

ON-FARM INTERNSHIP PROGRAM

PARTICIPANT HANDBOOK 2021

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Mission:

FarmWella is an impact-driven agricultural technology and marketing company that empowers farmers with ACCESS to information, education, and resources they need to achieve optimum production and profitability while improving environmental and social impacts. We are in the business of empowering farmers to be more productive, make more profit, and make our planet more livable.

Vision:

Our vision is to be a leader in creating economic opportunities for farmers and agricultural stakeholders in the developing world. This is why we utilize technology and appropriate research-driven innovative models to give youth and farming communities access to ALL they need to farm well.

Values:

Hard work – We understand the value of time and therefore emphasize hard work that is efficient and productive in meeting set targets.

Integrity – We are building our brand based on truthfulness, honesty and reliability. In addition, we have zero tolerance for theft, lies and deceit at work.

Teachability - We believe in personal and career development, and therefore expect our interns to be humble, willing to learn, and ready to receive and implement corrections and instructions when given.

FARMWELLA OVERVIEW AND HISTORY

Farmwella SPC (a Washington-based company) is the parent company of Farmwella Nigeria Limited. The Nigeria branch has its head office in Ilesa, Osun State Nigeria, and has branches in Ibadan, Ilora, and other parts of South Western Nigeria. Farmwella solutions are research based, practical, and developed through the work of the founder, Dr. Cornelius Adewale and the board chairperson, Dr. Lynne Carpenter-Boggs of Washington State University. These solutions have received recognition, awards, and traction at many levels. The company has also collaborated with Washington State University, Bowen University, Osun State University, University of Ibadan, Obafemi Awolowo University and JR Farms in developing Agribusiness Master Class which is geared towards teaching youths' sustainable agriculture using proven methods.

Current staff and resource strength include Farm Managers and their assistants, Content Manager, Social Media Manager, Logistics Manager, amongst others who work together irrespective of the branch to see the company succeed.

Farmwella's main focus or solution is in three dimensions- production model (2 acres, 10 acres, 100 acres, vertical farming), farm support services (technology, App, training, finance, etc.) and market. The operation and optimization of each of these components are already under-way. Interns would enjoy support services within our production and marketing systems.

Farmwella adheres to the principles of Organic Agriculture. Therefore our on-farm interns would be taught first hand, hands-on practical experience using the principles of Organic Agriculture. The on-farm internship program would continue on a rolling basis.

FARMWELLA INTERNSHIP

Farmwella internship program serve as a bridge between recent graduate and the agricultural industry. Many young agricultural graduate lack the practical knowledge, skills, experience and exposure that they need to succeed Nigerian agribusiness space. This problem is exacerbated by the fact that the knowledge gotten from the Nigerian tertiary education system is no longer relevant and applicable in today's work place. Farmwella Internship program seeks to create a platform for young people interested in agriculture to acquire the relevant skills, experience, exposure and knowledge that they need to succeed in the Nigerian agribusiness space, while exposing them to mentorship and training opportunities for their personal, professional and career development. The internship program is designed in such a way that participants are exposed to relevant hands-on and practical concepts and experiences.

The Farmwella Beginning Farmer Internship Program is a six months full immersion for aspiring farmers who want to gain significant farming production experience and don't have a lot of previous exposure. It is an entry/intermediate-level, immersive program that combines hands-on training with skills-based education. This program is designed to help participants further their farming career by learning the skills needed to manage and run a diversified farming operation, and deepen their understanding of ecological and sustainable agricultural practices. This program helps to deepen participants' managerial experience, agricultural skills, and conceptual understanding, with the goal of managing, owning, or operating a farm enterprise in the future.

STATEMENT ON EQUITY AND INCLUSION

Farmwella has a goal of making our programs welcoming to, inclusive of, and accessible to people including youths, women, veterans, pensioners, low-income individuals and immigrants. As we work to shift the deep patterns of inequality that exist throughout Nigerian's food systems, Farmwella is also committed to having our staff and interns represent the communities we serve and operate in.

TRIAL PERIOD

The training begins with an On-Farm Orientation at our farm. From that official start date there is an initial 15-day trial period. During the trial period, either party can terminate the relationship if it's not a good fit. Farmwella tuition fees are refundable during the 15-day trial period, with the exception of the ₦10,000 non-refundable deposit.

TUITION POLICY

The Training Program tuition fee is ₦250,000. Scholarships are available, see the internship advert for deadlines. Upon accepting a placement offer on our Farm, the applicants would pay a ₦10,000 non-refundable deposit to secure their placement.

The tuition cost that participants pay helps to fund the following:

- Housing for the participants
- Monthly allowance
- Agribusiness Masterclass
- Administrative costs, and
- General support from the staff who is available throughout the program and beyond.

Tuition may be paid online through a link in the emailed tuition invoice, or via Bank at Name of Bank, Account Number and Name of Company Account. We also accept online bank transfer or USSD, with proof of payment

SCOPE OF THE INTERNSHIP PROGRAM

The participants train full-time at one of Farmwella's farms. The participants engage in an average of 30-40 hours per week of on-farm experience. In addition to the on-farm training experience, participants also engage in a series of educational courses offered through Washington State University's Agribusiness Masterclass. The participant will also have the opportunity to take on independent projects and participate in a discussion circles focused on a broad array of sustainable agriculture and food system topics. The training examines the economical, ecological and social sustainability of farm practices demonstrated, and continues to build on these themes. We also designed the program to expose participants to farm knowledge, networks, and expertise by engaging in the daily life of an agricultural community via the Farmwella farm.

ON-FARM TRAINING (FULL-TIME AVG: 30-40 HRS/WK)

Farmwella has created an On-Farm Curricula that is focused on skill development and work ethics that are geared to promote competency. Over the course of the season the average on-farm training hours should be 30-40 hours per week. Seasonal fluctuations in hours may occur but participants shall not train more than 50 hours in any given week.

Other Requirements for the On-farm training include:

- Attend all classes and discussions, with no more than three absences,
- Participate in two on-farm evaluation sessions,
- Give a final presentation and written report,
- Give feedback to Farmwella via a program exit evaluation.

The internship is focused on learning by doing, through hands-on participation in the day-to-day operations at Farmwella farms. Over time, the participants take on more responsibility in certain areas on the farm. These areas could include helping to manage people or processes, farm operation, field observation, record keeping, product deliveries, marketing, irrigation, and/or general farm maintenance.

Farmwella staff will facilitate regular in-person evaluation sessions with each intern during the training period, using the On-Farm Curriculum as a guide.

EDUCATIONAL EVENTS: CLASSES, FARM TOURS, AND DISCUSSION GROUPS (~3-5 TIMES PER MONTH)

Participants will engage in an educational program that includes classes, farm tours, and discussion circles. Classes, tours, and discussions are led by Farmwella staff, agricultural professionals, and/or expert farmers in a variety of settings. Some events may be held online. In-person events are prioritized and follow governmental COVID-19 guidance.

CORE INTERNSHIP TRAINING CURRICULA INCLUDES THE FOLLOWING TOPIC AREAS:

- Crop Market Dynamics
- Crop Growth stages and needs
- Seed varieties identification and selection guide
- Nursery setup, preparations and germination tricks
- Hardening techniques prior to transplanting
- Transplanting techniques (including no of true leaves, transplant height e t.c)
- Weed management techniques and planning
- Organic fertilization practices and techniques
- Pest and disease management practices
- Organic fertilizer production techniques
- Organic Pesticides production techniques
- Harvesting and Packaging techniques
- Sack Farming Production systems
- Drip irrigation setup and management
- Staking & trellising setup and management
- Preventing/managing post-harvest loss
- Suitable site identification (including soil type)
- Bed making for yield optimization
- Water management skills
- Proper plots labeling/identification
- Storage techniques for vines prior to planting.
- Sterilization of vines prior to planting.
- Planting skills including accurate vines plant spacing and direction of vine planting on the bed.
- Seed and stem multiplication techniques

Additional courses that would be taught are derived from our Agribusiness Masterclass, and they include:

- Farm Business Planning
- Organic Farming
- Marketing & Sales
- Production Planning
- Equipment, Infrastructure, and Systems.
- Farm Finances

Classes will often include farm tours allowing participants the opportunity to meet, observe, learn, and potentially work with other farmers in the community. Farmers will lead a farm tour while incorporating time for questions, discussions, and demonstrations, allowing participants to have an interactive learning experience. These on-farm classes and tours expose participants to a number of different operations, techniques, and farming styles.

WEEKLY DISCUSSION

In addition to on-farm skills acquisition/training and the Agribusiness Master Class courses, Farmwella will hold 14 discussion sessions on the following topics:

- Introduction to Sustainable Agriculture
- Nursery setup and bed making - Greenhouses & Propagation
- Fertility Management & Soil Health
- Soil Biology
- Weed Management
- Irrigation Systems
- Pest & Disease Management
- Post-harvest Handling & Food Safety
- Introduction to Tractors and Farm Implements
- Conservation Agriculture + Farm Tour
- Intro to Farm Business Management
- Seeds, Seed Saving, Seed Production + Farm Tour
- Cover Crops & Crop RotationCrop Planning for Beginning Farmers

In addition, there would be monthly webinar discussions focused on the following topics- Next Steps and Resources for Beginning Farmers, Food & Farm Advocacy, Food Sovereignty / Food Justice, and Efficiency.

Lastly, these activities have been developed to support internship group networking and check-in time so interns can share successes, frustrations, and questions, and support each other throughout the season.

INDEPENDENT PROJECTS

The participants will also have the opportunity to take on independent projects and participate in discussion circles focused on a broad array of sustainable agriculture and food system topics.

PROGRAM REQUIREMENTS

To graduate and receive a Farmwella Beginning Farmer Training Program Internship certificate, participants must complete the following:

1. Complete 600-720 hours of on-farm training: Participants must complete on-farm training of 600-720 hours for program completion. Participants are to fill time sheets which must be kept in a place accessible to both participant and Farmwella Farm Managers. The Farm Managers would approve and send in interns timesheets to the Education Director monthly.
2. Attend all classes and discussions, with no more than three absences: Farmwella on-farm interns are expected to attend all classes, farm tours, and discussion groups. Participants are allowed up to (3) three excused absences. Participants shall inform their Farm Manager at least five days in advance to receive an excused absence.

PROGRAM REQUIREMENTS (CONTD)

3. Participate in two on-farm evaluation sessions: Participants will prepare for and join two On-Farm Evaluation sessions (mid-season and near end-of-season) with Farmwella Management and staff.
4. Give a final presentation and written report: Each participant will give a 5-10 minute presentation at the end of the season. The presentation may be about how they've changed during the program, specific aspects of the Farmwella/on-farm experience, what they hope to do next, or an independent project (if they chose to do one, see above). Participants would also complete a 1-2 page paper in preparation for their presentation.
5. Give feedback to Farmwella via a program exit evaluation: Complete a program exit evaluation to give feedback to Farmwella Nigeria Limited at the end of the season.

ROLES & RESPONSIBILITY

Farmwella expects participants to act professionally at all times for the duration of the Internship Program. Participants are expected to engage fully and to the best of their abilities. Participants are enrolled in an educational training program and shall have the status of a learner and not an employee. Participants are not entitled to a job at the conclusion of the training program, nor are they entitled to wages for the time spent in the training program. Farmwella staff will assist participants in addressing any issues, concerns or problems that arise during the training program.

WHAT TO EXPECT

Participants can expect to train hard and learn a lot. The farming season is full of vast fluctuations in weather and responsibilities on the farm. It can rain well into June and be extremely hot into November. Farming can be tedious and repetitive. There is no doubt that participants question the educational value of the experience from time to time. Participants can expect to be challenged physically and emotionally, as farming is a challenging profession.

Through perseverance and dedication, participants are able to succeed in completing the program and overcome the daily challenges of the experience. Farmwella Management and staff are available to offer support, assistance, and reflections from our experience as farmers and educators.

Farmwella Beginning Farmer training programs differ from other farm education programs. Our programs provide an opportunity to experience firsthand the realities of commercial farming. This real world experience is fairly unique to our brand. The vast majority of the learning comes through hands-on training on Farmwella farms for an entire farming season. You can expect to train side-by-side with Farmwella staff, as a part of a team of interns and/or employees, and independently throughout the season.

TIPS FOR SUCCESS

The primary key to success in the Internship Program is open and honest communication. Living and training together with our staff can present challenges. Farmwella staff are often dealing with the day-to-day realities of managing a successful business in a challenging economic environment, in addition to providing training support. Open and honest communication, active listening, and willingness to compromise are keys to success and positive relationships.

Creating a rhythm of self-care and stress management will also improve each participant's success. Take time to exercise, eat well, stretch, do yoga, read, relax, talk with friends and family, and generally take good care of yourself.

The Internship Program is a hands-on learning experience. To gain the most from your season, Farmwella encourages you to actively shape your own educational experience. Stay focused on your larger goals and specific learning objectives throughout the season, and communicate them. This can help keep you motivated, and help us meet you where you are in your learning. Do your best to come prepared daily with an inquisitive mind, take notes, ask questions, and create the experience you desire. Farmwella provides the environment for learning -- you create the experience.

WHAT'S NEXT?

Farmwella's Farm Managers will work to provide participants appropriate resources and direction as they complete the Internship Program. Many opportunities exist for interns to continue farming or pursue other interests in the food system. Farmwella's Education Director and Farm Managers are available to counsel participants on next step options throughout the season and beyond.

INTERNSHIP POLICY

CONFLICT RESOLUTION PROTOCOL

Open-Door Policy

It is Farmwella's policy that communication between the company's management and staff, and interns is open and honest at all times. Interns may also come forward and discuss their problems directly with Farmwella staff in order to resolve issues quickly and efficiently.

Procedure for Handling Complaints

Under normal conditions, participants with an internship related problem, question, or complaint should first discuss it with their Farm Managers or Farmwella staff. At this level, interns usually reach the simplest, quickest, and most satisfactory solution. If the problem is not resolved, it should then be brought to the attention of the company, through the Farm Manager.

Conflict Resolution Protocol

If conflicts should arise between interns and the company's staff contact your Farm Manager immediately to alert them to the nature of the conflict. Interns and company staff shall sit down face to face to discuss the nature of the conflict directly and work towards a mutually agreeable solution. If either party does not feel comfortable discussing the conflict directly, or a resolution is not found in the initial conversation between the intern and other interns or Farmwella staff, Farmwella management shall be brought in to help facilitate or mediate the conversation, as necessary. If the nature of the conflict is such that the company's staff is unable to mediate the conversation, professional help will be sought from the top management of the company. All parties must agree to utilize good communication, active listening and empathy.

Disciplinary Review Corrective Action Policy

Farm Managers are expected to utilize the following corrective action policy to give feedback to interns about their performance where it falls short of expected standards or to address misconduct. Any of the following steps may be used to let interns know when to bring behavior into line with expectations:

- A verbal warning or counseling
- A written reprimand
- Suspension
- Dismissal

Each of these steps is independent of the others and need not follow in order of the sequence listed above. This policy is a guideline only and does not restrict Farm Managers right to implement discipline, as it deems appropriate.

1. Verbal Warning

Farm Managers may verbally warn interns that training performance or personal behavior is unsatisfactory and if not corrected could lead to additional disciplinary action. The Farm Manager shall make a note of this verbal warning and share it with the Education Director. The intern/apprentice shall have an opportunity to review the verbal warning shared with the Education Director.

CONFLICT RESOLUTION PROTOCOL (CONTD)

2. Written Reprimand

Farm Managers may prepare a written reprimand detailing unacceptable performance or on-farm behavior. The intern will receive a copy of the written reprimand and will be given an opportunity to sign the reprimand indicating that they have reviewed the document. A copy of the reprimand will be shared with the Education Director.

3. Suspension

Farm Managers may suspend an intern. When possible, the farm manager will provide the intern with a written statement of the reasons for suspension and any requirements for reinstatement. A copy of the written notice will be shared with the Education Director. The intern will have an opportunity to review and sign the document.

4. Dismissal

This is the most serious disciplinary action farm managers can take. Remember: Farmwella's corrective action policy serves as a guide only. At the farm manager's discretion, any of the steps outlined above may be skipped. This corrective action policy in no way alters the intern's at-will status. That is, farm managers retain the right to determine in their discretion the appropriate level of discipline to be administered, up to and including termination.

The following types of behavior are examples of typical grounds for disciplinary action:

- Performing training duties while under the influence of alcohol or illegal drugs.
- Poor training performance
- Attendance and/or Tardiness Problems
- Breach of the Confidentiality Policy
- Theft from Farmwella's Farm, its employees or clients
- Discrimination or sexual harassment
- Insubordination

This list is provided as a general guideline for illustrative purposes only and does not restrict farm managers' ability to take corrective measures or discharge interns and apprentices for any reason it deems appropriate.

ANTI-DISCRIMINATION POLICY

Employees or authorized representatives of Farmwella Nigeria Limited are prohibited from discriminating based on ethnicity, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any programs, activities, or admissions. All farm managers must comply with the company's laws regarding discrimination.

SEXUAL HARASSMENT POLICY

Farmwella Nigeria Limited is committed in all areas to providing a work and training environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, genetic information, religion or any other legally protected characteristics will not be tolerated. All employees, farm managers, supervisors, and other personnel, are expected and required to abide by this policy. No person will be adversely affected in employment or program participation with the organization as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the company's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

Conduct meets the legal definition of sexual harassment when:

1. Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment, internship, or apprenticeship;
2. Submission to or rejection of sexual conduct influences employment, internship, decisions affecting the individual; or
3. Sexual conduct or language interferes with an individual's work or training performance or creates an intimidating, hostile or offensive working and training environment.

All interns should be aware that no employee or farm manager—no matter what position they hold—has the authority to engage in harassing conduct or to condition any term or condition of employment, or internship, on submission to any sexual conduct.

HARASSMENT BASED ON ETHNICITY, RELIGION, NATIONAL ORIGIN, AGE, AND DISABILITY

Like sexual harassment, harassment based on ethnicity/tribe, gender, national origin, age, religion, disability or any other status or characteristic that is protected by law also is strictly forbidden and is contrary to all of Farmwella's goals and objectives. Epithets, jokes and hostile or degrading comments based on these characteristics are prohibited in the strongest possible terms and will not be tolerated.

REPORTING HARASSMENT

If an employee, or intern feels that they have been harassed on the basis of their sex, ethnicity, national origin, or any other legally protected characteristic they should immediately report the matter to their supervisor or Education Director. If that person is not available, or if the employee or intern feels it would be unproductive to inform that person, the employee or intern should immediately contact that supervisor's superior. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

COMPENSATION

Interns would be given a stipend to support their upkeep. Interns do not displace regular employees but work under the close observation of a regular employee in this case, the Farm Managers. Farmwella provides the training and derives no immediate advantage from the activities of interns. Interns are not necessarily entitled to a job at the conclusion of their internship. Farmwella and the intern understand that the intern is not entitled to wages for the time in the internship.

AT-WILL INTERNSHIP

Farmwella may terminate an intern's internship program at any time. In addition, interns can terminate their internship program, but must give two weeks' notice prior to terminating their internship.

RESIGNATION OF AN INTERN

Interns that want to resign from the internship program must give the company at least two weeks' notice, before they submit their resignation letter. Interns that fail to comply with this requirement would not be paid their full stipend. Interns are expected to complete all their outstanding tasks before they finally exit the internship program. A severance payment would be given to interns that comply with the above regulation, counting the number of days worked before the effective date of the resignation.