, contractors and Partner Organizations will take appropriate steps to ensure that no one shall be subject to any discrimination in any aspect of their employment relationship on the basis of gender, pregnancy or maternity, transgender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, social origins, national or ethnic origins, physical or mental disability, medical condition, family care, socioeconomic status, political opinion, union affiliation, or any other protected characteristics under the applicable law.
- One Tree Planted staff will speak up if they ever feel unsafe or have concerns that someone else might be unsafe or acting under coercion and will take appropriate steps to prevent harm.
- Managers and supervisors will assess and eliminate or mitigate the risk of abuse or harm to Vulnerable Populations associated with the delivery of all programs, projects and activities.
- One Tree Planted requires the active support and cooperation of contractors and other Partner Organizations implementing One Tree Planted funded activities. Contractors and Partner Organizations must meet the terms of the Human Rights, Vulnerable Populations and Forced Labor Policy and are held accountable, through contracts and audits, for complying with it.

**Amendment.** The Corporation reserves the right to modify, amend or terminate this Policy at any time as it may deem necessary.

This Policy was adopted by the Board of Directors of the Corporation on 12/06/2021. *Last revised on 1/25/2022*

## **Policy on Child Protection**

Approved by the One Tree Planted, Inc. Board of Directors on 12/6/2021

**Purpose:** One Tree Planted is committed to protecting the rights of children and recognizes children as a social group often excluded or marginalized in project development processes and implementation.

**Background:** Children are endowed with the same inalienable rights as adults. Due to their increased vulnerability to exploitation and abuse, children also have the right to additional, special protections. One Tree Planted's first priority is to manage the risks of any inadvertent infringement of children's rights, particularly the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, as defined in the UN Convention on the Rights of the Child. Our approach to managing these risks is outlined in One Tree Planted's Child Protection Policy.

One Tree Planted also recognizes the rights of children to express their views freely in all matters affecting their lives. In the context of our reforestation work, we seek opportunities to safely and meaningfully facilitate the participation of children and , where appropriate, incorporate their perspectives into the design and implementation of activities.

### **POLICY:**

- One Tree Planted will not permit any personnel to work with children if they pose an unacceptable risk to children's safety or well-being.
- Managers and supervisors will assess and eliminate or mitigate the risk of child abuse associated with the delivery of all programs, projects and activities. One Tree Planted requires its Partner Organizations, including One Tree Planted offices internationally, subsequent sub-contractors, grantees or representatives of One Tree Planted to similarly assess and manage these risks.
- In the event that a project or activity is determined as directly "working with children" (i.e. an activity where contact with children would reasonably be expected as a normal part of the activity, as opposed to incidental contact), a full child protection risk assessment must be conducted (see Annex 1).
- One Tree Planted personnel, partners and contractors taking photographs or capturing video footage will obtain the informed consent of any children and/or their guardians (see Annex 3). All images should present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be reasonably seen as sexually suggestive.
- One Tree Planted will not fund, or provide other forms of support, to any individual or organization that plans to work with children, unless they meet One Tree Planted's child protection compliance standards in their operations and activities.
- Managers and supervisors will not knowingly engage, directly or indirectly, anyone who poses an unacceptable risk to children, nor will One Tree Planted fund any individual or organization that does not meet One Tree Planted's child protection compliance standards in their operations and activities.
- One Tree Planted requires the active support and cooperation of contractors and other Partner Organizations implementing One Tree Planted funded activities. Contractors and Partner Organizations must meet the terms of the Child Protection Policy and are held accountable, through contracts and audits, for complying with it.



**Amendment.** The Corporation reserves the right to modify, amend or terminate this Policy at any time as it may deem necessary.

This Policy was adopted by the Board of Directors of the Corporation on 12/6/2021.

## **One Tree Planted, Inc. Whistleblower Policy**

Approved by the One Tree Planted, Inc. Board of Directors on 12/8/2020

**Purpose:** The purpose of this Whistleblower Policy (this "Policy") is to protect directors, officers, employees, volunteers, contractors and subrecipients of One Tree Planted, Inc. (the "Corporation") who report suspected improper conduct (each, a "Covered Person") from retaliation and to provide a means for Covered Persons to raise good faith concerns about any action or suspected action taken by or within the Corporation that is or appears to be illegal, fraudulent, dishonest, or in violation of any adopted policy of the Corporation (each, a "Suspected Violation").

**Statement of Policy:** No Covered Person who in good faith reports any Suspected Violation will suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequences as a result of such report. Examples of Suspected Violations include, but are not limited to, violations of federal, state or local law; violations of corporate policies; and fraudulent or questionable financial practices. The individuals involved in such Suspected Violations may be directors, officers, employees, volunteers, auditors, vendors or other third parties.

- **Board Oversight:** The Board of Directors of the Corporation (the "Board") or authorized committee of the Board (together with the Board, the "Reviewing Body") shall adopt and oversee the implementation of and compliance with this Policy. Directors who are employees of the Corporation, if any, may not participate in any deliberations or voting relating to the administration of this Policy.
- **Compliance Officer:** The One Tree Planted Compliance Officer is designated to administer this Policy. The Compliance Officer is responsible for overseeing the investigation and resolution of all reported complaints of Suspected Violations and for reporting such to the Reviewing Body. If a report concerns the Compliance Officer, he or she shall recuse himself or herself from the proceedings and the Board shall select an appropriate officer of the Corporation to continue the investigation. Any questions or concerns regarding this Policy should be addressed directly to the Compliance Officer.
- **Procedure for Reporting Suspected Violations:** Any Covered Person may report a Suspected Violation, either in written or oral form, although written complaints are encouraged. The complaint submitted by the Covered Person should include whatever documentation is available to support a reasonable basis for the allegation(s) and to assist in investigating the complaint. Complaints of Suspected Violations may be made anonymously, although non-anonymous complaints are encouraged. The Corporation will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

A Covered Person should direct all complaints to the Compliance Officer, who will report to the Reviewing Body. The Compliance Officer shall create a simultaneous written record of any oral complaint. If the Compliance Officer is the subject of the Suspected Violation or a Covered Person is not comfortable reporting a complaint concerning a Suspected Violation to the Compliance Officer or is unsatisfied with the response, the Covered Person is encouraged to instead speak with his or her supervisor or anyone in management with whom s/he is comfortable. In such case, the manager to whom such Suspected Violation is reported shall in turn report such Suspected Violation to the Compliance Officer, unless the Compliance Officer is the subject of the complaint, in which case the manager shall submit the report to the Reviewing Body. If the Compliance Officer is the subject of the complaint, the Reviewing Body shall designate someone to act in the place of the Compliance Officer and all references to the Compliance Officer in this Policy with respect to such complaint shall be applicable to such designee. Reports to the Reviewing Body shall include a statement as to whether such Suspected Violation was reported first to the

Compliance Officer; if it was not, the report shall indicate why the Suspected Violation was not reported to the Compliance Officer.

The Reviewing Body will determine an appropriate response to each complaint of concern. The person who is the subject of a complaint shall not be present at or participate in the Reviewing Body's deliberations or voting on the matter relating to such complaint; except to present information as background or answer questions at a meeting of the Reviewing Body prior to the commencement of deliberations or voting, in the manner requested by the Reviewing Body. The response to and resolution of each complaint of a Suspected Violation shall be documented in the minutes of the Reviewing Body, subject to Section 6 below.

- **Confidentiality:** The Corporation will make reasonable efforts to treat a Covered Person's identity and the reported information with an appropriate regard for confidentiality, consistent with the need to conduct a fair and adequate investigation and take necessary corrective action.
- **Acting in Good Faith:** Anyone filing a complaint concerning a Suspected Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a Suspected Violation. The Covered Person is not responsible for investigating the activity, proving the truth of the allegation(s) asserted in the complaint or determining fault or corrective measures; however, he or she must demonstrate reasonable grounds for concern. No investigation will be made of unspecified wrongdoing or broad allegations. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowing them to be false will be viewed as a serious disciplinary offense or breach of contract, as applicable.
- **No Retaliation:** No Covered Person who in good faith reports any Suspected Violation (whether reported to the Corporation, its agents or its auditors or to any law enforcement officials, government or regulatory agency), or who cooperates with an investigation of a complaint, shall suffer intimidation, harassment, discrimination, or other retaliation or, in the case of an employee, adverse employment consequences as a result of such report or cooperation. Any person who believes s/he has been subject to retaliation as a result of making a report should immediately report such incident to the Compliance Officer or the Chair of the Board. Any Covered Person who retaliates against someone for having reported a Suspected Violation in good faith may be subject to appropriate corrective action, up to and including termination of employment in the case of an employee, and up to and including expulsion of membership in the case of an active member. A Covered Person's right to protection under this Policy does not provide him or her with immunity for participating or being complicit in the Suspected Violation that is the subject of the complaint or ensuing investigations.

**Amendment.** The Corporation reserves the right to modify, amend or terminate this Policy at any time as it may deem necessary.

This Policy was adopted by the Board of Directors of the Corporation on 12/8/2020. *Last revised 2/24/2022.*