



New Harvest Team Handbook

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New Harvest is a research institute dedicated to accelerating the pace of innovation in cellular agriculture. As the non-profit nucleus of the burgeoning cellular agriculture landscape, we build the academic foundation necessary to sustain longevity and ongoing innovation in this nascent field.

We understand that building a better future goes beyond technological innovation; it requires new ways of thinking, communicating, and collaborating. We aim to lead by example by modeling new organizational culture and ways of working.

Our mission is to maximize the positive impact of cellular agriculture on the world.

We are:

Trusted, credible thought leaders;

A diverse, agile team,

And a research-focused organization.

Non-profit and independent

Our approach is based on the following principles:

People drive change; not projects

"It takes all kinds" to make the cell ag universe

Openness amplifies impact

And we believe that as a non-profit organization, our work should be:

Neglected by private organizations

Not supported by other funding channels - funding knowledge gaps and removing bottlenecks

Catalytic

Our values, the three I's:

Integrity - Our commitment to independent, honest and moral behavior and actions

Informed Optimism - Our commitment to advancing presenting the state of the science with
transparency and objectivity

Inclusive Expertise - Our commitment to interdisciplinary, multi-stakeholder collaboration

The following material sets out ways of working that can guarantee we embody these values as we grow.

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Introduction

This Team Handbook defines who we are and sets guidelines for how we work together. We will do everything we can to create a fair and productive workplace where we are happy and proud to do our best work.

This handbook is a collection of our commitments and responsibilities to each other, delineated in light of our values. It is meant to help us be more effective and comfortable in our roles and in how we work together. Sometimes the language may seem harsh; this is not intended to intimidate, but rather to present a clear process and path forward when confronting challenging situations.

Keep in mind that this handbook is a living document that will evolve as we learn and grow as an organization. We welcome any feedback that you may have, and will keep you updated if any changes are made.

Notes

1. The meaning of the term 'HR'

'HR' will be referred to numerous times within this document. In the absence of a designated HR team, 'HR' should be interpreted as your manager, or in the case of any particularly sensitive issues such as suspected discrimination or harassment, **the Chief Operating Officer** or another senior person in the company whom you feel comfortable speaking with.

2. The meaning of the term 'eligible'

'Eligible' employees are those who are employed at New Harvest on a full-time, permanent basis. Part-time employees may qualify for a prorated benefit, determined on a case-by-case basis, based on their hours Worked. Temporary employees, contractors, research fellows, grantees, or anyone not fitting the above Description are not eligible.

3. Intended audience

This handbook is intended for **New Harvest Staff**. The handbook is not applicable to independent contractors, research fellows, grantees, or anyone else not fitting the above description. If you are not a **New Harvest employee**, please close this document and notify the person who distributed it to you.

Equal Opportunity Employment

New Harvest is an equal opportunity employer. We do not tolerate discrimination against gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, or veteran status.

We want all employees, no matter what their role in the company, to treat others with respect and professionalism. In practice, this means that we:

- Hire and promote people based on skills, experience or potential, and strive to eliminate bias in employment decisions.
- Make reasonable accommodations to help people with disabilities move about safely on our premises and use our products, services and equipment.
- Work to create an inclusive, diversity-sensitive work environment.
- Conduct diversity and communication training.

Apart from the above actions, we will not tolerate any discriminatory, offensive or inappropriate behavior. If you become aware of such behavior, we ask you to report any such behavior promptly to your manager. Our company will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

Reasonable Accommodations

If you would like to request reasonable accommodation to support you in performing your role at New Harvest, please complete the [attached form](#) and email it to the COO.

Reviews and Evaluating Performance

Nobody has ever been let go from New Harvest for making a mistake. It wouldn't make sense for us to operate that way. Providing the freedom to fail is an important trait of the organization— we couldn't expect so much of individuals if we also penalized people for errors. Even expensive mistakes, or ones which result in a very public failure, are genuinely looked at as opportunities to learn. We can always repair the mistake or make up for it.

Making mistakes is a great way to find out that your assumptions were wrong or that your model of the world was a little bit off. As long as you update your model and move forward with a better picture, you're doing it right. Look for ways to test your beliefs. Never be afraid to run an experiment or to collect more data. It helps to make predictions and anticipate nasty outcomes. Ask yourself "what would I expect to see if I'm right?" Ask yourself "what would I expect to see if I'm wrong?" Then ask yourself "what do I see?" If something totally unexpected happens, try to figure out why.

There are still some bad ways to fail. Repeating the same mistake over and over is one. Not listening to peers before or after a failure is another. Never ignore the evidence; particularly when it says you're wrong.

Review Schedule & Process

We all need feedback about our performance—in order to improve, and in order to know we're not failing.

All permanent employees who have been with New Harvest for at least a year will receive an annual performance evaluation and will be evaluated in two areas: 1. demonstration of New Harvest's values, which are the core ideals which guide our decisions and actions (i.e. integrity, informed optimism, and inclusive expertise) and 2. job related knowledge, skills and abilities. We strive to conduct evaluations in a holistic, valid way by gathering qualitative and quantitative data from multiple sources of information.

Payroll

We pay US and Canadian salaries or wages on a semi-monthly basis by bank transfer. Our employees in the Netherlands are paid on a monthly basis. New Harvest does not allow loans on salary advances to employees.

US Employees can login to their Gusto account for more details. <https://gusto.com/>

Benefits

Health care benefits for US employees

The company offers all eligible employees a health reimbursement arrangement (HRA) through PeopleKeep. A health reimbursement arrangement (HRA) is an IRS-approved, employer-funded, account-based health benefit used to reimburse employees for out-of-pocket medical expenses and personal health insurance premiums. The HRA allows the company to offer a monthly allowance of tax-advantaged money. Employees purchase healthcare products and services they want, and the company reimburses them up to their allowance amount.

Monthly reimbursement amounts:

\$436.00/month for a single employee;

\$983.33./month for a single employee with dependents;

\$983.33/month for a married employee;

\$983.33/month for a married employee with dependents

More information can be found at [PeopleKeep](#).

Health care benefits for Canadian employees

The company offers all eligible employees a health spending account (HSA) through ([Olympia Benefits](#)). A spending account (HSA) is a CRA-approved, employer-funded, account-based health benefit used to reimburse employees for out-of-pocket medical, dental, and vision expenses and personal health insurance premiums.

The HSA allows the company to offer a monthly allowance of tax-advantaged money. Employees purchase healthcare products and services they want, and the company reimburses them up to their allowance amount up to the total federal annual rate maximum amounts which are for \$3,000.00 CAD for individuals and \$6,000.00 for families. HSA amounts do not roll over into the following year.

Annual reimbursement amounts:

- \$3,000 single; \$250/month for a single employee
- \$7,000.00 single with dependents; \$583.33 / month single with dependents
- \$6,000.00 married; \$500/month married
- \$8,000.00 married with dependents \$666.67 / month married with dependents

Emergency Medical / Dental and Catastrophic Drug coverage is also offered for employees and their families.

More information can be found at [Olympia Benefits](#).

401(k) benefit

The company offers all eligible employees the opportunity to participate in a 401(k) retirement savings plan including both pre-tax and Roth options. The company currently does not offer matching contributions. You will be prompted to opt out or stay enrolled as part of your onboarding process.

Note that automatic enrollment will only take effect for individuals who take no action. For more information visit our plan administrator at <https://www.guideline.com/401k>.

This benefit becomes effective January 1, 2020.

Workers' compensation

We strive to keep our workplace safe, but accidents may happen occasionally. Employees who are injured at work (by accident or disease) can receive wage replacement, medical care and rehabilitation benefits according to workers' compensation laws, when appropriate. Please inform us of your injury as soon as possible. Ask your manager for forms that you need to file a claim or contact your state agency for workers' compensation.

Our company has a workers' compensation policy according to the guidelines of the states we operate in. This is currently administered via Gusto. In the case that you should wish to discuss the policy or any issues/claims, please speak with your manager.

Professional Development

Working at New Harvest provides an opportunity for extremely efficient and, in many cases, very accelerated, career growth. In particular, it provides an opportunity to broaden one's skill set well outside of the narrow constraints that careers can have at most other companies. The "growth ladder" is tailored to you and it operates as fast as you can manage to grow. You're in charge of your track, and you can elicit help with it anytime from those around you.

Professional Development Plan (PDP)

All full-time, permanent staff will develop their own PDP ([PDP template](#)), with the help of their manager. Full-time, permanent staff will have two hours during their work week to work on their development that aligns with New Harvest's mission and organizational goals. Staff will review their progress on their PDPs with their supervisor on a quarterly basis. While this is not a formal evaluation, it does help the organization support staff's growth and development.

Development Budget

Each [eligible](#) employee will have \$1,000/year US (or the Canadian Dollar and Euro equivalent) to dedicate towards [professional](#) work development and/or growth. This money can be spent on books, classes, online curricula, workshops, meetings, etc., [and cannot be rolled over from year to year](#). You can check with your manager about the status of your development budget at any given time.

Employee and Leadership Coaching

[Eligible](#) employees will have access to New Harvest's independent advisor, consultant and coach, Jeanne Brooks of Virago Futures, on an as-needed basis. Jeanne can be consulted for guidance in the workplace such as how to ask for a raise, how to ask for feedback, to talk through an interpersonal workplace issue, etc.

Jeanne can be contacted at jeanne@viragofutures.com

Internal advancement opportunities

When the organization needs a new hire, that position will be fully drafted and presented to current staff as an internal opening for one week before it is posted externally. This is to give adequate time for individuals who are interested in the position at the org to apply out of interest or desire for personal advancement.

Working Hours & Time Off

New Harvest wants work to feel manageable, adaptable, and human. We work best when we can have some flexibility for our own schedules as we meet common group expectations.

In this section, we explain our provisions for working hours and time off.

Working Hours

Our working hours are set primarily as times when we know we can access our team.

Working hours are typically 40 hours per week. Although we are distributed and work across several time zones, we use Eastern Standard Time (EST) as our default time zone, as our Boston office is in this time zone. We start working ± 1 hour from 9am EST until ± 1 hour from 5pm EST, including lunch break. Teammates are encouraged to take at least 5 hours per week for lunch and breaks.

Exceptions around start and end times can be granted by your manager depending on circumstances.

Working extra hours

For the most part working overtime for extended periods indicates a fundamental failure in planning or communication. If you find yourself working long hours, or just generally feel like that balance is out of whack, be sure to raise the issue with your manager. All current New Harvest staff, with the exception of interns and part-time staff are exempt employees. This means all staff are salaried employees who do not receive overtime pay under Federal, State and local guidelines.

Time Off

Paid time off (PTO)

New Harvest values adaptability and human-centric practices. We also value a job well done. To that end, we find that employees work best when they are fresh, rested and have taken adequate days off out of the office.

New Harvest has an unlimited PTO policy, for full-time, permanent employees. While the company doesn't limit the amount of PTO an employee can take, there are still guidelines for how PTO is taken and approved. PTO can be 'spent' on vacation, time needed to recover from illness, or whatever else you like. You do not have to specify a reason for requesting PTO.

It is important to rest and revitalize to do one's best in work. Thus, for eligible employees, the minimum PTO of two weeks, **throughout the year** is strongly encouraged. When taking time off please adhere to the following guidelines:

- 1-2 days off, no approval needed, but please let the team know at least a week in advance
- 3+ days off, request approval from your supervisor as soon as possible (preferably two or more weeks in advance)
- Add your time off to your Google Calendar, the Team Calendar, and notify the team in our Monday Meeting

Exceptions to these may be provided with the approval of your supervisor.

We understand that, of course, some things such as illness can not be foreseen.

Full-time, permanent, employees don't accrue time-off so the company will not compensate unused leave upon termination of employment. This policy does not interfere with parental leave.

All employees are eligible for vacation time off as per the laws of the state or province in which they reside.

Paid sick leave

While the company has a flexible paid time off policy which can be used for sick leave including time of needed mental health purposes, in order to stay compliant with local and state laws we have a paid sick leave policies.

US and Canada

Eligible employees earn one hour of paid leave for every 30 hours worked as soon as they begin their employment. Eligible employees can accrue up to a maximum of 48 hours of paid sick leave per year including rollover from prior years.

Maximum sick leave balance is capped at 48 hours at any one time and it is not eligible to be paid out once an employee leaves the company. However, if an employee leaves the company and is rehired within one year, that employee can reclaim the previously accrued paid sick leave. Employees' paid sick leave balance is reflected on their paystub.

Part-time employees will receive a prorated entitlement which is calculated as a percentage of the full-time equivalent (FTE).

Available paid sick leave will normally be applied at the beginning of an illness-related absence. Once an employee's paid sick leave balance is exhausted, the employee should speak to their supervisor and HR to discuss use of PTO or unpaid leave.

Where local employment standards legislation provides greater rights or protections than this policy, those legal requirements will apply.

Netherlands

This policy applies to all employees of Stichting new Harvest Netherlands regardless of contract duration, as required by Dutch labor laws.

Employees are entitled to paid sick leave under the Dutch Sickness Benefits Act (Ziektewet). The employer is required to pay at least 70% of the employee's regular wages for up to 104 weeks of illness. Sick pay is calculated based on the employee's average earnings over the last year or the duration of employment (if less than a year).

Parental Leave

We value the well-being of its employees and recognizes the importance of work-life balance, especially when it comes to supporting employees during significant life events such as the arrival of a new family member. Our Parental Leave Policy outlines the provisions for parental leave in compliance with the laws of the United States, Canada, and the Netherlands, ensuring that our employees across these regions undergo a smooth transition while maintaining job security and benefits.

- **Eligibility:** There is no specific eligibility requirement for parental leave. All employees are encouraged to take advantage of this benefit if the need arises.
- **Duration:** The duration of parental leave will be in accordance with the legislation of the United States, Canada, and the Netherlands, allowing employees to take the time necessary to bond with their new child.
- **Notification:** Please discuss your upcoming leave with the COO and your manager so a plan can be developed to support you in the transition and ensure your important projects are covered.
- **Job Security and Benefits:** Employees on parental leave will maintain their job security and any applicable benefits in compliance with the regulations of their region.
- **Returning to Work:** We are committed to supporting parents as they transition back to work following parental leave. To help facilitate a smooth return, part-time work options may be available. Employees interested in exploring a part-time arrangement should discuss possibilities with both their manager and the Chief Operating Officer (COO) to determine the most appropriate approach. If an employee returns to work on a part-time basis of 20 or more hours per week, their salary and benefits will be pro-rated based on their scheduled weekly hours compared to their standard full-time schedule.

Additional Information on State and Provincial Labor Laws and Family Leave

California:

- Employers must accommodate employees with childcare needs in compliance with the [California Family Rights Act \(CFRA\)](#). Eligible employees may request leave or flexible schedules as necessary.

Massachusetts:

- Employers must provide accommodations for employees facing childcare challenges under the [Massachusetts Parental Leave Act](#).

- Massachusetts labor laws require clear work hour definitions and protection for employees from retaliation when requesting childcare-related accommodations.

Alberta, Canada:

- Employers must provide job-protected leave for parents under the Alberta Employment Standards Code [Parental Leave](#) and the [Family Responsibility Leave](#).

Netherlands

- Employers must provide leave in accordance with the Dutch [Maternity](#), [Partner/Paternity](#), and [Parental Leave](#) Schemes.

Jury and Civic Duty

Employees who are required to serve on a jury, attend court as a witness, or participate in another legally mandated civic duty should notify their supervisor as soon as possible and provide documentation of the obligation when available.

New Harvest provides up to five (5) working days of paid leave per calendar year for civic duties such as jury service or required court attendance. If the obligation extends beyond five days, employees may use available paid time off (PTO) or take unpaid leave.

Employees are not expected to perform work while actively fulfilling civic duties. If an employee is released early from their obligation and a reasonable portion of the workday remains, they may be asked to return to work.

New Harvest will comply with all applicable laws protecting employees who fulfill civic obligations, including protections under the Jury System Improvements Act of 1978 in the United States and comparable legislation in other jurisdictions.

Employees may retain any compensation provided by the court or government authority.

Additional flexibility may be provided at the discretion of the organization depending on the circumstances and duration of the civic obligation.

Unpaid Leave

At New Harvest, we offer unlimited paid time off, paid sick leave, Wellness Week, and paid leave for jury or civic duty. In rare situations, team members may need more time away than these policies provide. This policy outlines how we handle unpaid time away from work, if you need more time than your paid leave provides.

This may include situations like:

- Extended illness or recovery
- Caring for a family member or loved one (including extended or chosen family)
- Bereavement beyond standard leave

- Significant personal or family circumstances

Requesting Unpaid Leave

- Talk with your supervisor as early as possible
- Share the expected timing and any transition needs

What to Expect

- Leave is approved for a defined period
- Benefits and accruals may change during unpaid leave, depending on local law
- Each request is reviewed thoughtfully and case-by-case

Our Approach

We aim to support meaningful life events with flexibility and care, while ensuring fairness across the team. For more detailed information please see the Slab post [here](#).

Company Holidays

The New Harvest office is generally closed the week between Christmas and New Year's, however, employees may be asked to work a flexible schedule if they are needed to wrap-up end of year fundraising, financial reconciliation, etc. It is also closed for a Wellness Week in the Summer (dates will be announced in Q2). Employees will have those weeks off to rest, relax, and spend time with family and friends.

Effective 12/03/2021, the office will close at 1pm on Fridays so employees can enjoy longer weekends.

New Harvest also observes the following paid holidays. When a holiday falls on a weekend, New Harvest will observe the nearest weekday. All days off are marked in the New Harvest Team calendar:

Date	Holiday	When it Falls	Region
Jan 1	New Year's Day		US / CA Holiday/Netherlands
	Martin Luther King Jr. Day	3 rd Monday in Jan	US Holiday
Feb	President's Day	3 rd Monday in Feb	US Regional Holiday
	Family Day	3 rd Monday in Feb	CA Regional Holiday
March - April	Good Friday	1 st Friday after the first full Moon in Spring	CA Holiday/Netherlands
	Easter Monday	1st Monday after the first full Moon in Spring	CA Holiday/Netherlands
April 27	King's Birthday		Netherlands

May 5	Liberation Day		Netherlands
May	Ascension Day	40 days after Easter Sunday	Netherlands
May	Whit Sunday/Pentecost	7 weeks after Easter Sunday	Netherlands
May	Victoria Day	Last Monday preceding May 25	CA Holiday
	Memorial Day	Last Monday in May	US Holiday
June 19	Juneteenth		US Holiday
July 1	Canada Day		CA Holiday
July 4	Independence Day		US Holiday
August	Civic Holiday	1 ^s Monday in August	CA Regional Holiday
August	Wellness Week	Usually Last Week in August	NH
September	Labo(u)r Day	1 st Monday in Sept	US / CA Holiday
Sep 30	Truth and Reconciliation Day		CA Holiday
October	Indigenous People's Day	2 nd Monday in Oct	US Holiday
	Thanksgiving	2 nd Monday in Oct	CA Holiday
November	Election Day	1 st Tuesday in Nov	US Holiday
Nov 11	Veterans Day		US Holiday
Nov 11	Remembrance Day		CA Holiday
	Thanksgiving	4 th Thursday in Nov (half day Wednesday before)	US Holiday
	Day after Thanksgiving	Day after the above	US Holiday
Dec 24	Christmas Eve	Office closes at 1pm ET	
Dec 25	Christmas Day/First Christmas		US/CA/Netherlands
Dec 26	Boxing Day/Second Christmas		CA/Netherlands
	Week between Christmas and New Year	Week between Christmas and New Year	NH

These days are provided as a fixed* day off for all New Harvest staff. If a holiday falls on a day when our company doesn't operate (e.g. Sunday), we will observe that holiday on the closest business day.

*We may also opt to recognize holidays that fall on a Tuesday or Thursday on the closest Monday or Friday in order to have a three day weekend. These will be decided on a year by year basis.

Company Holidays are not subject to payout upon termination of employment.

Remote Work

Remote Work

In March 2020 New Harvest employees began working remotely due the closing of the New Harvest offices during the Coronavirus pandemic.

The policies in the Employee Handbook apply regardless of where staff is located. As New Harvest must register with each state where we have staff working, staff must get the approval of the COO prior to relocating to a new location (i.e. 2-3 months).

Communication & Tools

Google Suite

Our @new-harvest.org email addresses are part of Google Suite. For most documents we use google docs, slides, and sheets as they work well for asynchronous collaboration.

Slack

While we aren't able to see each other face to face we will stay in close communication throughout the day via Slack. Employees should be available via Slack during our work hours. If you need to be away from your computer for an extended period of time (e.g. more than an hour), or need focused time to work and find Slack distracting please let your manager and/or the team know that you will be unavailable.

Email

We typically use email for external communications, when a paper trail would be helpful, and/or when a time and date stamp is needed. Keep in mind that correspondence using your organization email address is a reflection on the organization. We want you to make New Harvest proud.

Asana

Asana is our project management tool. Please keep all project related information and communications it is helpful to document in Asana, not Slack. Project related documents should also be attached to Asana.

MS Office

While we generally use Google Docs as it allows for easy remote collaboration, at times we will use MS Office, particularly if an external partner uses it or requests that we do. MS Office, particularly Word, Excel, and Powerpoint generally have more powerful features and design capabilities than Google Docs.

Airtable

Airtable can be used as a spreadsheet and database. It is particularly useful for storing and organizing qualitative data. We currently use it to track data about the fellows and their engagements as well as our content pipeline.

Miro

Miro is an online collaboration tool and whiteboard. We often use this for diagramming and team brainstorming.

Social media usage

We want to provide practical advice to prevent careless use of social media in our workplace. We address two types of social media uses: using personal social media at work and representing our company through social media.

Using personal social media (and email) at work

Social media is a part of our professional lives. Here are some guidelines that can help you navigate using social media while at work.

- Ensure others know that your personal account and/or personal statements don't represent our company. For example, you could use a disclaimer such as "opinions are my own" where there's confusion.
- Do not share sensitive or confidential information. If you're not sure if something is sensitive or confidential, feel free to ask.

Representing our company through social media

- Be respectful, polite and patient.
- Avoid speaking on matters outside your field of expertise when possible.
- Coordinate with engagement staff when you're about to share any major-impact content.
- Avoid deleting or ignoring comments without reason.
- Correct or remove any misleading or false content as quickly as possible.
- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Be advised that, if you are *not* authorized to speak on behalf of the company, we expect you to avoid speaking *on behalf of* or *about* the company on social media.

Office Equipment Budget

Each eligible employee will have \$500 USD / \$650 CAD/ €500 per year to purchase electronics or other office equipment to be used while working remotely. This money can be used towards computers, headphones, printers, and/or office supplies and furniture, and cannot be rolled over from year to year. You can check with your manager about the status of your office equipment budget at any given time.

Eligible employees will also receive \$50 USD / \$65 CAD / €50 per month, in their paychecks, to assist with the cost of wifi and cell phone service when working remotely. Any purchases made with the yearly or monthly budget should be used to assist you when working from home. However, purchases made with these funds are yours to keep and not the property of New Harvest.

Each eligible employee will have a computer allowance of up to \$2,000 USD / 2,600 CAD / €2,000 every 3 years. Use your personal credit or debit card to make the computer purchase and submit the receipt to New Harvest who will reimburse you for up to \$2,000 USD / 2,600 CAD of the total purchase via payroll. This money cannot be rolled over if not used over the 3 year allotted period.

Devices and Security

This section deals with the use of company-owned devices, it is not applicable to most employees who use their own devices for work.

Company-issued equipment

New Harvest staff use their own laptop, phones, and other equipment. As an employee, you may receive a company cell phone, laptop or other device. Unless otherwise stated in your contract, any equipment we offer, as well as the data within such devices, is the property of the company, and you may not sell it or give it away. You are also responsible for keeping such equipment safe and in as good condition as possible. If the equipment breaks or malfunctions, let us know so we can arrange to get it repaired.

Theft and damage of company equipment

We ask you to inform us as soon as is practicable if your equipment is stolen or damaged as we may need to file a claim for insurance. We might be able to trace stolen laptops and cell phones. Please also file a theft statement (affidavit) with the police and submit a copy to us.

Security of company issued devices

We advise you to keep your company-issued computer, tablet and cell phone secure. Please see the following section on security for personal electronic devices for how to do so.

Ownership

It is important to understand that all electronic devices provided to you by the company, as well as the company's networks, servers and infrastructure are the property of the company. This means the following:

- The company retains the right to take physical possession and control of any electronic devices the company provides to you;
- The company retains the right to review and inspect any data stored on its electronic devices, networks, servers and infrastructure, whether that data is related to company business or not; and
- The company, upon lawful legal order from a third party or law enforcement agency, will turn over company electronic devices and any data found on such devices (as well as found on company networks, servers and infrastructure) to such third party or law enforcement agency); and

- While employees are welcome to use company-provided devices, and company networks, servers, and infrastructure on a limited basis for personal reasons, employees should have no expectation of a right to privacy with respect to such personal use.

Digital security

- Please set a strong password on your laptop, containing at least 10 characters including upper- and lower-case, numerical and special (!\$%^&*) characters. Let us know if your devices have been compromised.
- Please store any account information and passwords in 1password. In the vault that makes the most sense in terms of sharing and account use.
- Wherever possible enable two-factor authentication for websites used for work. This requires the presence of one other 'identifying factor' such as your phone when logging into sites, and considerably improves security.

Employee Code of Conduct

This section describes some policies that apply to everyone at our company: employees, contractors, volunteers, vendors and other stakeholders alike. These policies help us build a productive, lawful and pleasant workplace.

Confidentiality and data protection

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Employee records
- Unpublished financial information
- Data relating to customers/partners/vendors
- Donor lists (existing and prospective)
- Unpublished goals, forecasts and initiatives marked as confidential
- Undisclosed inventions and patent applications

We also expect you to act responsibly when handling confidential information. To that end:

- Secure confidential information at all times, and back things up in Dropbox or GoogleDrive.
- Shred confidential physical documents when they're no longer needed.
- Only disclose confidential information to other employees when it's necessary and authorized to do so.

Conflicts of Interest

When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards us. We expect that you will act in keeping with our best interests as an organization. If confusing situations arise, please bring them up with your manager.

Commitment to Diversity, Inclusion, Equity, Anti-racism, and Anti-Oppression

New Harvest looks to principles of diversity, inclusion, equity, anti-racism and anti-oppression to inform our values, behaviors, and community and academic partnerships. Through these efforts, we aim to both improve and promote awareness of and appreciation for differences including, but not limited to, race, sex, gender identity, ethnicity, national origin, documentation status, culture, sexual orientation, religion, age, and ability within our organization and the New Harvest community.

As an organization we are committed to anti-discrimination in all its forms. We will seriously investigate reports of discriminatory behavior by employees. If an employee is found to have committed discrimination, they will be terminated.

Employee relationships

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines on this below and we ask you to always behave professionally.

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace. You are also obliged to respect your colleagues who date each other. To avoid accusations of favoritism, abuse of authority and sexual harassment, supervisors must not date their direct reports. Also, if you act as a hiring manager, you may not hire your partner to your team. You can however refer them for employment to other teams where you don't have any managerial or hiring authority.

Harassment

To build a happy and productive workplace, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment.

Workplace harassment

Harassment is a broad term and may include seemingly harmless actions, like gossip and jokes. We can't create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.
- Please also see the [MA resource on sexual harassment](#) and [Alberta workplace harassment and violence](#) overview for further information about your rights and what is considered to be harassment.

Sexual harassment is illegal and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated.

If you're being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people:

- Offenders. If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or external stakeholders.
- Your manager. If customers, external stakeholders or team members are involved in your claim, you may reach out to your manager. Your manager will assess your situation and may contact HR if appropriate.

Workplace Policies

Workplace Safety and Health

Sometimes New Harvest staff will be invited to visit outside facilities/laboratories. Ensure that you do all the required safety training and participate in the appropriate safety procedures for any such visits and/or ensure that you are accompanied by individuals who have undergone such training.

Dress Code Policy

Our company doesn't have an official dress code, and we typically wear whatever makes us comfortable, productive and happy. We don't foresee any need to have specific expectations about what types of clothes or accessories you should wear, and we expect you to use a combination of common sense and personal taste to decide what to wear. We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

You may occasionally be asked to *dress in a particular way* by your manager, such as when meeting external clients/suppliers/other, and need to mirror the style of their dress so as to more effectively build rapport. You may also occasionally be asked *not to dress in a particular way*. We expect such situations to be rare.

Employees entering or working in the laboratories must wear closed-toed footwear, full-length pants/leggings/skirt, and the proper personal protective equipment for the environment.

If employees are confused about the relative formality of an event, it's reasonable to expect that colleagues who understand the mores of the social interaction will provide descriptive details and examples of clothing when possible. If solicited, this advice can be extremely helpful. With fearlessness, ask a teammate for clarity. They will respond with kindness.

Representing New Harvest

Outside Activities

As was outlined in your employee agreement, while you are full-time employee of New Harvest, you agree that you will not engage in any other employment, consulting or other business activity without the written consent from New Harvest. The purpose of this written consent is for New Harvest to ensure that any outside employment does not create conflicts of interest at New Harvest, nor threatens the employees ability to carry out their role at New Harvest. Present and talk through any such opportunities with your manager in order to obtain written consent.

[Outside Work Agreement](#)

Fee-for-Service Opportunities

New Harvest employees may find themselves being offered opportunities within their role for financial reward, such as paid speaking engagements or paid consultations. Because these opportunities arise from the affiliation with New Harvest, while employees are with New Harvest, any negotiated fee, stipend, or honorarium of any kind from such events and opportunities shall be received by New Harvest, the company, not the employee as an individual. Please consult your manager for any clarity on the above or to discuss any specific issues related to the above. Exceptions may require board approval.

New Harvest employees may not engage in fee-for-service opportunities that do not contribute to New Harvest's mission.

Non-Disclosure Agreements (NDAs)

New Harvest employees may be invited to speak with private companies within their role at New Harvest, and asked to sign an NDA. In order for New Harvest to retain its central, unbiased role as public research funder in the cellular agriculture landscape, we have a general policy of not signing NDAs with any private company. Exceptions may take place at management level and may require board approval.

Employee Life Cycle

Leaving Our Company

In this section, we describe our procedures regarding resignation and termination of our employees. We also refer to our progressive discipline process that may sometimes result in termination.

We remind you that employment is "at-will." This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason.

Resignation

You resign when you voluntarily inform HR or your manager that you will stop working for our company. You are not obliged to give us any advance notice before resigning. But, for efficiency's sake, and to make sure our workplace runs smoothly, we ask that you kindly give at least two weeks' notice, if possible.

If resigning, we require that you submit a written and signed notice of resignation for our HR records. We will reply with an acceptance of resignation letter within two days. HR will inform your manager that you are resigning if you haven't already done so. Whether you want to announce your resignation to your team is up to you, but we encourage you to be open.

Termination

Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully.

We may terminate an employee either for cause or without cause.

- For-cause-termination is justified when an employee breaches the terms and conditions of their employment with the company, engages in illegal activities, disrupts our workplace, performs below acceptable standards or causes damage or financial loss to our company.
- Without-cause-termination refers to redundancies or layoffs that may be necessary if we cease some of our operations or re-assign job duties within teams. We will follow applicable laws regarding notice and payouts.

We will offer severance pay to eligible employees who are terminated without cause. This will amount to two weeks of the employee's salary per year of full-time, permanent tenure at the company. We may also help employees who were terminated without cause to find work elsewhere, if possible.

Progressive Discipline

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.

Our progressive discipline process has six steps of increasing severity. These steps are:

1. Verbal warning via informal meeting with supervisor
2. First written warning
3. Second (final) written warning
4. Penalties
5. Termination

Different offenses correspond to different steps in our disciplinary process. For example, minor, one-time offenses will trigger Step 1. More severe violations (e.g. sexual harassment) will trigger step 5.

Disciplinary issues or conflicts will be documented in writing. The second written warning will be shared with the Board of Directors, where the board will discuss whether there are grounds for termination.

Throughout the process the employee will be given the opportunity to respond to the complaint before any decision is taken. There will be a right of appeal when a warning is to be issued or disciplinary action taken. As far as possible, the appeal will be heard by someone with no direct involvement, however, in a small organization such as ours, this may not always be possible. Every effort will be made to ensure and demonstrate fairness and objectivity.

If you manage employees, inform them when you launch a progressive discipline process. Pointing out a performance issue is not necessarily a verbal warning and may be part of your regular feedback. If you judge that progressive discipline is appropriate, let your team member know and ask HR to help you explain our full procedure.

Managers may skip or repeat steps at their discretion. Our company may treat circumstances differently from that described in this policy. But, we are always obliged to act fairly and lawfully and document every stage of our progressive discipline process.

Keep in mind that our company isn't obliged to follow the steps of our progressive discipline process. As you are employed "at-will", we may terminate you directly without launching a progressive discipline process. For serious offenses (e.g. sexual harassment), we may terminate you without warning.

Other Policies

- [Grievance Policy & Procedure](#)
- [Whistleblower Policy](#)

Policy Revision

As laws and our environment change, we may revise and modify some of our policies. We have established a yearly revision and re-acknowledgement of our handbook to bring it up to date with legislation and employment trends. Changes will be made in real time and highlighted in advance of the yearly re-acknowledgement, which will take place January 31.

We ask you to let your manager know if you spot any inconsistencies, errors, or additions that need to be made.

Employee Acknowledgement

Please sign to acknowledge that you've read this handbook including and that you are committed to following our policies and best practices.

Full Name:

Title:

Signature:

Date:

Appendix

Archived

Introduction

We're ambitious.

We're energized by breaking new ground, rising to the challenge, and charting our own path.

We're intentional.

We hold ourselves to the highest standards of quality and creativity in pursuit of our vision.

We champion each other.

We embrace diverse perspectives to create work that is greater than the sum of its parts.

We value fearlessness, integrity, and kindness.

With fearlessness, we

- uphold our mission as a small but growing organization;
- speak truth to power and encourage constructive criticism,
- stand behind and elevate our teammates.

With integrity, we

- select our collaborators and pursue our projects,
- uphold the scientific method,
- And carry ourselves with an evenhandedness within and beyond our team.

With kindness, we

- grow our community;
- respect each others' skills, opinions, unique strengths, and backgrounds;
- and create a thriving, opportunity-rich environment for our team.

Working from home

Sometimes, working from home is the most productive and expedient way to get things done. This efficiency is balanced against group needs for consistency, coherence, and a certain amount of facetime. If you can tell that you will need to work from home, please mark the relevant day(s) in google calendar and give one business day's worth of notice, so that teammates may schedule meetings, ask questions, and make plans accordingly.

Working from home is considered to be truly working from home if an in-person meeting at the office could happen the same day if necessary. We typically work from home on Fridays, though it is not mandatory.

Working from a long distance

In certain circumstances, employees can work from a long distance. This is a situation in which the teammate would not be able to attend an in-person meeting at the office on the same day.

If you want to work from a long distance, speak with your manager and communicate with the rest of your team to ensure your in-person absence and any time difference is manageable. If your manager approves, you are permitted to work from a long distance.

You are required to provide advance notice of plans to work from a long distance, as below:

- 1 week notice period for 1 day
- 2 week notice period for 1 to 5 days
- 3 week notice period for 6+ days

Exceptions to these may be provided with the approval of your manager.

US HEALTHCARE

On January 15, 2021 we will be switching from a QSEHRA to an ICHRA. The ICHRA does not have the same cap on employer contributions that the QSEHRA does. This will allow us to contribute more for employees who have dependents. However, employees who are dependent on someone else's plan, are not eligible for the ICHRA benefit. Once you are invited to the ICHRA, there is a mandatory waiting period of a minimum of 30 days before the benefit can start to allow employees to opt out or find new insurance, if what they have doesn't meet the individual coverage standards. For a more detailed comparison of the QSEHRA and ICHRA please see this [link](#). ICHRA benefits do not roll over to the following year.

Monthly reimbursement amounts:

- \$441.00/month for a single employee;
- \$1,137.00/month for a single employee with dependents;
- \$1,137.00/month for a married employee;
- \$1,337.00/month for a married employee with dependents

PTO

PTO is shared with in the "team" channel in Slack according to the schedule below:

- 1 week notice period for 1 day
- 2 week notice period for 1 to 5 days
- 3 week notice period for 6+ days

Exceptions to these may be provided with the approval of your manager.

Other Policies

New York

- [Pregnancy Rights for Employees in the Workplace](#)

Massachusetts

- [Guidance on the Pregnant Workers Fairness Act](#)