



INTERN CANDIDATE PROFILE

The ACTS FFI Internship Program is a chance for individuals to become familiar with ACTS FFI, learn about Controlled Environment Agriculture (CEA) and Hydroponics, and to apply basic knowledge, during the initial start-up stage of the operation, through hands-on participation in the build-out of the development. This time also allows the management at ACTS FFI to discover who might best be suited for employment in the later stages of the Freedom Farms project.

The program involves group instruction, workshop, and on the-job training. This is a three-tiered structured skills development program designed to provide general industry background, product and service knowledge and hands-on skills in the field of Controlled Environment Agricultural (CEA) and Hydroponics.

The Internship is for a three-month period only.

Candidates are expected to be on time and in full attendance for the duration of the Internship Program. We will provide a weekly stipend for participants who have a good attendance and participation record at the end of each week

Those who participate fully in the entire internship program may then make individual application to be considered for full time employment at the ACTS FFI development.

Candidate Profile:

Academic Background: Candidates must have a high school diploma or equivalent.

Proactive Attitude: We seek people that will be engaged in group instruction activities, complete assignments, participate in discussions and workshop disciplines.

Command of English: We expect candidates to be able to understand and communicate effectively in the English language. A working proficiency in English will enable the candidate to successfully complete the process which is conducted entirely in English.

Drive: Candidates should have the ability to learn every single day and possess the eagerness to always reach for more, resilience and passion for achievement.

Adaptability: The best candidates will be thinking ahead to a career within the CEA and Hydroponic industry and the possibilities of working across different functions, with different people and possibly in different locations.



INTERN INFORMATION RELEASE

I hereby authorize any person, educational institution, or company I have listed as a reference on my Intern Application to disclose in good faith any information they may have regarding my qualifications and fitness for internship. I will hold ACTS FFI, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the scholarship process.

Print Name: _____

Signed: _____

Date: _____



Intern Training Covenant

INSTRUCTIONAL STANDARDS, EXPECTATIONS, AND ATTENDANCE POLICY

All interns in any training programs must abide by the ACTS Freedom Farms International (ACTS FFI) Intern Training Covenant, which sets forth acceptable and unacceptable conduct toward peers, instructors, administrative personnel, training supervisors, etc.

The standards and expectations for professional behavior of interns in the classroom/workshop and other instructional areas are as follows:

When individuals are in training, their conduct must reflect their commitment to and participation as an ACTS FFI Intern. Time spent in the classroom and any hands-on learning is part of what would be considered a normal workday.

Trainers/Instructors serve in a supervisory role in the classroom. Responding to the instructor in accordance with the Intern Training Covenant is standard operating procedure.

Interns are expected to complete written tests that cover material presented in class.

Interns are expected to behave in a respectful manner. Examples of behaviors that are unacceptable and will not be tolerated include, but not limited to the following:

- inattentiveness during instruction time as exhibited by holding side conversations, conducting personal business, reading outside material, personal phone calls, texting, or sleeping
- personal attacks, use of offensive language, argumentativeness, or excessive talking
- use of the Internet for reasons other than classroom activity
- eating food while in class, other than as directed by the instructor
- the use of cell phones, radios or beepers during class...all such devices must be turned off during class and replies to calls must be made during official breaks.

Engaging in these behaviors or in any behavior deemed disruptive or inappropriate by the trainer may result in an immediate conference with the trainer, notification to the intern's immediate supervisor, administrator, or director, or expulsion from class. The trainer will confer with the appropriate authority prior to expelling an intern from class.

Interns are expected to dress in accordance with business casual or business dress as follows:



While the ACTS FFI does not specify a dress code, interns are expected to be clean and neat and suitable for a workplace during class time. Interns should present a business-like professional image.

If lettered or illustrated clothing is worn, it should not promote a particular political, personal, or any other ethnic or anti-social opinion. Clothing which is obscene, vulgar, offensive, or inflammatory is prohibited. Interns may be required to change inappropriate dress or instructed not to wear the same or similar clothing in the future. Interns who do not comply with established dress code standards may be subject to disciplinary action, up to and including dismissal from the session and/or future classes.

In addition to adhering to these Standards and Expectations, the following attendance policies apply to all interns while engaged in any training:

Interns are expected to arrive on time and adhere to the time allotted for breaks and lunch. If an emergency arises that warrants arriving late or leaving early, the intern must address the emergency situation with the instructor or administrative personnel in concert with approval from the supervisor.

The only acceptable excuses for being absent from training are the following:

Sick leave (e.g. emergency illness or medical appointments for acute illnesses). In the case of sick leave, interns must notify their immediate supervisor as soon as possible to report their absence from classroom training.

OR

Court leave (e.g. subpoena to court, unexcused jury duty). In the case of court leave, interns must obtain prior approval from their immediate supervisor as soon as possible in order to be absent from classroom training.

Interns absent from class due to approved sick or court leave may still be required to make up all or part of the session depending on the length of the absence and the length of the course. This may affect time frames for their completion of training. The appropriate authority will determine with the trainer whether an intern will continue a session, after consultation with the intern's supervisor.

I (Print Name) _____ have read and understand the Intern Training Covenant specifically “Standards, Expectations and Attendance Policy” for ACTS FFI intern training programs.

Signature _____ Date _____



CONTROLLED ENVIRONMENT AGRICULTURE INTERNSHIP

Training Module Description

Wanted: Controlled Environment Agriculture Interns

ACTS Freedom Farms International (ACTS FFI) is currently offering entry level training for individuals interested in working in the Controlled Environment Agriculture industry and participating in a paid internship that may lead to employment opportunity and wage progression.

The Controlled Environment Agriculture (CEA) Intern Program is designed to assist men and women to gain the skills needed to become successful workers in high-tech agriculture. Interns learn trade skills, which are relevant to various agricultural occupations in the workplace.

ACTS FFI's Intern Program is structured to include learning objectives, observation, reflection, evaluation and assessment. It provides a learning agenda comprised of education and training using a planned, closely supervised combination of on-the-job training, and classroom education. Subjects and activities that focus on building habits for success include personal learning styles, time management, understanding non-verbal communication, initiative taking, group-team communication, line/staff/team organization, etc.

Basic aptitude requirements for this position:

- Read, write and comprehend in common “English.”
- Function and interact well within a “team” structure with a positive attitude
- Possess an express interest in and can understand basic mechanical devices “working with objects such as ladders and hand tools.”
- Function while wearing personal protective clothing such as “suits, gloves, hard hat, goggles, breathing respirators and harnesses.
- Possess a general sense of self-preservation and the safety of others.
- Willingness to study in a classroom and workshop setting and pass a written test.

Behavioral Expectations

- Work as if already employed; be visible and make an impression
- Dress professionally, use appropriate language
- Show up for assignments when expected and work until the work day has ended
- Complete tasks asked and in full compliance with directions
- Demonstrate commitment to the assignments; exhibit a “can-do” attitude

Basic Qualifications for Employment:

- High School Diploma or equivalent
- Must provide Proof of Citizenship and is authorized to be employed in the United States.
- Must have a valid Social Security Card.
- Pass a Criminal Background Check.
- Pass a “Drug Free Work Place” screening.
- Must possess Valid Driver’s License
- Access to Reliable Transportation

Compensation:

- At minimum, US Department of Labor Prevailing Wage or higher based on experience and previous employment history.
- Paid Holidays.
- Overtime pay.
- Per-Diem when traveling.
- Government and industry accredited training and certifications.

Controlled Environment Agriculture Internship – 3 Months

The CEA Intern Program covers the “Core Body of Knowledge” requirements for various methods of high-tech agriculture, and ancillary systems, processes, machinery and equipment, as well as OSHA health and safety regulations relating to food production, harvesting, processing and packaging operations.

CEA is a technology-based approach toward food production. The aim of CEA is to provide protection and maintain optimal growing conditions throughout the development of the crop. Production takes place within enclosed growing structures such as a greenhouse, building or other such “under cover” apparatus. ACTS FFI has designed a comprehensive CEA training program. The 3-level curriculum, scheduled over three (3) consecutive months, consists of 1) independent and/or classroom, 2) workplace assignments, and 3) government and industry accredited training and certifications components.

Internship training is comprised of lecture, written exercises, large and small group discussions, hands-on workshops, and workplace assignments that reinforce the learning experience. During sessions, trainees learn techniques needed to effectively prepare plant nutrient formulas, regulate climate-control, plant irrigation, sanitation, participate in post-harvest disciplines and other food production activities.

Safety sessions focus on personal protective equipment (PPE), state, federal and OSHA regulations on health and safety, safe work practices, and safe and proper use of tools and chemical components, and equipment safety, handling, maintenance and troubleshooting.

Upon completion of classroom and workshop training, trainees will have gained a new set of skills for CEA that are directly connected to ACST FFI food production operations. Internship training includes quizzes, exams, and validation of the skills relating to nutrient formula preparation, equipment operations, diagnostics, and servicing.

Training Module Descriptions

Individual and/or Classroom Learning: Trainees gain basic knowledge of CEA technologies, and the industries served via Instructor-led classroom sessions and/or the Internet using a personal Computer. Instruction is segmented into

independent training sessions with specific performance objectives outlined. Instruction includes both independent and group assignments, quizzes, exams and real-time evaluations.

*CEA Industry Sessions:

1. **Controlled Environment Agriculture:** describes the uniqueness, and features and benefits of CEA. *A written exam, and hands-on skill assessment are given at the end of the module.*
2. **Hydroponics:** describes the various types of hydroponic operations, methods, processes and associated equipment. *A written exam, and hands-on skill assessment are given at the end of the module.*
3. **Sanitation:** learn protective measures involved in hydroponic systems (e.g., irrigation lines, reservoirs and pumps) to minimize pest, pathogens and other contaminants. *A written exam, and hands-on skill assessment are given at the end of the module.*
4. **Climate Control:** learn how to control heat and humidity using light meters, pH meters, conductivity meters, cooling thermostats, and ventilation fans in various CEA environments. *A written exam, and hands-on skill assessment are given at the end of the module.*
5. **Nutrient Formulation:** learn how to design and facilitate various crop fertilizer programs. Work with macronutrients such as: iron, manganese, zinc, boron, copper, molybdenum, chloride and nickel. Prepare nutrient solution recipes. *A written exam, and hands-on skill assessment are given at the end of the module.*
6. **Water Analysis:** learn how to filter source water and identify conditions such as: alkalinity, the electrical conductivity (EC) and the concentration specific elements (calcium carbonate) using reverse osmosis. *A written exam, and hands-on skill assessment are given at the end of the module.*
7. **Light Control:** describes the various types of light and shade system implementation used in CEA. *A written exam, and hands-on skill assessment are given at the end of the module.*
8. **Watering Systems:** describes the various types of hydroponic irrigation systems, watering methods and best practices based on crop variety. *A written exam, and hands-on skill assessment are given at the end of the module.*
9. **Vertical Farming:** describes the practice of producing food in vertically stacked layers, inclined surfaces where all environmental factors are controlled. *A written exam, and hands-on skill assessment are given at the end of the module.*
10. **Aquaponics:** describes the process of using fish waste to provide some of the nutrients plants require in hydroponic systems. *A written exam, and hands-on skill assessment are given at the end of the module.*
11. **Undercover Growing:** describes various methods used to grow crops undercover such as greenhouses, tunnels, netting, etc. *A written exam, and hands-on skill assessment are given at the end of the module.*
12. **Water Retention and Recycling:** describes various water collection and sanitation methods. *A written exam, and hands-on skill assessment are given at the end of the module.*
13. **Waste Management:** describes the various methods of collection, treatment and disposal of nutrient loaded (effluent) solutions. *A written exam, and hands-on skill assessment are given at the end of the module.*

*Safety Training Sessions:

1. **Personal Protective Equipment:** offers trainees instruction on the use and care of PPE. A written exam, and hands-on skill assessment are given at the end of the module.
2. **Workplace Safety - Hands:** session focuses on hand injury prevention. *A written exam, and hands-on skill assessment are given at the end of the module.*
3. **Ladder Safety:** overview of Ladder Safety Standards, providing explanations of the various requirements set by OSHA. *A written exam, and hands-on skill assessment are given at the end of the module.*
4. **Fire Extinguisher Use:** enables trainees to identify the different classes of fires and to know what to do in case of a fire. Session includes hands-on use of an extinguisher. *A written exam, and hands-on skill assessment are given at the end of the module.*

6. **Workplace Safety - Falls:** training focuses on recognizing the hazards of falling, and the procedures to be followed in order to minimize these hazards. *A written exam, and hands-on skill assessment are given at the end of the module.*
7. **Hand & Power Tool Safety:** provides general instruction on guidelines for hand and power tool safety. *A written exam, and hands-on skill assessment are given at the end of the module.*
8. **Electrical Safety:** basic electrical concepts and provides a working knowledge of the safe practices when working with electricity. A written exam, and hands-on skill assessment are given at the end of the module.
9. **Chemical Components Safety:** session focuses on how to work safely with chemicals used in nutrient formulas. *A written exam, and hands-on skill assessment are given at the end of the module.*
10. **Understanding Material Data Safety Sheets (MSDS):** provides overview of MSDSs, and how to interpret the information contained such as risks, precautions and remedies to exposure. *A written exam, and hands-on skill assessment are given at the end of the module.*
11. **Accident Prevention:** provides trainees with a better understanding of general safety precautions in order to identify and prevent hazards in the workplace. *A written exam, and hands-on skill assessment are given at the end of the module.*

*Training topics covered in the Intern Program are subject to change without notice. This is a partial list.

Group Training and Workplace Assignments: provides trainees with visual and hands-on reinforcement designed to teach the practical application of CEA technologies, basic diagnostics and distribution systems. Instruction includes both independent and group assignments, quizzes, exams and real-time evaluations.

****Group Training and Workplace Assignments:**

1. **Math Calculations & Conversions:** provides explanations of nutrient formula measurement, measurement tools, surface area and volume measurement calculations. General Math review including fractions, decimals and gram conversions. *Hands-on skill assessment is given throughout the module.*
2. **Nutrient Formula Preparation:** familiarizes the trainee with nutrients and the fundamental principles of the performance of nutrient formulations. Trainees will discover the reasons and benefits for using nutrients, and their individual properties. Trainees will also learn about nutrient formula components, their functions, and how they contribute to desired plant growth. The knowledge of basic concepts of nutrient formulations, and their roles goes a long way in understanding and appreciating formula differentiations, growing attributes and performance, cost, application areas and trouble-shooting. Effects of key formulation parameters for crop varieties and cost will be discussed. *Hands-on skill assessment is given throughout the module.*
3. **System Equipment Breakdown & Rebuild:** trainees will learn the importance of system equipment and the process involved in supplying nutrient formulas for a variety of crops. System components will be identified and features and benefits will be discussed. Trainees will understand the procedures involved in the care, maintenance and repair of system equipment. Trainees will learn about the causes of common equipment failures and recognize how equipment failures are investigated and remediated. Trainees will be able to identify hazards that are commonly encountered by crop technicians and the equipment, methods, and procedures available to reduce these hazards to an acceptable level. *A written exam, and hands-on skill assessment are given at the end of the module.*
4. **Equipment Safety:** provides specific instruction on guidelines for equipment safety and be able to identify hazards that are commonly encountered on the job site. Trainees will learn about the causes of common of accidents relating to equipment components, hand and power tools, and air driven tools used in connection

with equipment operation. *A written exam, and hands-on skill assessment are given at the end of the module.*

5. **Documentation:** trainees learn the importance of documenting each phase of the job to ensure the successful completion of the project per the specification including, but not limited to material and nutrient formula selections, supply and application techniques used, formula cycles, environmental factors, worker assignments, job results, etc. *Hands-on skill assessment is given at the end of the module.*
6. **Quality Control:** provides trainees with a complete understanding of quality assurance procedures, system failure analysis, and proprietary techniques used in CEA technologies. Trainees will gain insight into quality standards during various stages of CEA operations and food production processes. *A written exam, and hands-on skill assessment are given at the end of the module.*

**** Group Workshops and Workplace Assignments are subject to change without notice. Interns work collaboratively with a team and perform skills and perfect techniques on a “job-rotation” basis, which serves to provide a well-rounded experience in the many aspects of CEA as practiced by ACTS FFI.**

Learning Outcomes

By the end of the Intern Program the Intern should be able to:

1. Possess life skills such as punctuality, perseverance, positive attitude, and work ethic that will help assure job success for a CEA operation.
2. Possess skills specific to each segment of the CEA training program and may include practice with tools, climate control techniques, irrigation strategies, sanitation protocols, trade math calculations, nutrient formulation, and system equipment identification, operation, and maintenance, among others.
3. Possess the necessary skills to successfully achieve 3rd party offered OSHA Safety compliance training.



INTERN WAIVER

PLEASE READ CAREFULLY

In exchange for the completion and/or consideration of my Intern Application by ACTS Freedom Farms International, (ACTS FFI), I agree that:

Neither the acceptance of this application nor my subsequent entry into any type of internship relationship, either in the scholarship applied for, or any other position, and regardless of the contents of intern handbooks, intern manuals, policy statements, and the like as they may exist from time to time, or other ACTS FFI's practices, none shall serve to create an actual or implied contract of employment, or to confer any right to remain an intern of ACTS FFI, or otherwise to change in any respect the intern relationship between ACTS FFI and the undersigned, and that no relationship cannot be altered except by a written instrument signed by a member of Executive Management Staff of ACTS FFI. Both the undersigned and/or ACTS FFI may end the intern relationship at any time, without specified notice or reason, and without further obligation, either financial or otherwise.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for rejection of my application and/or cancellation of my participation in future educational internship provided by scholarships applied for and awarded at any time without any previous notice. I hereby give ACTS FFI permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release ACTS FFI from any liability as a result of such contact.

Upon being offered an Internship, I understand that I must comply with all intern training policies and covenants.

I also understand that (1) ACTS FFI has a drug and alcohol policy that provides for an optional pre-internship testing as well as testing during the internship period; (2) consent to and compliance with such policy is a condition of my internship; and (3) continued internship is based on the successful passing of testing under such policy.

I understand that, in connection with the routine processing of my Intern Application, ACTS FFI may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, ACTS FFI, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Signature of Applicant

Date



Intern Training Policy

Because training is very intensive, compressed, and expensive, the amount of time which an Intern can miss from training must be limited in order for the individual to complete the required material and become competent in the required skills. Excessive absences, whether excused or unexcused, can adversely affect the Intern's ability to build upon previous educational elements, and can decrease the efficiency and productivity of the training center and their peers. It is important to all concerned that there are appropriate and uniform policies on conduct, including regular and on-time attendance during training.

The following guidelines have been developed to deal with the issue of Intern conduct during training. Each violation should be evaluated individually and discussion should occur between the training center and the Intern's instructor regarding disposition of the Intern.

EXCUSED ABSENCE:

An excused absence is one in which the Intern has a medical or other acceptable cause for missing a class. The absence must be approved in advance or at the time of the missed class.

If an Intern has an excused absence:

1. Up to four hours of class (per training session) can be missed and made up.
2. If more than four hours are missed during the training session, the Intern may be asked to repeat that session. The training coordinator will determine if the class can be made up, based on the ability of the Intern and the resources of the training center and other affected entities.

UNEXCUSED ABSENCE:

An unexcused absence is one in which either of the following is true:

- The Intern does NOT have a medical or other acceptable cause for missing a class. Examples include: the Intern being under the influence of alcohol or other substance (see below), oversleeping, or chronic tardiness. OR:
- The absence is NOT approved in advance or at the time of the missed class (and there is no acceptable reason why this approval was not sought).



Intern Training Policy

If an Intern has an unexcused absence:

1. If two or more hours of class/clinic per training session are missed:

- The Intern will be notified that further unexcused absences during that session may mean dismissal from the session.
- The Intern must agree to make up the work, either at the training center or at home through other resources, depending on the ability of the training center or instructor to handle the supervision of the work.

2. If more than four hours are missed during the training session:

- Generally, the Intern will be dismissed from the session. Under certain circumstances, the training coordinator will determine if the class can be made up, based on the ability of the Intern and the resources of the training center.
- The Intern will be permitted to repeat the training session if he/she makes a commitment to learning during future training sessions, without unexcused absences, and the Intern pays the entire cost for the session.

Substance Abuse:

Any absence from class related to substance abuse will be treated as an unexcused absence. The following pertains to certain often associated conditions/behaviors:

Odor of Alcohol:

- If the Intern comes to class with the odor of alcohol on his/her breath, the Intern may be given a warning, for substance abuse during the session, and notified that further alcohol use may lead to dismissal from the session.
- If the Intern comes to class with the odor of alcohol on his/her breath, the Intern may not be allowed to stay in class. This is grounds for dismissal from the session.

Impaired State:

- If the Intern comes to class in an impaired state, the Intern may not be allowed to stay in class.



Intern Training Policy

- If more than two hours of class time are missed because of this issue, the Intern will be notified that further violations will lead to dismissal from the session.
- If the Intern is allowed to stay in the class and the problem re-occurs during that class, the Intern will be asked to leave the session.

Creating a Disturbance:

- If the Intern uses alcohol or any illegal substance at any time in the training center, that behavior is grounds for immediate dismissal from the session.

EXTENDED ABSENCE:

- If an Intern is absent for a period of more than 1 day without notifying the training center administrative personnel, the Intern may be dismissed from the session.

DISRUPTIVE CLASSROOM BEHAVIOR:

- If an Intern's behavior interferes with the learning environment for the other Intern's he/she will be counseled privately to immediately correct the behavior. If the disruptive behavior is repeated, the Intern may be asked to leave that class. Should disruptions continue to occur, the Intern may be dismissed from the session.

I have read the Training Policy and understand my duties and responsibilities to conduct myself in the appropriate manner conducive to maintaining a positive educational and safe workplace environment.

Print Intern's Name

Intern's Signature

Date