

Board Meeting Minutes 10/14/23

Present

David Smith (Director), Kyle Campbell III (President), Amy Clements (Secretary, Director) Cheryl Smith (Treasurer), Sammie Hutchison (Pantry Manager), Cindy Hunt (Director), Bill Butler (Director)

Kyle brings the meeting to order. Asks for everyone's approval of the Agenda. David makes a motion to approve the agenda. Bill seconds it. **The agenda is approved.**

USDA grant: The USDA wants to put a lien on the property along with use restrictions for both the current building and the new building. It's not really a grant, it's a loan. The lien cannot be removed until the money is paid back-complicating factor-government gets the \$712,500 (or the percentage they put in) back when we sell it. We would need an appraisal of the current and new building. The problem Kyle sees with the USDA grant/loan is this is a loan with an unknown interest rate. If we did complete the loan we would need to change a lot of policy and financial reporting for the government. David and Kyle will make sure Joseph (USDA rep) and Christine (his boss) knows that we are a non-profit. There have been many issues raised with the "grant" process. It is currently being written as a farm loan. Should we hire an attorney who is familiar with USDA "grants"? What is the procedure to get the government to release the lien? Is there one? Do we walk away from this offer? We need answers before we walk away or take another route. Kyle and David will see if this loan can be rewritten by contacting Rep Stansbury. We won't put this to a vote until we discuss the issue with Stansbury and others but Kyle wanted to share what had been found out today so we can think about it. **No decision was made.**

Finances

We have the BernCo grants to help cover the operational costs of the pantry. We currently spent all of the BernCo 2021-2022 and the 2022-2023 BernCo grants. We are waiting for the Purchase Order for the 2023-2024 grant. It should be released in November. When it is released it will cover a large percentage of the operating costs for the pantry for the next year.

Target Circle: Cindy and Amy Rome will put the link on Facebook and other social media.

Washington Federal Grant: Needs to be finished. **Amy C will work on this.** Ask other credit unions and banks for money?

All grants need to go through Kyle and Amy C.

Long-term support: Kyle suggested investing in a long-term savings plan to help fund the Pantry's long term growth (CD etc). Cheryl gave more details on what we might invest in. **No decision was made.**

Burger Boy tabletop Pantry Ad: Will the Board fund part or all of the \$750.00 the table top ads cost? If not, Sammie will pay it as a donation. Cindy made a motion to cover all \$750.00 (once the BernCo grant for 23-24 is received). David made a motion to cover these costs even if the Corporation is not reimbursed by BernCo. Cindy seconded. **Motion passes. The Corporation will cover the cost of the tabletop advertising.**

Funding the Freezer/Fridges in the new building: David and Bill are working on funding the freezers and fridges in the new building (\$170,000). **They have conversations started with several major donors but nothing confirmed yet.**

David's presentation on current finances:

September's financials were previously provided. David asked if there were any questions, there were none.

David presented the Pantry and Property Financial Position and explained some of the items.

	Sep-2023 YTD	2022 YEAR END
FOOD PANTRY ONLY		
NET WORTH		
Assets		
Current Assets		
Cash and Bank Accounts		
BUSH	† 181,663.03	-
Cash	99,987.66	253,501.50
Designated	§ 23,998.84	8,000.00
MACI	† 72,049.94	14,979.93
Total Cash and Bank Accounts	377,699.47	276,481.43
Accounts Receivable	10.00	29,826.57
Inventory	41,515.80	42,915.80
Prepaid Expenses & Deposits	17,691.10	-
Total Current Assets	436,916.37	349,223.80
Fixed Assets		
Property and Equipment		
Building	-	-
Equipment	55,318.72	30,149.58
Improvements	15,929.45	15,929.45
Total Property and Equipment	71,248.17	46,079.03
(Accumulated Depreciation)	(29,450.30)	(21,832.40)
Total Fixed Assets	41,797.87	24,246.63
Total Assets	478,714.24	373,470.43
Current Liabilities		
Accounts Payable	472.15	2,200.38
Total Current Liabilities	472.15	2,200.38
Total Net Assets	478,242.09	371,270.05
Net Assets		
Restricted Assets	§ 23,998.84	8,000.00
Reserved Assets	† 253,712.97	14,979.93
Unrestricted Assets	200,530.28	348,290.12
Total Net Assets	478,242.09	371,270.05

Notes: § Donor Restricted; † Reserved Funds

PROPERTY ONLY	Sep-2023	2022
NET WORTH		
Assets		
Current Assets		
Cash and Bank Accounts		
Cash	41,292.71	91,031.69
Designated	§ -	-
MACI	† 58,107.18	29,788.50
Total Cash and Bank Accounts	99,399.89	120,820.19
Accounts Receivable	365.73	(196.11)
Prepaid Expenses & Deposits	53.00	13,428.00
Total Current Assets	99,818.62	134,052.08
Fixed Assets		
Property and Equipment		
Buildings	163,000.00	163,000.00
Equipment	615.86	354.88
Improvements	409,731.64	409,731.64
Land	167,000.00	102,000.00
Total Property and Equipment	740,347.50	675,086.52
(Accumulated Depreciation)	(77,242.00)	(51,604.35)
Total Fixed Assets	663,105.50	623,482.17
Total Assets	762,924.12	757,534.25
Current Liabilities		
Accounts Payable	392.79	1,611.44
Sick Leave Accrual	1,216.63	567.01
Unearned Revenue & Deposits	4,450.00	4,100.00
Total Current Liabilities	6,059.42	6,278.45
Total Net Assets	756,864.70	751,255.80
Net Assets		
Restricted Assets	§ -	-
Reserved Assets	† 58,107.18	29,788.50
Unrestricted Assets	698,757.52	721,467.30
Total Net Assets	756,864.70	751,255.80
Notes: §Donor Restricted; †Reserved Funds		

231005

David presented the Pools Report and discussed the BUSH and BUSH Allocated Pools. The BUSH-Allocated contains the costs that have been allocated towards the construction that have been either spent or allocated to contracts (Architect). The BUSH Pool represents the Pantry's remaining Funding reserved for the construction of the purpose-built pantry. The Funding by USDA is not currently shown since it hasn't been received. The Allocated Pools report also shows the amounts available in the Pantry Designated Pool for the construction of the Freezer/Refrigerator System in the new building. There is also about \$72,000 in the Pantry MACI account available for possible expenses.



EAST MOUNTAIN FOOD PANTRY
30 SEPTEMBER 2023
STATEMENT OF ALLOCATED POOLS

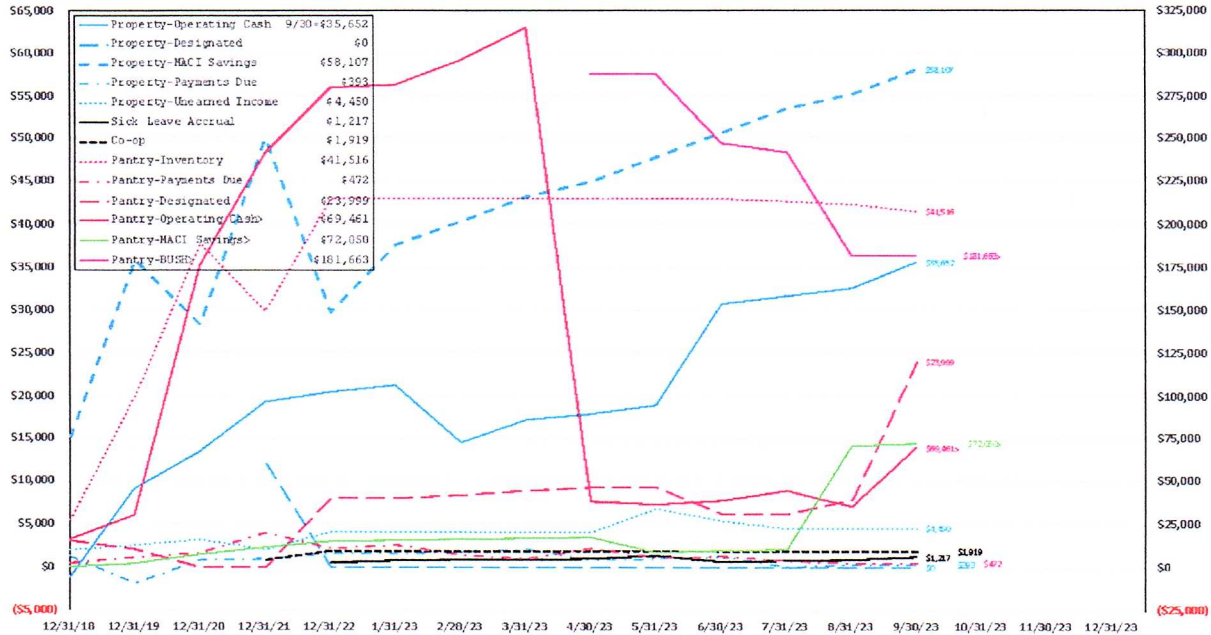
POOLS	Sep-2023 YTD	2022 YEAR END
Pantry		
Accounts Payable	472.15	2,200.38
BUSH †	181,663.03	-
BUSH-Allocated †	45,836.97	-
Co-op	1,919.05	1,919.05
Designated §	23,998.84	8,000.00
Designated-Allocated §	-	-
Inventory	41,515.80	42,915.80
MACI †	72,049.94	14,979.93
MACI-Allocated †	-	-
Operating Cash	69,460.59	279,208.64
Total Pantry Pools	436,916.37	349,223.80
Property		
Accounts Payable	392.79	1,611.44
Designated §	-	-
Designated-Allocated §	-	-
MACI †	58,107.18	29,788.50
MACI-Allocated †	-	77,525.00
Operating Cash	35,652.02	20,460.13
Sick Leave Accrual	1,216.63	567.01
Unearned Revenue & Deposits	4,450.00	4,100.00
Total Property Pools	99,818.62	134,052.08
TOTAL POOLS	536,734.99	483,275.88

Notes: §Donor Restricted; † Reserved Funds

David presented the Pools chart to show that at the April Director meeting that the Director approved moving \$287,500 from the Pantry-Operating Pool to the Pantry-BUSH account. This can be seen in the drastic reduction of the Pantry-Operating Pool and the corresponding increase in the BUSH Pool.



Pools (Cash Allocations)



231010

David presented a report that shows the to-date expenditures on the BUSH project as well as committed costs, showing that the balance remaining is to the \$181,863 shown in the BUSH Pool.

Tie-out BUSH EMFP\$

1/1/2022 - 12/31/2023
1 Account, All Categories, 2 Tags, All Payees

	Date	Payee	Memo/Notes	Amount
-BUSH, \$\$\$				
	4/8/23	Pantry Operating to Pantry MACI	Board Committed 287.5K to New Pantry Facility	\$287,500.00
	6/22/23	Simons Architecture PC	*BUSH:Progress Payment	-\$12,191.10
	7/20/23	Western Technologies	*BUSH:CATEX Rpt	-\$3,200.00
	7/20/23	Western Technologies	*BUSH:Environmental Rpt	-\$2,300.00
	8/24/23	Centric Title and Escrow	230824-9/12 1328 Land:Land Purchase (Balance)	-\$60,000.00
Total -BUSH, \$\$\$				\$209,808.90
-BUSH, \$\$\$, \$Committed				
	6/22/23	Simons Architecture PC	*BUSH:Balance of Contract Amount	-\$28,145.87
Total				\$181,663.03

David presented the previously provided 2024 Draft Budget for 2023. He noted that the Draft Budget would be updated at the end of October and November with updated annualized amounts. He requested comments and possible changes to the Budget, but there was no further discussion. The Draft Budget will be adopted by the Members at the Annual Meeting. David requested that any changes be sent to him prior to the Annual Meeting so that they can be considered for incorporation.

**EAST MOUNTAIN FOOD PANTRY
2024 BUDGET**

2023 BUDGET AMOUNT	2023 ACTUALS		2023 ANNUALIZED AMOUNT	2024 BUDGET		% Chg YOY	NOTES:
	YTD Thru Sep-2023	9 Month Average		ANNUALIZED AMOUNT	MONTHLY Average		
FOOD PANTRY BUDGET							
FOOD PANTRY REVENUE:							
General Fund	145,000	96,645	10,738	128,860	128,900	107,42	(11%) \$100 a month
Allocated:							
Designated	-	23,074	2,564	30,765	-	-	none
M.A.C.I.	5,000	-	-	-	-	-	(100%) \$100 a month
Total Allocated	5,000	23,074	2,564	30,765	-	-	(100%) Total Allocated to 9-Month average
Governmental Grants	100,000	105,510	11,723	140,680	157,000	13,083	57% \$1,000 estimate (BernCo)
In-Kind:							
Advertising	-	-	-	-	-	-	\$100 a month
Client Items	65,900	459,896	51,000	613,194	613,200	51,100	(7%) \$100 a month
Maintenance	-	-	-	-	-	-	\$100 a month
Supplies	-	-	-	-	-	-	\$100 a month
Total In-Kind	65,900	459,896	51,000	613,194	613,200	51,100	(7%) Total In-Kind Operations
Processing Fees	100	135	15	180	200	17	100% \$100 a month
Interest	1,900	1,042	1,159	13,903	8,300	692	337% \$100 a month minus 40%
Other Income (UBI)	4,200	3,205	356	4,274	4,300	358	2% \$100 a month
TOTAL FOOD PANTRY REVENUE	912,100	698,893	77,853	931,857	911,900	75,992	(9%) TOTAL FOOD PANTRY REVENUE
FOOD PANTRY EXPENSES:							
Allocated:							
Designated	-	16,944	1,883	22,592	-	-	expense directly based on revenue
General	-	24,250	2,694	32,334	-	-	none
Inventory Adjustment	-	-	-	-	-	-	none
M.A.C.I.	5,000	-	-	-	-	-	(100%) expense directly based on revenue
Total Allocated	5,000	41,194	4,577	54,926	-	-	(100%) Total Pantry Allocations
Advertising	2500	612	68	816	1,600	133	(98%) \$100 a month plus 300%
Client Items (82% of Budget Expenses):							
In-Kind (75% of Budget Expenses)	65,900	459,896	51,000	613,194	613,200	51,100	(7%) expense directly based on revenue
Inventory	-	-	-	-	-	-	linked to adjustment
Purchased	90,000	78,566	3,174	38,087	47,600	3,967	(46%) \$100 a month plus 25%
Thanksgiving Boxes	-	-	-	-	-	-	N/A
Total Client Items	745,900	488,461	54,274	651,281	660,800	55,067	(11%) Total Pantry Client Items
Depreciation	8,200	7,818	846	10,157	10,500	1,558	99% \$100 a month plus 60%
Fees:							
Auditing	8,500	7,812	868	10,416	8,500	708	0% \$100 estimate
Banking	-	12	1	16	-	-	\$100 a month
Filing	200	141	16	188	200	17	0% \$100 a month
Processing	100	135	15	180	200	17	100% expense directly based on revenue
Total Fees	8,800	8,100	900	10,800	8,900	742	1% Total Pantry Financial Fees
Insurance	3,900	4,789	532	6,385	7,000	583	79% \$100 a month plus 20%
Maintenance:							
Normal	9,500	4,842	538	6,457	8,000	667	(16%) \$100-\$400/mth to Property (a month plus 40%)
Remodel	-	-	-	-	-	-	N/A
Total Maintenance	9,500	4,842	538	6,457	8,000	667	(16%) Total Pantry Maintenance
Mileage	8,500	6,541	727	8,721	8,700	725	2% \$100 a month
Staffing:							
Gross	85,400	40,278	4,475	53,704	64,600	5,383	(6%) Manager (\$38k) + Bookkeeper (\$20k) (85% of total Pantry)
Sick Leave	2,880	679	75	905	2,200	183	(6%) 3-1/2% of Payroll, \$300k
Taxes	5,300	3,086	343	4,115	4,500	408	(6%) \$100 based on tax rates (7.65% total)
Workers' Compensation Fee	1,100	17	2	25	-	-	(100%) \$100 a month
Total Staffing	78,980	44,060	4,895	58,747	71,700	5,974	(7%) Total Staffing
Supplies	4,900	6,914	768	9,219	9,200	767	88% \$100 a month
Utilities	8,200	7,009	779	9,345	11,200	933	35% \$100 a month plus 20%
TOTAL FOOD PANTRY EXPENSES	882,480	620,141	66,804	828,854	805,400	66,949	(9%) TOTAL FOOD PANTRY EXPENSES
NET FOOD PANTRY	29,620	78,752	8,751	103,003	106,500	9,043	266% NET FOOD PANTRY

Thanksgiving Boxes for Clients: Do we have money for Thanksgiving boxes? The monthly budget for purchasing food is about \$3,500.00. This money can be used to purchase food for full boxes or it could be used to purchase items for Thanksgiving. Cindy estimates that Thanksgiving boxes will cost \$10,000. **The BernCo grant, the yard sale money and the money from the First Baptist church of Tijeras will be used to pay for the Thanksgiving boxes. Cheryl will tag these funds as being used for the Thanksgiving boxes so we can track expenses and know how much we are spending.**

Manager's Report

New Households: There were 46 new households added in August (a record for the pantry).

Total Boxes Packed: There were a total of 769 boxes packed in August.

Unique Households: We served 526 unique households and 1653 unique individuals in August.

Demographics: There have been a lot of households merging recently. People are consolidating living arrangements in order to consolidate bills and returning to the pantry or signing up in order to offset the rising cost of food.

Donations: Costco and other stores are not purchasing as many items to sell so we aren't getting as much donated. Roadrunner Food Bank (RRFB) also has less to purchase.

Gate Latch: The gate latch will be fixed but it's not under warranty. Sammie will spray the chain with WD-40 (**update:** Sammie called Valley Fencing Company to get an estimate on fixing the wheels and gate yoke. The estimate came in at \$3,271. Kyle Campbell and Scott Conway bent the yoke back in place and Kyle will purchase the paint needed to repaint the bent portion. **The Directors voted not to repair the gate through Valley Fencing Company.**)

Septic line repair: Sammie talked to East Mountain Plumbing. Their snake camera is still in the shop but they might be able to rent one. David made a motion to get the sewer lines checked and allow Sammie to authorize the repairs if the total is less than 5,000.00. Cindy seconded this motion. Motion passes. **Sammie will spearhead getting the lines checked and repaired as long as line check and repairs are under 5,000.00 total.**

RNH Asphalt Lawsuit: Bob will be in town this week. Kyle has the lawsuit paperwork ready; it just needs to be filed. **Kyle will file the RNH Lawsuit.**

Parking lot striping: At least one of the fence posts got knocked out of alignment and is no longer vertical. Probably from someone backing into them. David made a motion to stripe two to three perpendicular parking spots immediately east of the gate and then stripe parallel parking spaces along the fence the rest of the way eastward. Motion is seconded by Cindy. None opposed. **Motion passes. Kyle will take care of painting the parking spot stripes with Bill.**

Retaining Wall: Bill is still looking for someone to finish the work on the wall. Kyle will get in touch with a man he knows that may do it. He does freelance landscaping work. We have a verbal contract to finish the fence on the new property. The decision has been made (not in this meeting) to wait until after the new building is built. Don't want the construction to damage the fence around the remaining property.

Roof leaks: Suite A has a leak around the heater. Suite F has two leaks by the grill hood. Canyon Bible Church does not currently have a leak but the ceiling needs repaired. **Sammie will call East Mountain Roofing to repair the leaks.**

Solar Panel system: Bill makes a motion to authorize him to buy an Inverter to bring the solar array 1 and 2 to full storage capacity as long as it is 5,000.00 or less. Motion is seconded by David. Motion passes. **Bill will look into purchasing an Inverter.**

Building Plans: The architect is working on the final building plans. He has sent David and Kyle some of the plan sheets, but neither one has had a chance to look at it. **David and Kyle will follow up with more information later.**

Ola's repairs: Patrick looked at Ola's mini split unit. There was nothing wrong with it but he did notice Ola was not venting her grill correctly so he reminded her to vent it when it's on. The mini split was still producing steam after Patrick looked at it. Kyle says the Pantry should pay the bill for Patrick's work. Cheryl would like the bill. **Kyle was told the bill would be sent to him. He's still waiting for it but will forward it for processing as soon as he gets it.**

Pat and the Barn: The barn will be left up until we figure out when/if we are actually building the new building. Cindy is concerned about giving Pat enough lead time to recruit family and friends to help dismantle the barn. David and Kyle said that we can definitely give Pat some lead time and that it will probably be Spring before we need it dismantled.

Insurance and parking issues with Suite A: Bill still has not gotten the Insurance Certificate from the Conways. **He will follow up on getting it.** Parking and the number of cars in the lot has gotten much better recently.

Ola using outside space: Kyle says we should not charge Ola the extra 50.00 we agreed to at the last meeting to use the outside space but Ola must maintain the space. The lease isn't clear on what space she can use and what is required for her to use the space. We need to define what space she can use and what maintenance is required. David makes a motion that we let Ola use the space between the building and the trees, as long as Ola understands it is her responsibility to keep people away from the septic tanks and covers. Kyle seconds it. Motion passes. Kyle will let Ola know. **We agreed not to charge Ola the extra \$50 a month for outside usage.**

Who gets access to the front door after the new lock is installed?-Cindy has let David know who will need access from her receiving crews. Sammie will let David know for the distribution and home delivery crews.

Refrigerated Truck: The truck will be delivered soon (update: it was delivered Monday 10/23/23). RRFB will provide guidance on the use of the truck. Hopefully we can recruit Pat Padilla to instruct volunteers on driving the truck and then certify the drivers. Is there a need for the pallet jack to be in the truck? We will see after we get the truck. Most places will load pallets for us so it may not be needed. (DMS-Pallet jack will be required to be with the truck to move the pallets into the truck, Costco, and others, cannot load pallets into the truck, only onto the lift gate. The pallet jack will be necessary to move the pallets into the truck.) (Cindy is concerned some of our drivers may not be able to secure it and it may roll around).

New Logo: Brown or Blue? Everyone chooses Z08 (blue). David makes a motion to accept the blue logo. Bill seconds the motion. Motion passes. **Z08 (blue) is our new logo.**

Board organization: Kyle would like to smooth out the decision-making process. Everyone

doesn't need to be included in every decision. We need defined roles and everyone needs to quickly take care of their responsibilities. Should we have meetings more often? Kyle proposes we have bi-monthly meetings until we can work some things out. We also need to come up with a 1 yr plan, a 5 yr plan and a 10 yr plan. Amy Rome is willing to help improve the functioning of the board. Kyle would like to see Ron from Triangle and other business representatives on the board very soon. David makes a motion to hold Board meetings on the second Saturday of every odd month. Kyle seconds this motion. Motion passes. **The next meeting will be Nov 11, 2023 8:00 at CBC.**

Do we want a Corporate Procedures Manual?: Yes. Amy C will take the first stab at pulling that together.

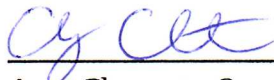
Corporation Record Retention Schedule is presented for approval. No discussion. No changes needed. Bill makes a motion to accept the Corporation Record Retention Schedule as presented. Cindy seconds the motion. Motion passes. **The Corporation Record Retention Schedule is accepted as is. See Appendix A**

The Corporation Whistleblower Policy is presented for approval. A change is requested to the document that would require a whistleblower to make a complaint in writing and would include the date and the first and last name of the whistleblower with the complaint. **David will make these changes to the Policy.** Kyle makes a motion to accept the Policy with the changes David will make. Cindy seconds the motion. The motion passes. **The Whistleblower Policy is accepted. See Appendix B**

Is Sammie being paid for attending and presenting at the Board meeting? Yes, it is a paid duty.

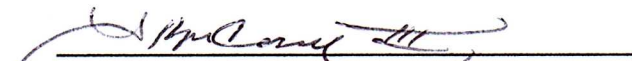
Kyle makes a motion for the meeting to be adjourned. Cindy seconds the motion. **The meeting is adjourned.**

Respectfully submitted by:



Amy Clements, Secretary

ATTESTED:



T Kyle Campbell, III, President

Appendix A – Record Retention Policy



EAST MOUNTAIN FOOD PANTRY, INC.

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EMFP Record Retention Schedule, Minimum Retention Periods

ORGANIZATIONAL RECORDS	
Articles of Incorporation	Permanent
Annual financial statements including financial statements and compliance audit reports	Permanent
By-Laws and all amendments thereon	Permanent
Business Licenses	Permanent
Correspondence <ul style="list-style-type: none">· General· Legal· Members/Directors/Officers/Employees	6 years
Federal, state and local exemption applications including related correspondence	Permanent
Minutes of the Board of Directors and any committee with similar responsibilities	Permanent
Patents, trademarks and other intangibles	Permanent
Training Manuals	Permanent
INSURANCE RECORDS	
Insurance policies	6 years
Settled insurance claims	3 years

TAX RETURNS	
Income tax and informational (990)	Permanent
Other federal/state forms (1099s, 1096, 942, etc.)	6 years
Payroll taxes <ul style="list-style-type: none"> - W2 and W3 - Form 941 - State withholding forms - State unemployment returns 	Permanent 6 years 6 years 6 years
Testing and compliance documentation for employee benefit plans	6 years

PERSONNEL	
Benefit plan documents and related modifications	Permanent
Employment contracts or similar documentation, pay history and related information and payroll election form for benefits including: <ul style="list-style-type: none"> - Pension - Health coverage Other benefits	6 years (after termination of employment)
Federal forms (W-4, I-9, etc.)	6 years (after termination of employment)
Garnishment agreements and related correspondence	6 years after completion
Summary Annual Reports	Permanent

ACCOUNTING RECORDS	
Annual budgets and approved revisions thereon	3 years
Bank reconciliations	3 years
Bank statements and related cancelled checks, bank credits and debits	6 years

ACCOUNTING RECORDS (concluded) Books of original entries, such as <ul style="list-style-type: none"> - Cash receipts/Accounts Receivable - Cash disbursements/Accounts Payable - Sales - Purchases 	6 years for all
Chart of Accounts	6 years
Contracts, leases and similar agreements -relating to purchase and sale of assets	6 years (after disposition of asset)
Depreciation records	6 years
General and subsidiary ledgers	6 years
Internal and interim financial statements	6 years
Investment custodial and advisory statements	6 years
Vendor invoice and other supporting documentation	6 years

Appendix B – Whistleblower Policy



EAST MOUNTAIN FOOD PANTRY, INC.

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East Mountain Food Pantry Whistleblower Policy

Board resolution: Effective 14 October 2023, the Board of Directors of the East Mountain Food Pantry (EMFP) approves providing the following statement to Members/Directors/Officers/Employees/Volunteers (collectively "Associates"), and directs the Secretary to ensure that it is posted on EMFP website and given to and acknowledged by all Members/Directors/Officers/Employees. In addition, the Secretary will ensure that whistleblower protection notification is posted in the workplace.

Notes: This Whistleblower Policy encourages reporting of law violations as well as prohibiting retaliation.

Policy: If any Associate reasonably believes that some policy, practice, or activity of EMFP is in violation of law, a written complaint may be filed by that person with the President or Secretary and/or the Board of Directors (collectively "Officials").

It is the intent of EMFP to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all Associates is necessary to achieving compliance with various laws and regulations. An Associate is protected from retaliation only if the Associate provides a written allegation of the unlawful activity, policy, or practice to the attention of the Officials and provides the Officials with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to Associates that comply with this requirement.

EMFP will not retaliate against an Associate who, in good faith, has made a written protest or raised a written complaint against some practice of EMFP, or of another individual or entity with whom EMFP had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

EMFP will not retaliate against an Associate who discloses written allegations to the Officials any activity, policy, or practice of EMFP that the Associate reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Associate Signature

Name

Date