

# COMMERCIAL CANNABIS BUSINESS APPLICATION

RFA STOREFRONT RETAILER  
SUISUN CITY

Prepared by Dr. Verna L. Schuetter

CANNABISSARY 1540 Humphrey Drive, Suisun City, CA 94585



# Commercial Cannabis Business Application CHECKLIST



## Section I: Cannabis Business Information

1. A complete list of every **person** with **20% interest** or more in the business
  - Full Name
  - Title
  - Birth, Date, and Location
  - Date of acquired interest
  - Percent of ownership
  - Other information (If Applicable)
    - Number of shared owned
    - Financial interest in other cannabis business
    - Etc.
2. A complete list of every person holding a **management role**
  - a. Name
  - b. Address
  - c. Phone Number
  - d. Title
  - e. Duties
3. For each **owner and manager**, a fully legal copy of one valid *government-issued form of photo identification*, such as a driver's license
4. For each **owner and manager**, a summary criminal history
  - a. Live-Scan
    - Email for more information at: [akent@suisun.com](mailto:akent@suisun.com)
  - b. Dated no older than two weeks before application date
  - c. Processed through an authorized operator



## Section II: Cannabis Application Requirements and Business Regulations

---

### Marijuana licenses

Types and number of licenses already received by the applicant from California

- NA
- Business Name
  - Date the license was obtained
  - Authority that issued license
  - Location
  - Permit License Number

### Scoring Criteria for Application Evaluation

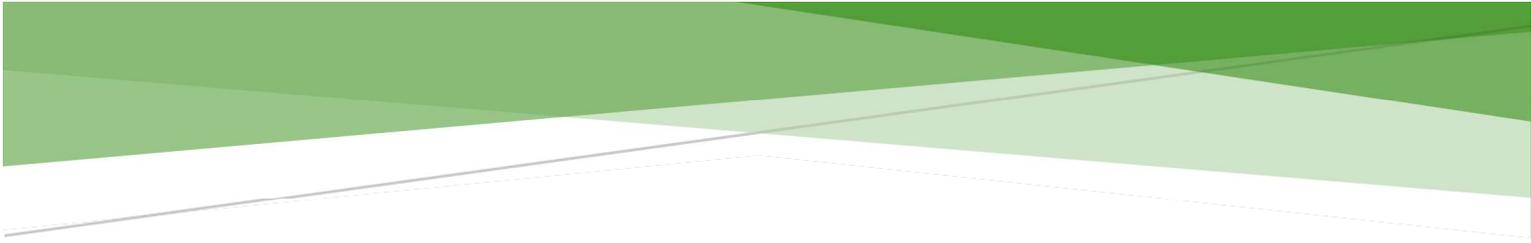
- Site Control
- Business Plan
- Floor Plan/Elevations
- Qualification of Applicants
- Neighborhood Compatibility
- Safety and Security Plan
- Community Benefits, Labor, and Employment
- Air Quality Control Plan

## Don't forget...

---

To sign up for:

- Suisun City - Commercial Cannabis Business - Storefront Retailer Workshop (<https://suisun-city-cannabis-bus-workshop.eventbrite.com>)
- Schedule a meeting to submit your application ([www.suisun.com/cannabis](http://www.suisun.com/cannabis))



# COMMERCIAL CANNABIS BUSINESS APPLICATION

## Request for Applications

This City of Suisun City is opening the application period to begin accepting applications for one (1) Storefront Retailer within the City. The Suisun City Planning Commission will be considering making a recommendation to the City Council regarding amendments to the City's cannabis regulations in January. Amendments will include a possible increase in allowed retail storefronts as well as additional zoning districts were such uses would be allowed. However, this initial RFA period will be for a single storefront retailer.

The application period will open January 9, 2020 and close April 7, 2020. After release of the RFA, City staff will hold a workshop on January 28, 2020 at 2pm at Suisun City Hall (701 Civic Center Boulevard, Suisun City, CA 94585).

Staff has created a webpage that provides documents relevant to the City's cannabis regulations and the subject RFA. These documents can be accessed from the city's homepage at [www.suisun.com](http://www.suisun.com). Additionally, staff will be accepting questions via the department email address [developmentservices@suisun.com](mailto:developmentservices@suisun.com) as well as via phone (707.421.7335).

## Commercial Cannabis Business Application

To be considered under the first Request for Application (RFA) process initiated by the City pursuant to SCC Section 18.49.160(B) and these RFA Guidelines and procedures, applications must meet the criteria set forth herein, satisfy any and all other applicable requirements as set forth in SCC Chapter 18.49, and be submitted to the City during the RFA application period of 8:00 a.m. January 9, 2020 through 5:00 p.m. April 7, 2020. Applicants must schedule an appointment to submit an application, and applications (with applicable fees) shall be submitted to the Development Services Department located at 701 Civic Center Blvd., Suisun City, CA 94585.

An informational workshop for potential applicants is scheduled for 2:00 p.m. January 28, 2020 at the Suisun City, City Hall, 701 Civic Center Blvd. Suisun City, CA 94585. Attendance at the workshop is strongly encouraged, but not mandatory. Please RSVP here: <https://suisun-city-cannabis-business-workshop.eventbrite.com>.

Each application shall include the materials and comply with the requirements set forth in these RFA Guidelines and Procedures, as follows (without limitation as to any other applicable requirements set forth in SCC Chapter 18.49 or otherwise established by or pursuant to the authority of the City Council)

Application Submission. Applicants, **by appointment**, must hand-deliver five (5) completed and signed copies of their application, including all attachments, along with a flash drive containing one completed and signed copy of the application in PDF format, and payment of the required application fees, to the City's Development Services Department during the application period. All application contents, as provided above, shall be enclosed in a sealed envelope or container and addressed to the City of Suisun City, Development Services Department, 701 Civic Center Blvd., Suisun City, CA 94585. Late applications will not be accepted or considered. No person or entity may submit multiple applications. The applicant shall be the owner(s) of the proposed Storefront Retailer that is the subject of the application. Staff will be accepting questions via the department email address [developmentsservices@suisun.com](mailto:developmentsservices@suisun.com) as well as via phone (707.421.7335).





**BUSINESS TYPE**

Type 10 = Retailer

**FEE**

*Application Deposit. Payment of an initial deposit, in the amount established by resolution of the City Council, toward the Preliminary RFA Application Review Fee is required at the time of application submission, and may be made by a certified check, cashier's check, or money order made payable to the City. Deposited amounts expended by the City are non-refundable. Deposited amounts remaining unexpended upon the conclusion of the RFA process will be refunded upon request of the fee payor.*

**Application Deposit for RFA Application Preliminary Review and Processing \$4,800.00**

**Cannabissary**

**Business Name**

1540 Humphrey Drive, Suisun City, CA 94585

**Property Address**

Verna L. Schuetter

**Name of Owner (Individual)**



**Owner's Telephone Number**

**Owner's Email Address**





**Section 1: Cannabis Business Information (attach additional pages as necessary and label)**

1. Attach a complete list of every person with 20% interest or more in the business including full name, title within the entity, birthdate and location, social security or tax identification number, phone number, e-mail, the date owner acquired interest in entity, the percentage of ownership interest, and if applicable, the number of shares owned, financial interest in other cannabis business, etc. (Additional page label #1.1)

**Verna Lee Schuetter, Founder/Owner/Operator/Manager**  
[Redacted]

**Ownership: 100%**

2. A complete list of every person holding a management role including name, personal address and phone number, title and duties. (Additional page label #1.2)

**Rebecca Ann Mai** [Redacted]  
**Manager, (Management team to ensure compliance and operations with best industry practices and standard operating procedures.)**

3. For each owner and manager, a fully legible copy of one (1) valid government-issued form of photo identification, such as a driver's license, shall be submitted. (Attach and label #1.3)

**See attachments labeled #1.3**

4. For each owner and manager, a summary criminal history (Live-Scan), dated not more than two weeks prior to the date of this application, has been processed through an authorized operator. The City will receive results of the Live-Scan directly. Live-Scan is available at the Suisun City Police Department, appoint is necessary. Please email [akent@suisun.com](mailto:akent@suisun.com) for more information. (Attach and label #1.4)

**See attachments labeled #1.4**

5. A list of types and numbers of marijuana licenses already received by the applicant from the State of California, including the date the license was obtained, the licensing authority that issued the license, and the location. (Attach additional pages as necessary and label #1.5)

Business Name	Location	License Permit Authority	Permit License Number
<b>No current Marijuana Licenses (First time applicant for cannabis business license)</b>			



**Section 2: Scoring Criteria for Application Evaluation.**  
(attach additional pages as necessary and label)



The City will consider the following selection criteria in its evaluation of applications submitted under this RFA and will award up to a maximum of **200** points to each application received.

<b>Site Control</b>	<b>15</b>
<b>Business Plan</b>	<b>30</b>
<b>Floor Plan/Elevations</b>	<b>25</b>
<b>Qualification of Applicants</b>	<b>20</b>
<b>Neighborhood Compatibility</b>	<b>30</b>
<b>Safety and Security Plan</b>	<b>25</b>
<b>Community Benefits, Labor, &amp; Employment</b>	<b>30</b>
<b>Air Quality Control Plan</b>	<b>25</b>





### Section 2.1 Site Plan

A scaled site plan, prepared by a licensed civil engineer or architect, of the premises, including at minimum all buildings, structures, driveways, parking lots, landscape areas, and boundaries.

### Section 2.2 Floor Plan / Elevations

Depict existing and proposed conditions. The floor plan(s), elevations, site layout and vector isometric renderings should be accurate, dimensioned and to-scale (minimum scale of 1/4"). If new building construction is proposed, provide a preliminary site layout and floor plan, preliminary elevations, vector isometric renderings.

### Section 2.3 Safety & Security Plan

The application shall include:

- A detailed security plan meeting and confirming ability to comply with the requirements of SCC Section 18.49.150(H) and the Supplemental Security Requirements for Storefront Retailers/Dispensaries adopted by the City Council. This plan should also include a description and detailed schematic of the overall facility security of the proposed use. It should have details on operational security, including but not limited to general security policies for the facility, employee specific policies, training, sample written policies, transactional security, visitor security, third party contractor security and delivery security. In particular, applications should address ingress and egress, perimeter security, product security (at all hours), internal security measures for access (area specific), types of security systems (alarms and cameras), and security personnel to be employed. Security plans will not be made public.
- A detailed fire safety plan. This plan should describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation. The plan should reflect compliance with all applicable provisions of the California Fire Code and other applicable laws and regulations.
- A detailed fire evacuation plan. This plan should depict the location of all exits, the primary and secondary evacuation routes, and the distance to all exits. The plan should reflect compliance with all applicable provisions of the California Fire Code and other applicable laws and regulations.

### Section 2.4 Transportation Plan

A transportation plan describing the procedures for safely and securely transporting cannabis and cannabis products and currency to and from the premises.





## Section 2.5 Air Quality / Odor Control Plan

Describe how interior air circulation, ventilation and filtration systems will minimize impacts to employees' and customers' health and welfare and prevent any odor impacts to surrounding businesses or the public.

## Section 2.6 Disposal Plan

Procedures for identifying, managing, and disposing of litter, waste, and contaminants and hazardous materials pursuant to Section 18.49.150(M)-(N).

## Section 2.7 Business Plan

With as much detail as possible, describe:

- The day-to-day operations of the proposed Storefront Retailer, which are to meet industry best practices for Storefront Retailer uses.
- How the proposed use will conform to local and state laws and regulations.
- How cannabis and cannabis products will be tracked and monitored to prevent theft and diversion.
- A schedule for commencement of operation, including a narrative outlining any proposed construction and improvements and a timeline for completion of work.
- A budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, and must describe the sources and uses of funds.
- A pro forma for at least three years of operation.

## Section 2.8 Operations Plan

An operations plan, detailing the operating procedures of the proposed commercial cannabis business, tailored to the specific type of business proposed. Such procedures shall address, without limitation, storage, handling and use of cannabis, cannabis products, and any other materials to be used or contained in the proposed operation, handling of cash, equipment and methods to be used, inventory procedures, lighting, signage and quality control procedures, as applicable.





### Section 2.9 Qualification of applicants

Include information concerning applicant’s past experience with operation of any commercial cannabis businesses, including, but not limited to, Storefront Retailers/Dispensaries. Provide details on all such businesses that have been under the full or partial ownership or management of the applicant, including the full legal name, location, commencement date, and current status of the operation (including date of termination of the business and description of the reason for termination, if applicable). To the extent applicable, disclose and describe:

- (1) any and all state or local cannabis permits or licenses currently held by the business or applicant;
- (2) any administrative order or civil judgment ever entered against the business or applicant for violation of labor standards;
- (3) any suspension or revocation of a state or local cannabis license or permit ever held by the business or application; and
- (4) any sanctions for unlicensed/unpermitted commercial cannabis activity ever imposed by a state or local agency against the business or applicant. Describe any special qualifications or licenses of the applicant that would add to the number or quality of services that the proposed Storefront Retailer would provide, especially in areas related to medicinal or scientific applications of cannabis or cannabis products.

### Section 2.10 Site Control

Provide a statement regarding whether the applicant has legal control of the proposed Storefront Retailer site or location. The City considers site control a requirement in enabling an operator to commence business activities in a timely manner. Demonstration of any legal control through proof of ownership, tenancy, or other legal right or entitlement to control of the site should be included with the application. Scoring is as follows:

- Lease 5 points
- Ownership/Substantial Renovation 10 points
- New Building 15 points

### Section 2.11 Neighborhood Compatibility – Good Neighbor Policy

Address the degree to which the proposed use is compatible with surrounding uses and how the proposed use, including its exterior areas and surrounding public areas, will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Include a site plan (accurate, dimensioned and to-scale) for the proposed location. Every cannabis business must describe how the business interacts with the neighborhood. You need to meet with your neighbors to get feedback on what to include in your Good Neighbor Policy for your business, they in turn will be added to you conditions of approval.





### Section 2.12 Community Benefits

Describe the benefits that the proposed use would provide to the local community, such as community contributions, participation in or support of community organizations, drug abuse awareness education, or other contributions or activities that will benefit the community.

### Section 2.13 Criminal History Check

As part of the RFA Process, each owner and manager of the proposed Storefront Retailer must undergo a criminal background check, administered by the Suisun City Police Department using “Live Scan,” demonstrating that he or she has not been convicted within the last ten years of a felony substantially related to the qualifications, functions or duties of operation of a Storefront Retailer (such as a felony conviction for distribution of controlled substances, not including cannabis, money laundering, racketeering, etc.). All fees and costs associated with completing background checks shall be paid by the applicant. No individual who does not undergo and pass the required background check shall be involved in the operation or ownership of a Storefront Retailer in the City, unless such individual has obtained a certificate of rehabilitation (expungement of felony record) for the applicable transgression(s) under California law or under a similar federal statute or state law where the expungement was granted. The application for the Live Scan and appointment link will be made available on the City’s website. Persons who do not meet criminal history eligibility requirements will be disqualified from the RFA process.

### Section 2.14 Labor and Employment

If applicant is proposing higher wages the application could describe to what extent the Storefront Retailer will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees. Specific practices that are subject to consideration include the following:

- i. Providing a description of proposed payroll practices/use of payroll consultants that document employee compensation.
- ii. Providing compensation to and opportunities for continuing education and training of employees/staff (include proof of the proposed business’ policies and regulations for employees);
- iii. Providing a “living wage” to the proposed business’ staff and employees. The proposed wage scale should be provided in writing for all levels of employment within the business. “Living Wage” shall mean 150% of the minimum wage mandated by California or Federal law, whichever is greater.
- iv. Describing the extent to which the proposed business will be a locally managed enterprise whose owners reside in or within the vicinity of the City.





### Section 2.15 Proposed Location

Include the address, assessor's parcel number(s), and a detailed description of the proposed location. This section should also describe and generally characterize all uses within 600 feet of the property line of the proposed location. The proposed site must be located in the Commercial Services and Fabrication (CSF) zone and may not be located within 600 feet of a K-12 school, commercial daycare center, or center.

*Verna Lee Schuetter DDS MD*

Type text here

**Signature Owner**

5/4/2020  
**Date**

Verna Lee Schuetter, DDS, MD

5/4/2020

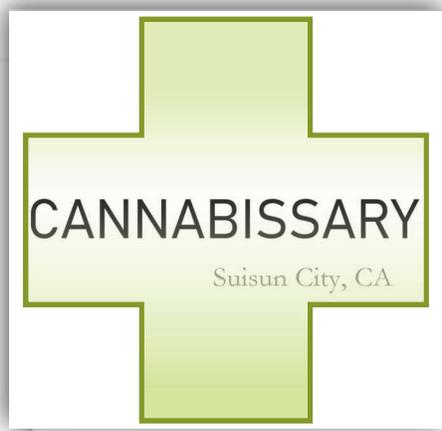
**Print Name**

**Date**



## TABLE OF CONTENTS

<b>Table of Contents</b>	<b>Page</b>
<b>1.2 Management Roles</b>	<b>3</b>
<b>1.3 Government Identification</b>	<b>3</b>
<b>1.4 Live Scan</b>	<b>4</b>
<b>2.1 Site Plan</b>	<b>5</b>
<b>2.2 Floor Plan / Elevations</b>	<b>10</b>
<b>2.3 Safety and Security Plan</b>	<b>15</b>
<b>2.4 Transportation Plan</b>	<b>63</b>
<b>2.5 Air Quality / Odor Control</b>	<b>79</b>
<b>2.6 Disposal Plan</b>	<b>86</b>
<b>2.7 Business Plan</b>	<b>90</b>
<b>2.8 Operations Plan</b>	<b>122</b>
<b>2.9 Qualification of Applicants</b>	<b>161</b>
<b>2.10 Ste Control</b>	<b>164</b>
<b>2.11 Neighborhood Compatibility – Good Neighbor Policy</b>	<b>166</b>
<b>2.12 Community Benefits</b>	<b>174</b>
<b>2.13 Criminal History Check (See Live Scan)</b>	<b>176</b>
<b>2.14 Labor and Employment</b>	<b>178</b>
<b>2.15 Proposed Location</b>	<b>225</b>



#1.2 Management Roles

#1.3 Government ID

#1.4 Live Scan

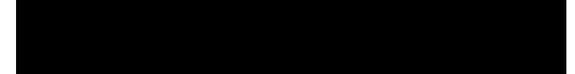
### **#1.2 Management Roles**

Verna L. Schuetter



Owner/Operator/Retail Store Manager: Operator of Retail Store, implementaing best business practices, ensuring compliance and ensuring success of the business.

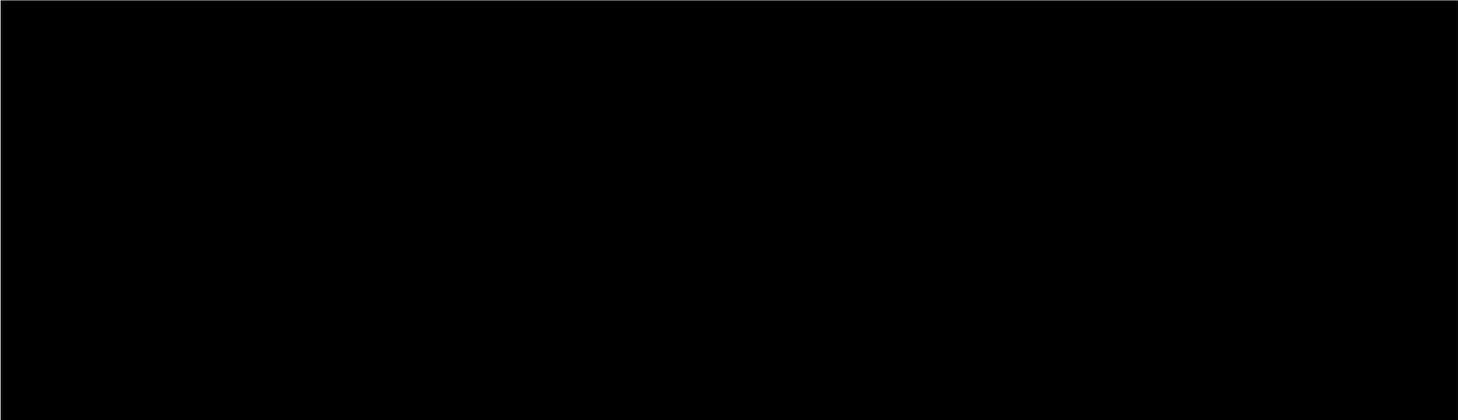
Rebecca Ann Mai



Senior Level Manager: Management team to ensure compliance and implementation of stadard operating procedures based on best industry practices. Supervising and training staff.

Additional managers will be hired with the growth of the business, accordingly.

### **#1.3 Government Identification**



Live Scan #1.4

**File Number**  
 7074217373

**Solano County**  
**All-Purpose Application**

ATI/P057SCV346

*For use in processing solicitors, police clearance letters, business permits, and arson/narcotics/sex registrants.*

**- This section must be completed by all -**

LAST NAME SCHUETTER		FIRST NAME VERNA			MIDDLE NAME			
RESIDENCE ADDRESS (street, city, zip) [REDACTED]							TELEPHONE	
DATE OF BIRTH [REDACTED]	PLACE OF BIRTH CA	RACE	SEX F	HAIR BLK	EYES BRO	HEIGHT 506	WEIGHT 160	U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DRIVING STATE		SOCIAL SECURITY NUMBER [REDACTED]			OTHER IDENTIFICATION NUMBER BIL-143379			
BUSINESS NAME					OCCUPATION			
BUSINESS ADDRESS					BUSINESS PHONE			
<b>ARSON / NARCOTIC / SEX REGISTRANTS ONLY</b>								
Registrant's statement/reason for registration. In compliance with: <input type="checkbox"/> 457.1 P.C. <input type="checkbox"/> 11590 H&S <input type="checkbox"/> 290 P.C.								
DATE OF ARREST		ARRESTING AGENCY			EVENT CONTROL NUMBER			
DATE OF CONVICTION		CONVICTION OFFENSE			TYPE OF NARCOTIC (if applicable)			
FINAL DISPOSITION			DATE OF RELEASE		DATE PAROLE/PROBATION EXPIRES			
SUPERVISING PAROLE/PROBATION AGENCY & ADDRESS					SUPERVISING OFFICER			

CII NUMBER	
FBI NUMBER	
EMERGENCY CONTACT PERSON (name, address, phone)	
REGISTRANT'S SIGNATURE	DATE
REGISTERING OFFICER'S SIGNATURE	DATE



**- Records Personnel -**

<b>Clerk No.</b>	<b>Date</b>
<input type="checkbox"/> SRF checked	<b>Copies to</b>
<input type="checkbox"/> VCIN checked	
<b>Expires</b>	<b>Indexed by</b>
<b>Date Fingerprints Mailed</b>	<input type="checkbox"/> Call when ready <input type="checkbox"/> Mail <input type="checkbox"/> Pick up date _____

Live Scan #1.4

<b>File Number</b>

**Solano County**  
**All-Purpose Application**

ATI/P120MAR362

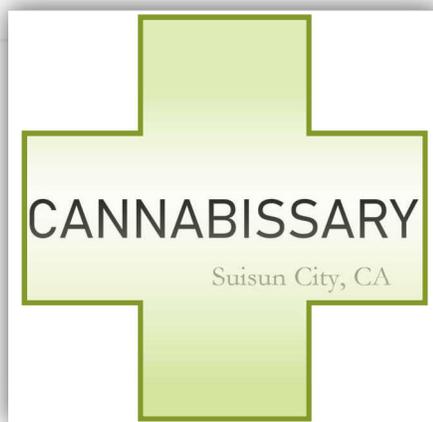
*For use in processing solicitors, police clearance letters, business permits, and arson/narcotics/sex registrants.*

<b>- This section must be completed by all -</b>									
LAST NAME MAI			FIRST NAME REBECCA				MIDDLE NAME		
RESIDENCE ADDRESS (street, city, zip) [REDACTED]						TELEPHONE			
DATE OF BIRTH	PLACE OF BIRTH CA	RACE	SEX F	HAIR BLK	EYES BRO	HEIGHT 505	WEIGHT 168	U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
DRIVER LICENSE NUMBER (ISSUING STATE)		SOCIAL SECURITY NUMBER				OTHER IDENTIFICATION NUMBER E117-143379			
BUSINESS NAME					OCCUPATION				
BUSINESS ADDRESS					BUSINESS PHONE				
<b>ARSON / NARCOTIC / SEX REGISTRANTS ONLY</b>									
Registrant's statement/reason for registration. In compliance with: <input type="checkbox"/> 457.1 P.C. <input type="checkbox"/> 11590 H&S <input type="checkbox"/> 290 P.C.									
DATE OF ARREST		ARRESTING AGENCY				EVENT CONTROL NUMBER			
DATE OF CONVICTION		CONVICTION OFFENSE				TYPE OF NARCOTIC (if applicable)			
FINAL DISPOSITION			DATE OF RELEASE			DATE PAROLE/PROBATION EXPIRES			
SUPERVISING PAROLE/PROBATION AGENCY & ADDRESS						SUPERVISING OFFICER			

CII NUMBER	
FBI NUMBER	
EMERGENCY CONTACT PERSON (name, address, phone)	
REGISTRANT'S SIGNATURE	DATE
REGISTERING OFFICER'S SIGNATURE	DATE

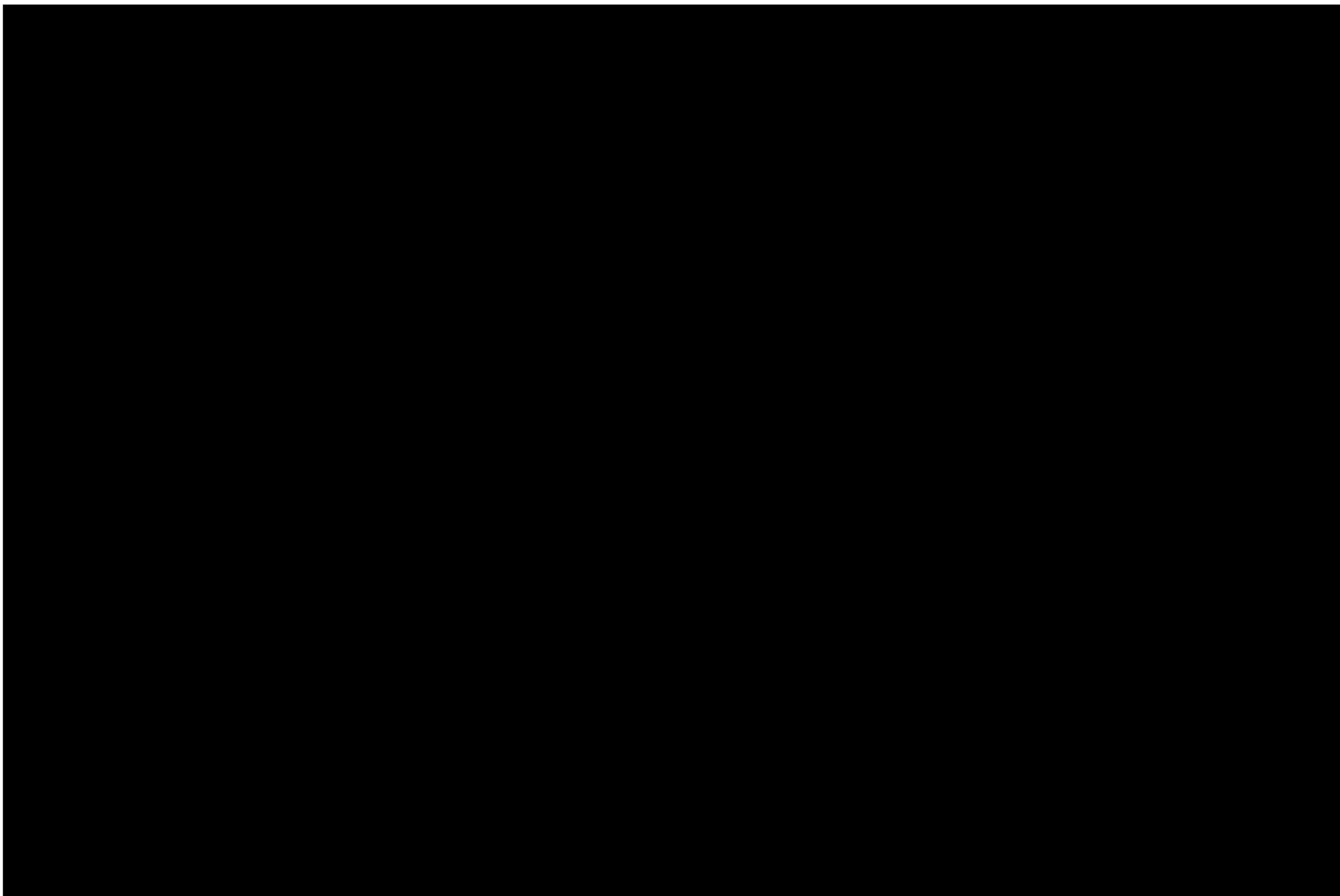


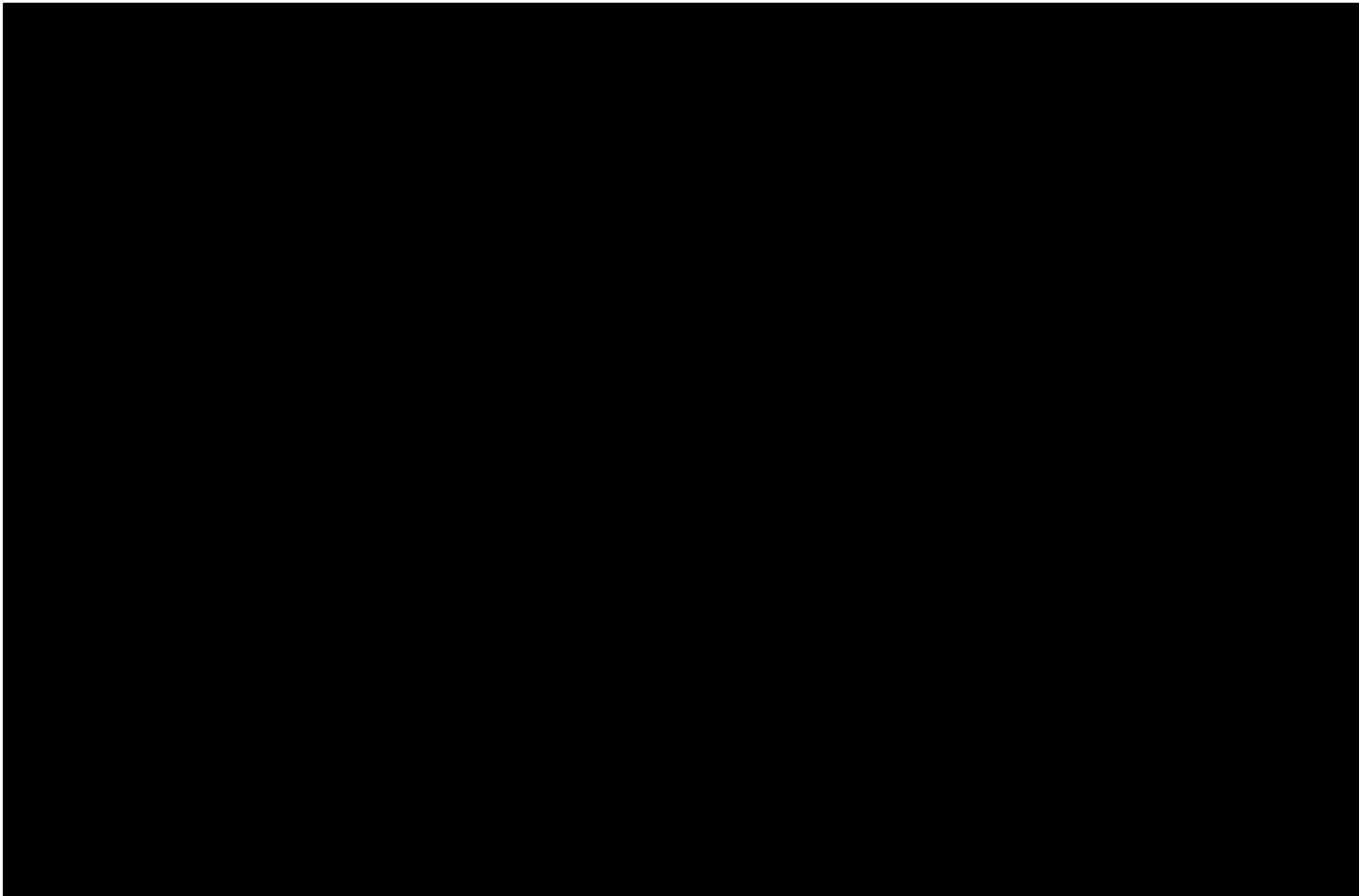
<b>- Records Personnel -</b>	
Clerk No.	Date
<input type="checkbox"/> SRF checked <input type="checkbox"/> VCIN checked	Copies to
Expires	Indexed by
Date Fingerprints Mailed	<input type="checkbox"/> Call when ready <input type="checkbox"/> Mail <input type="checkbox"/> Pick up date _____

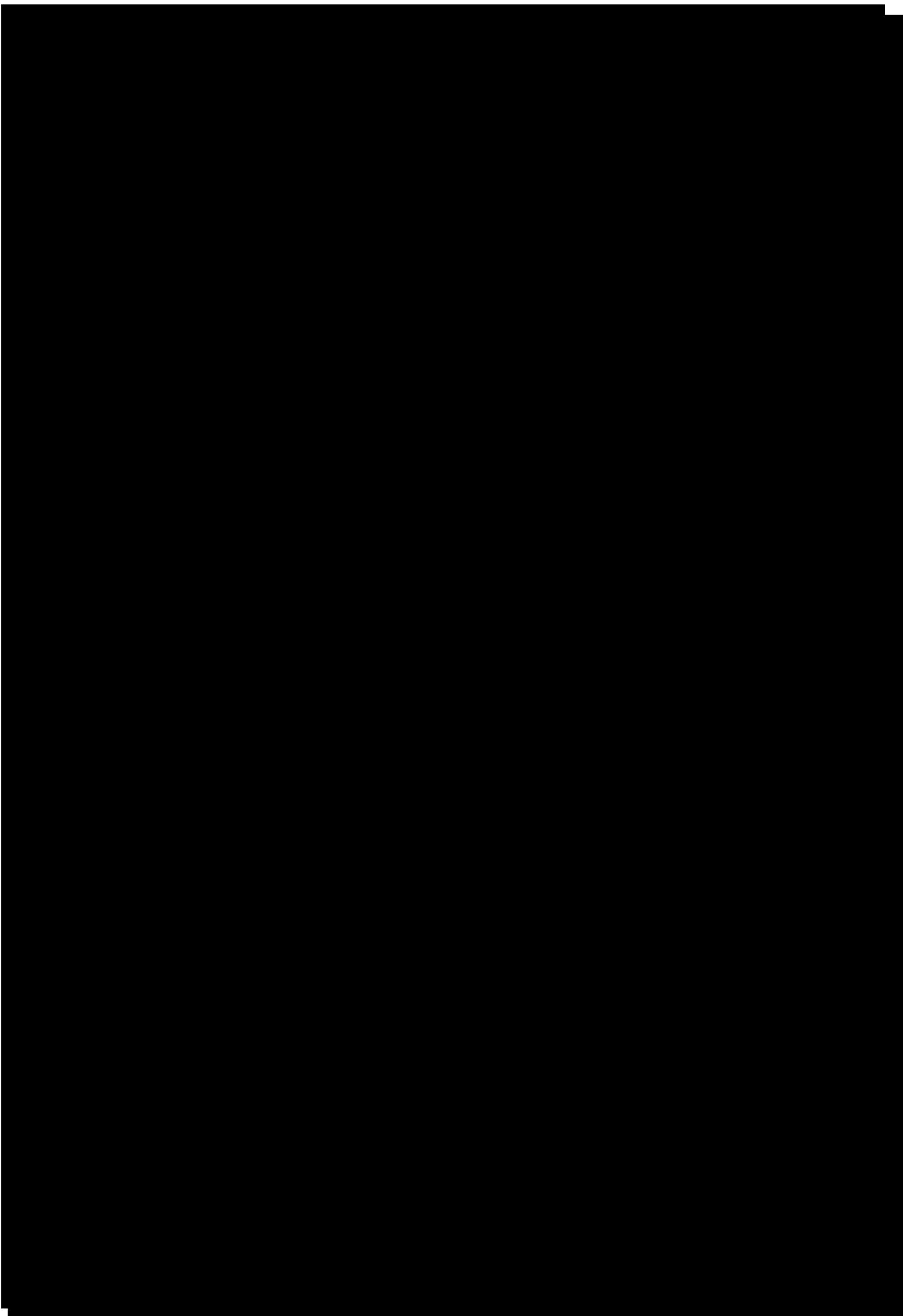


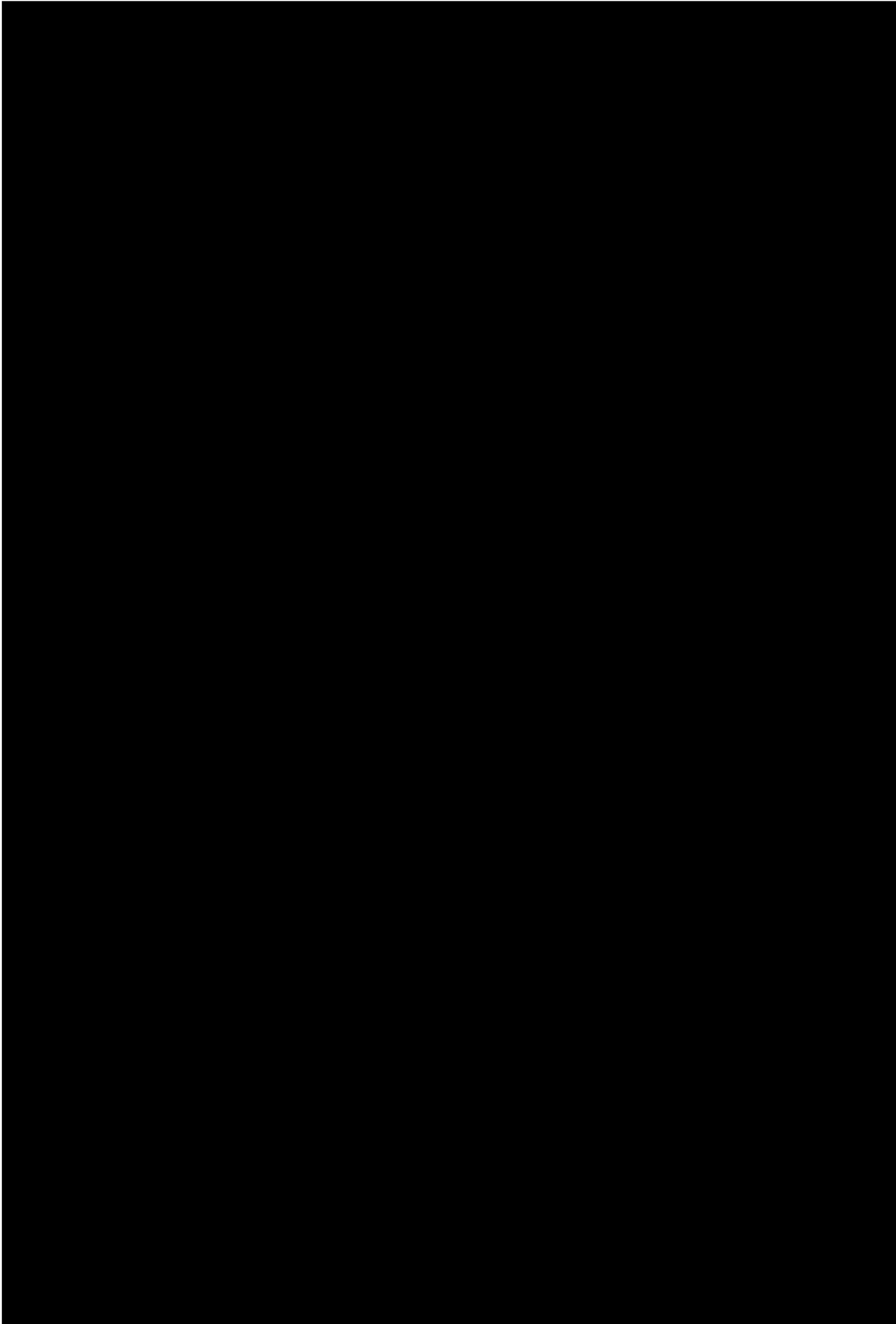
2.1 Site Plan

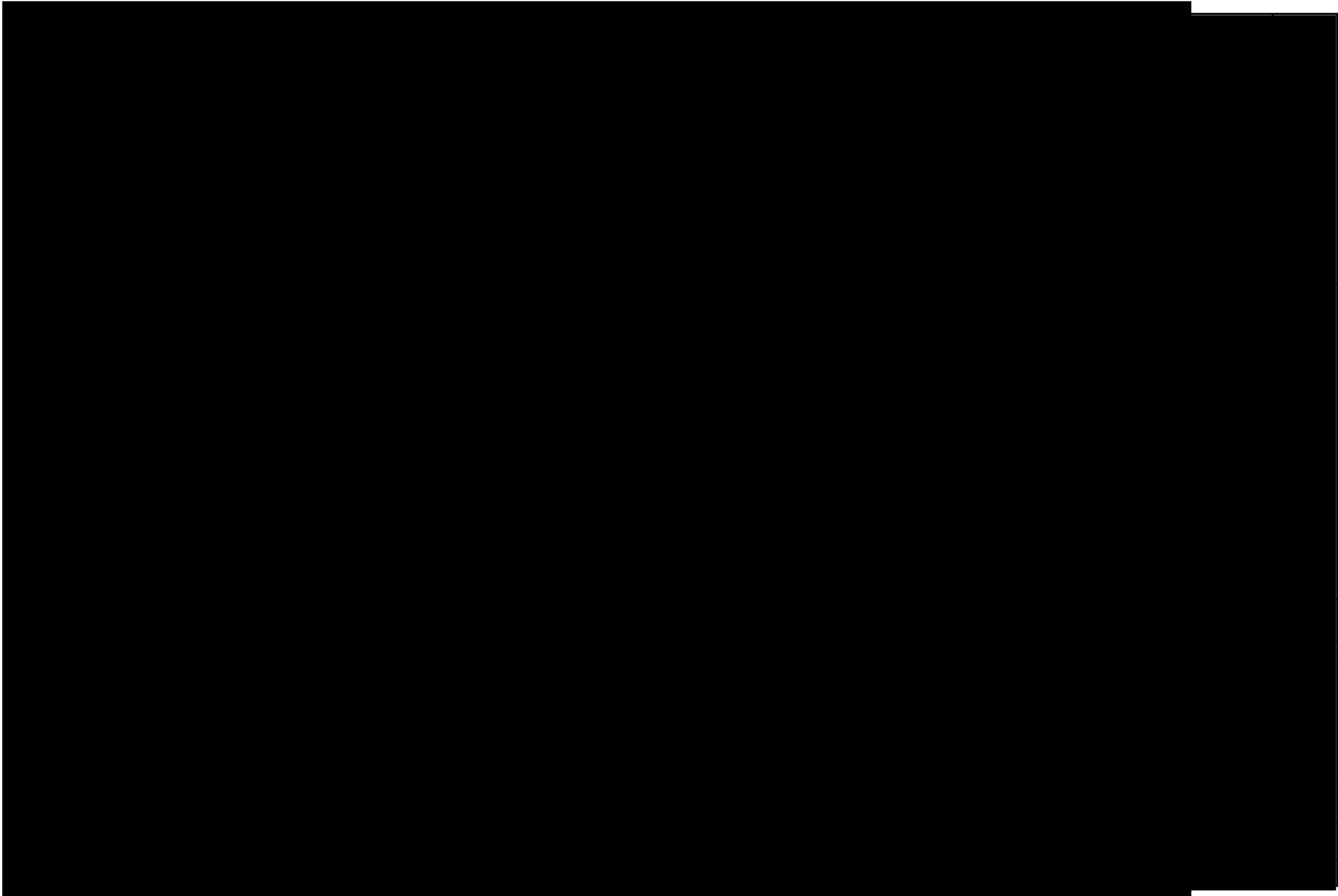
2.2 Floor Plan / Elevations

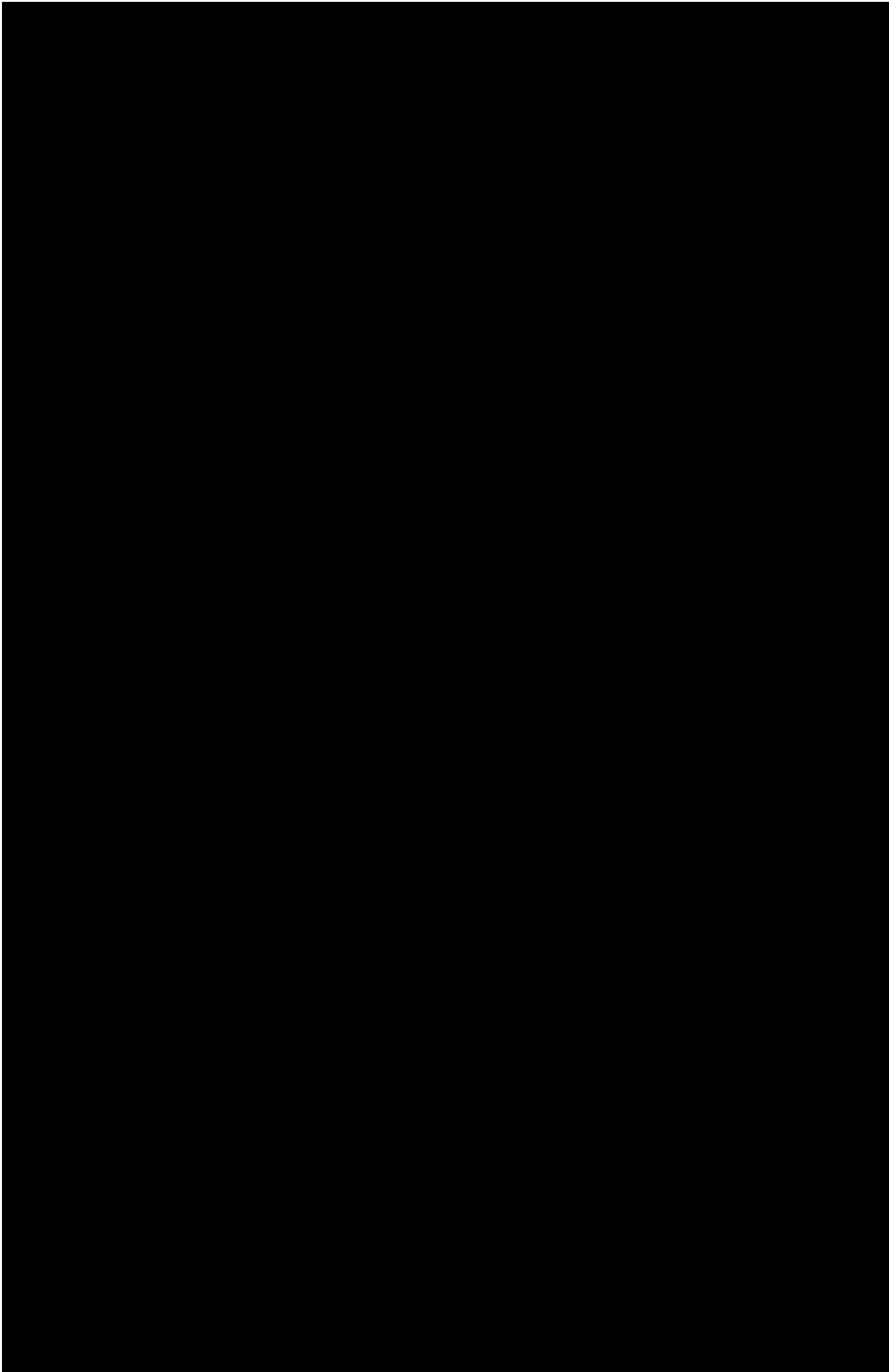


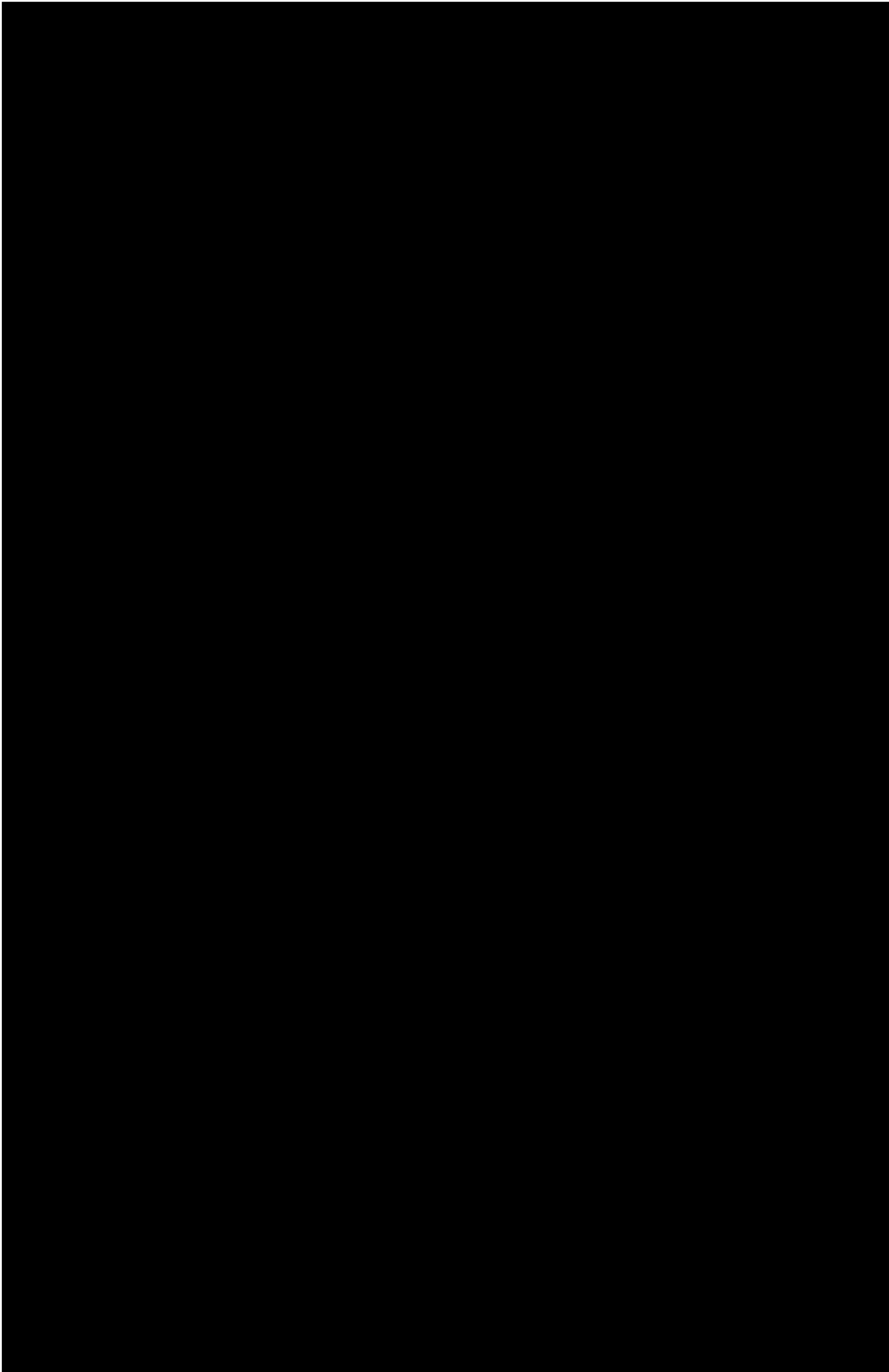


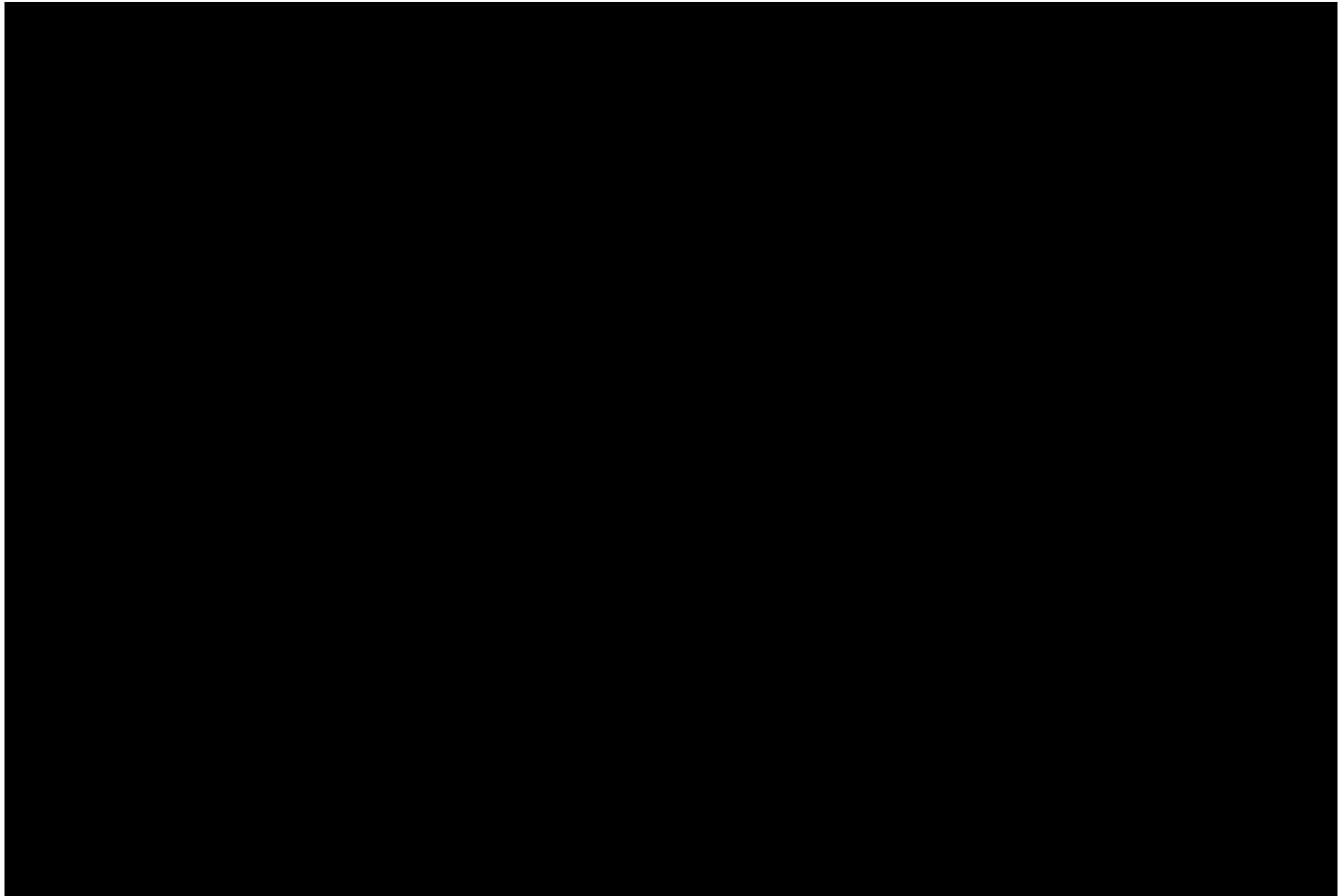


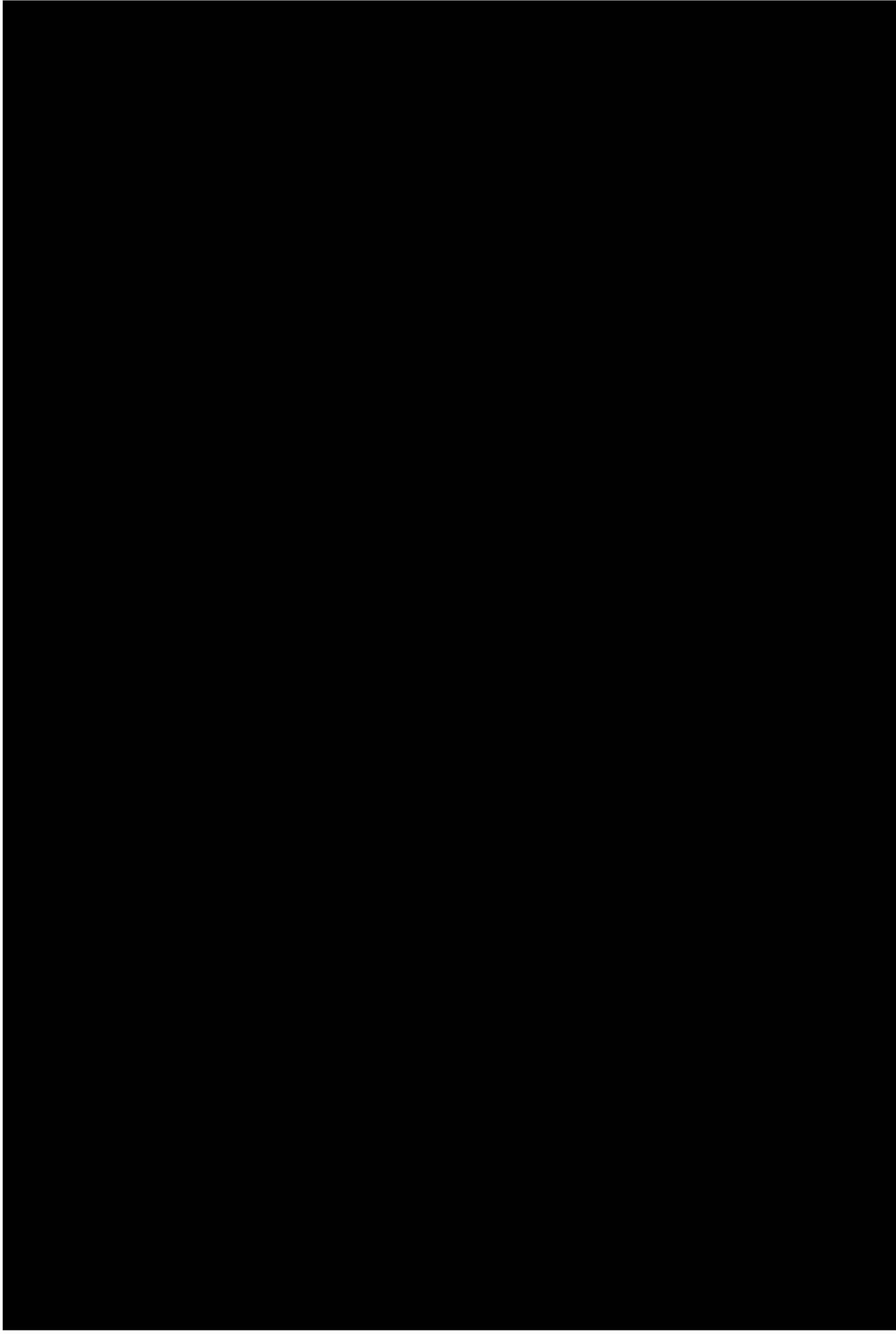


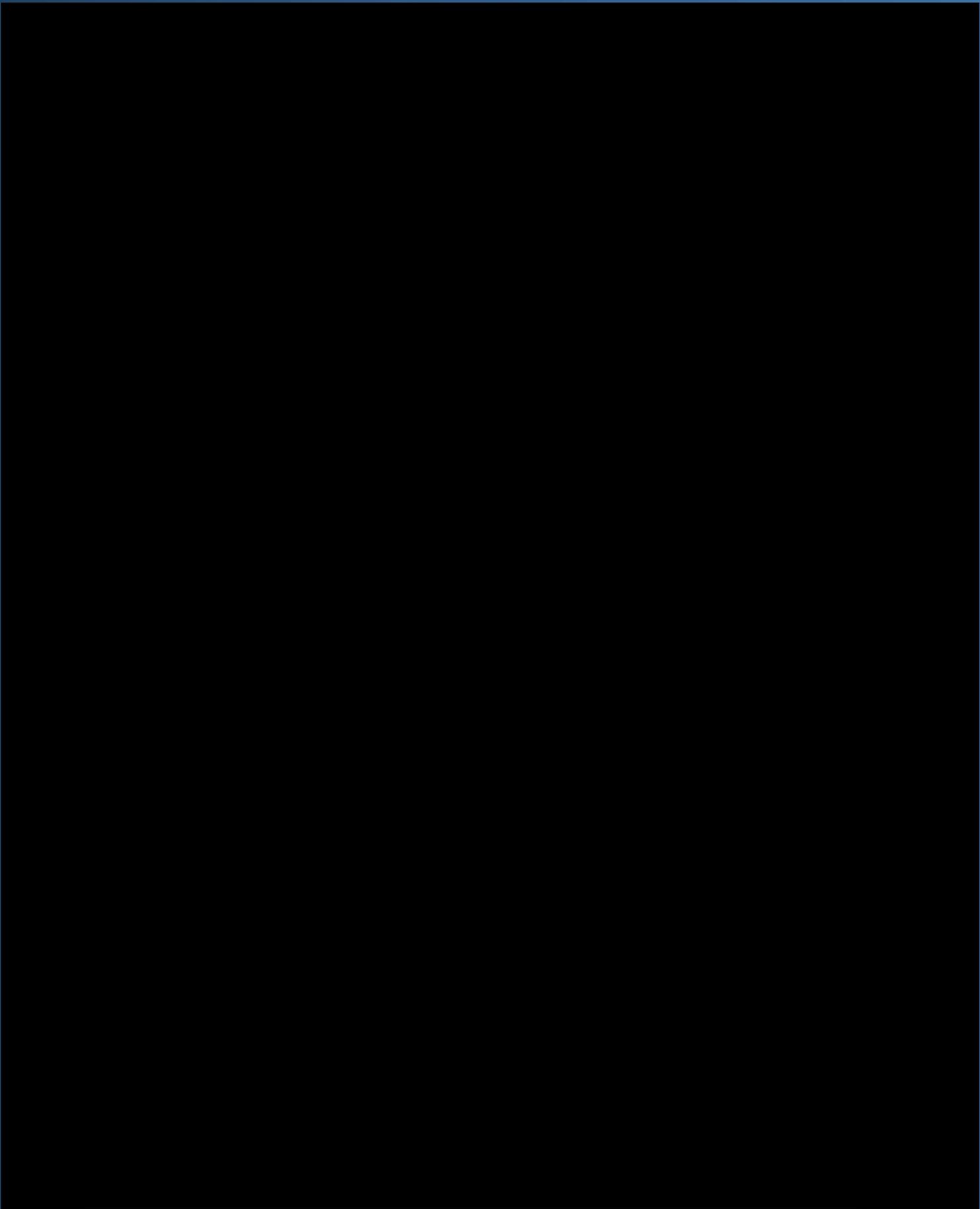


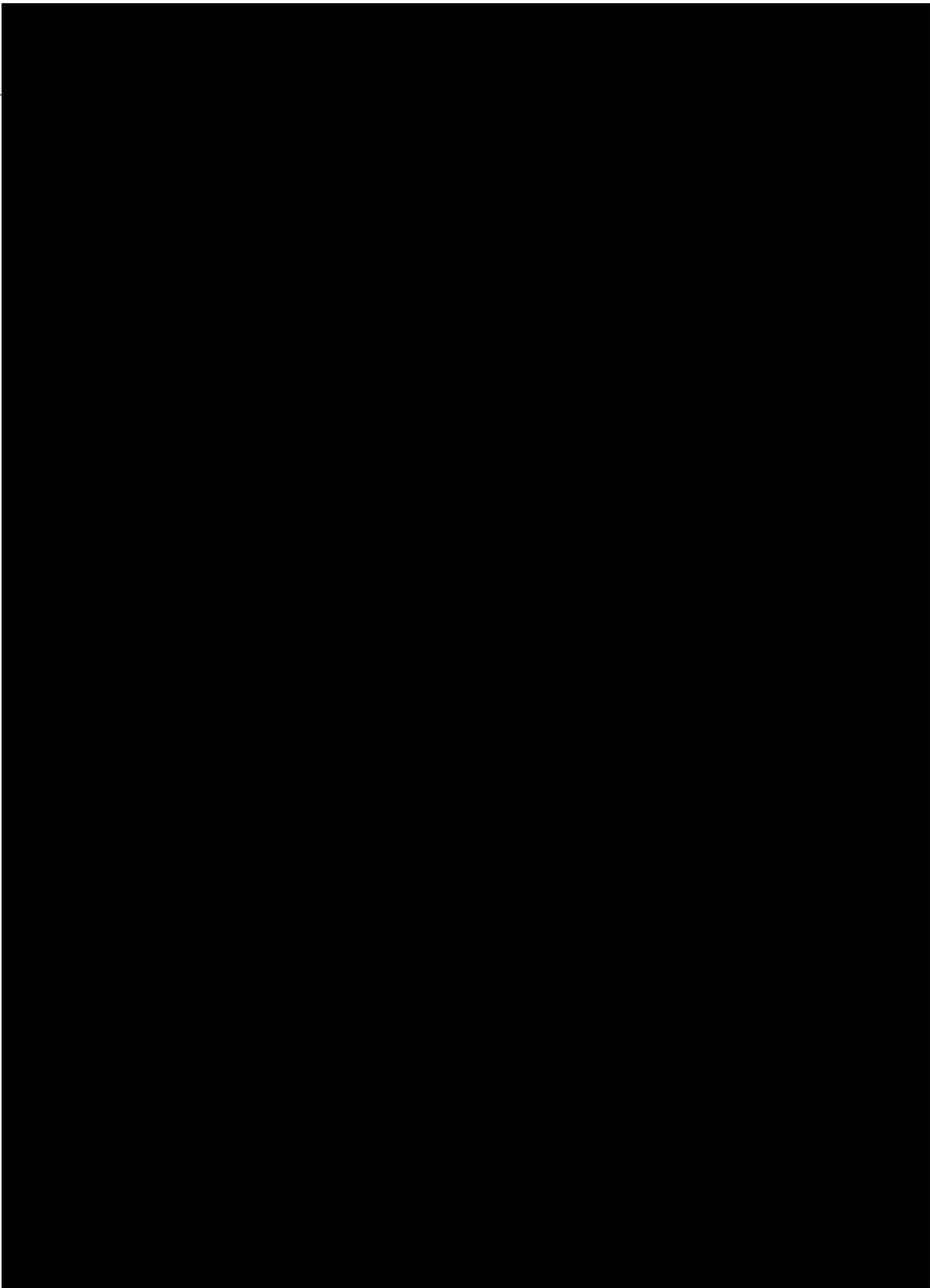




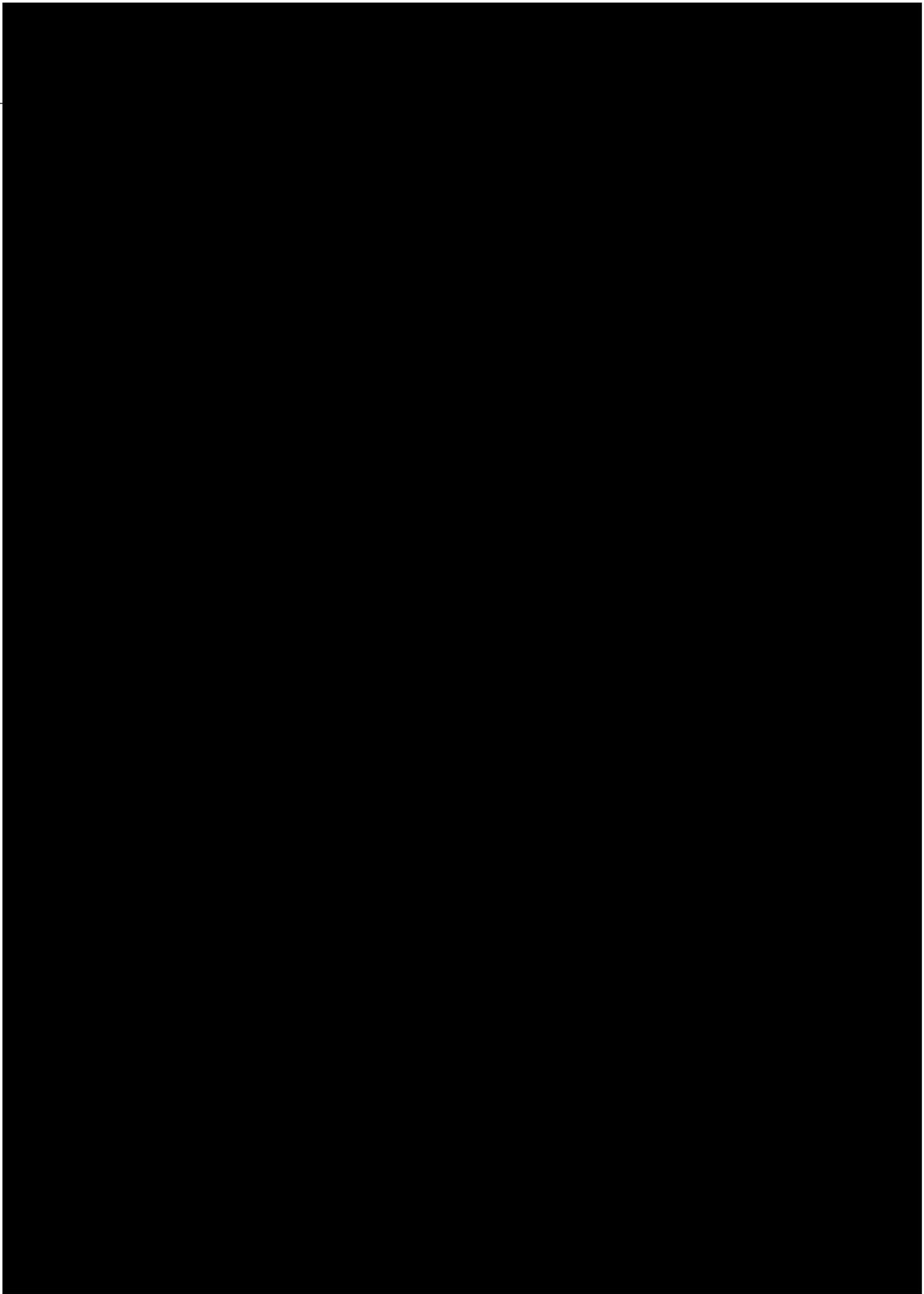


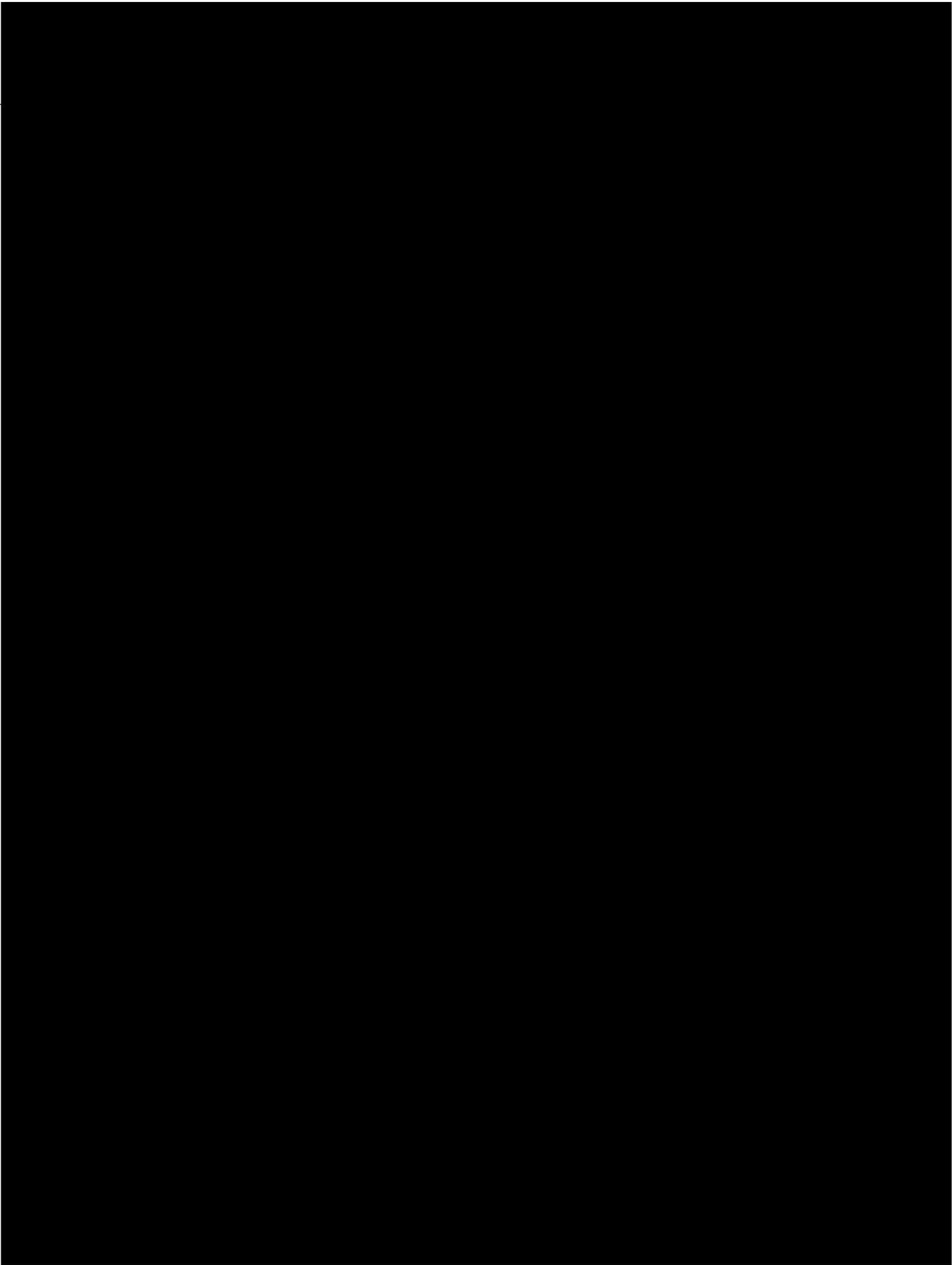


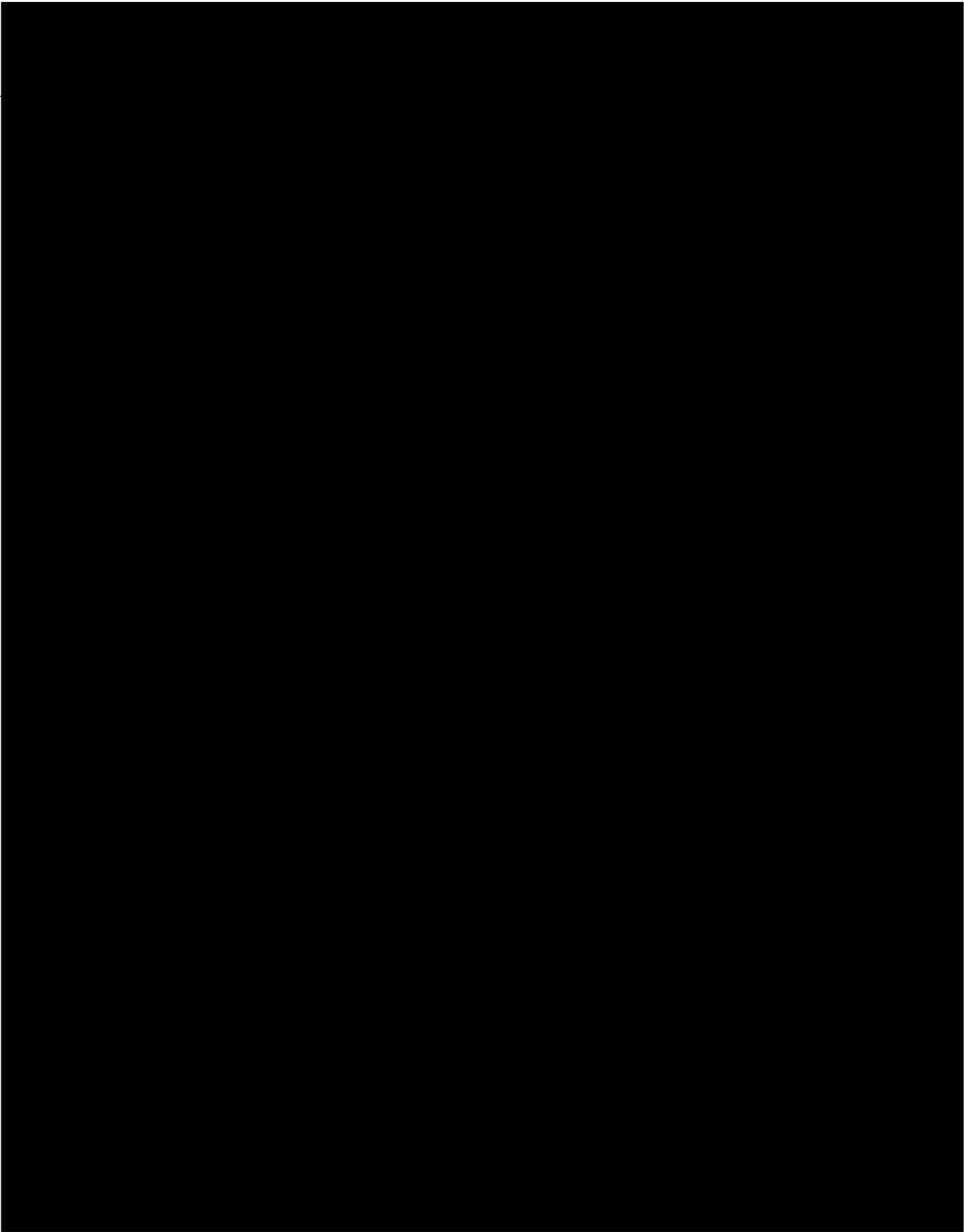


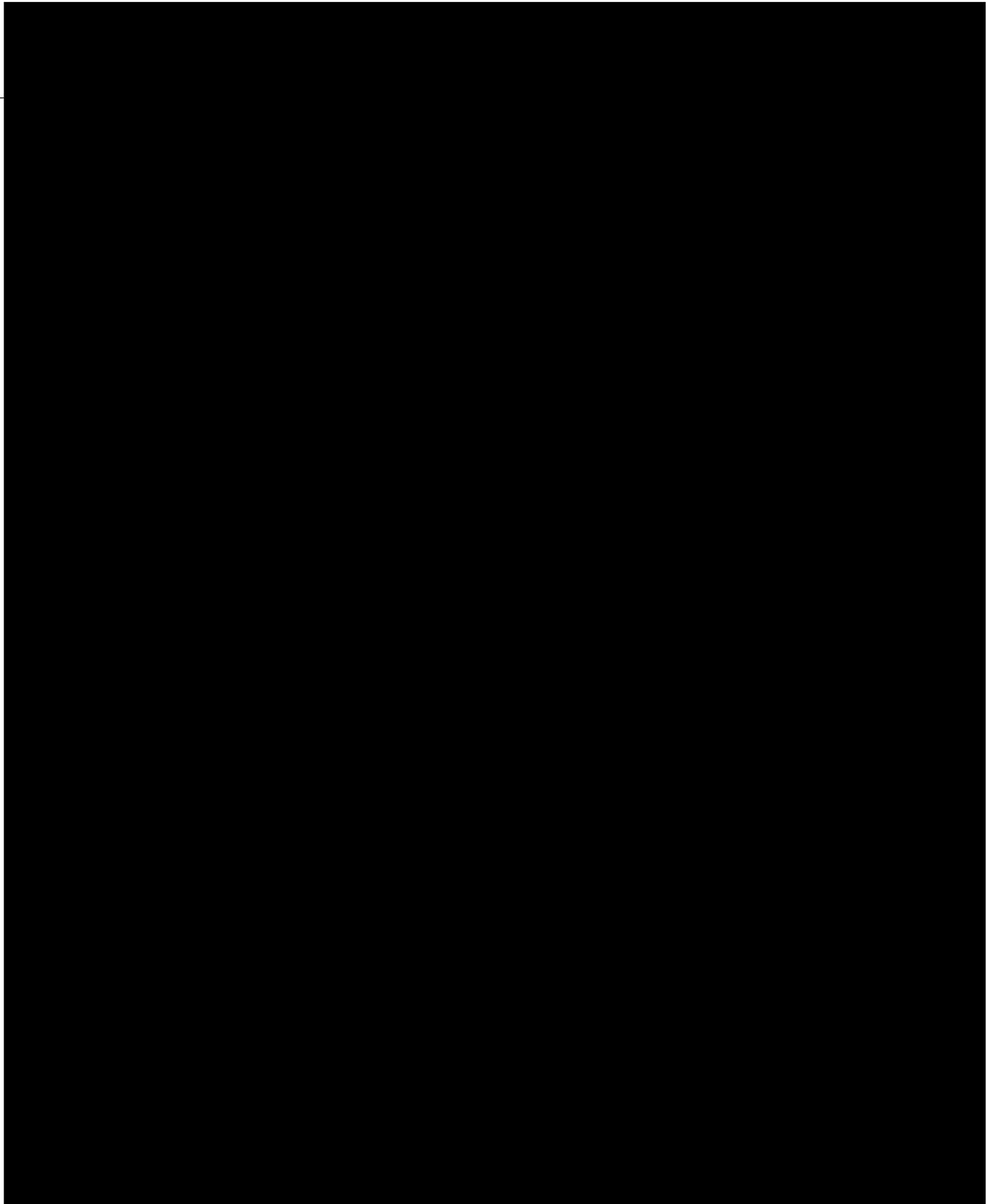


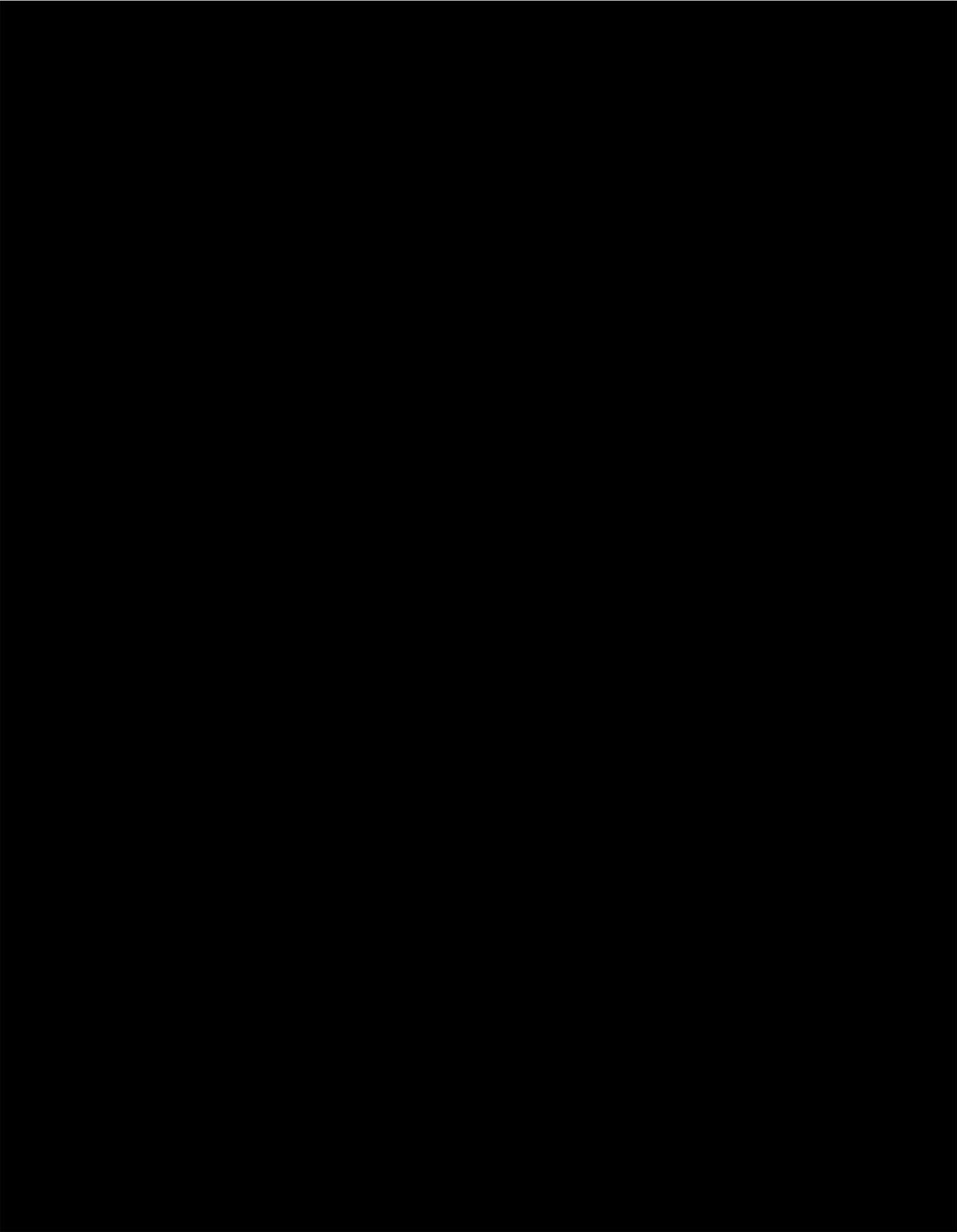


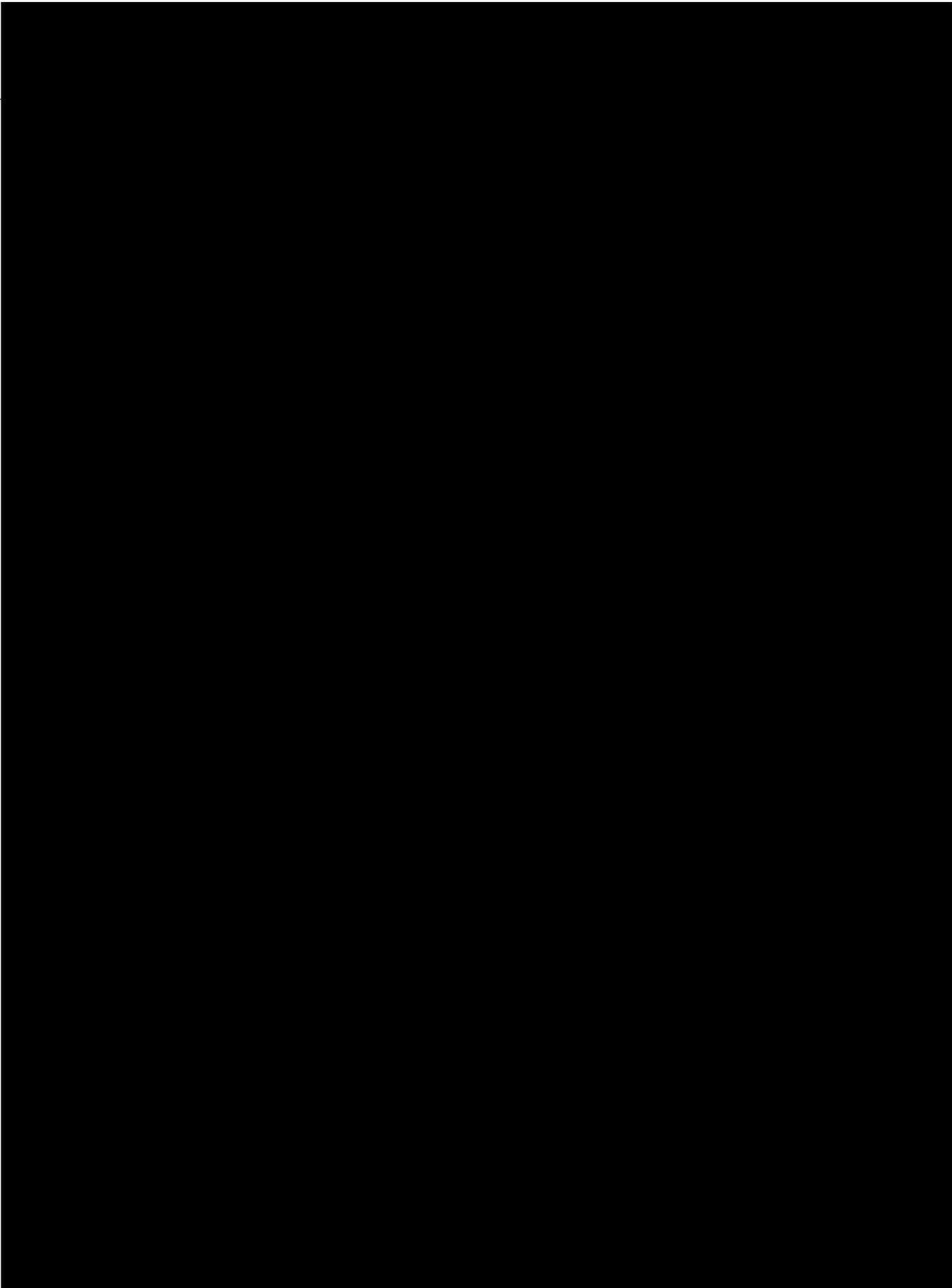


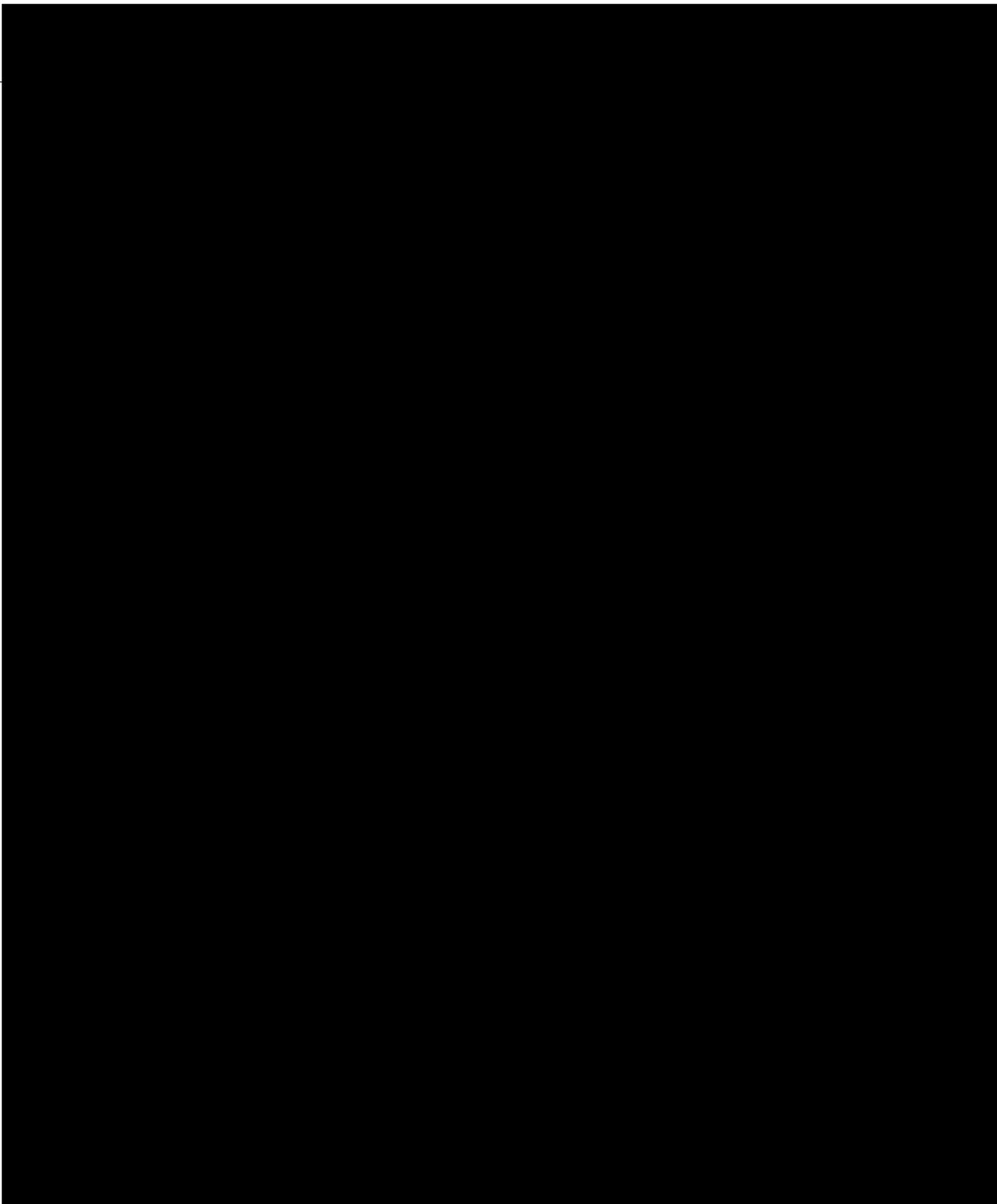


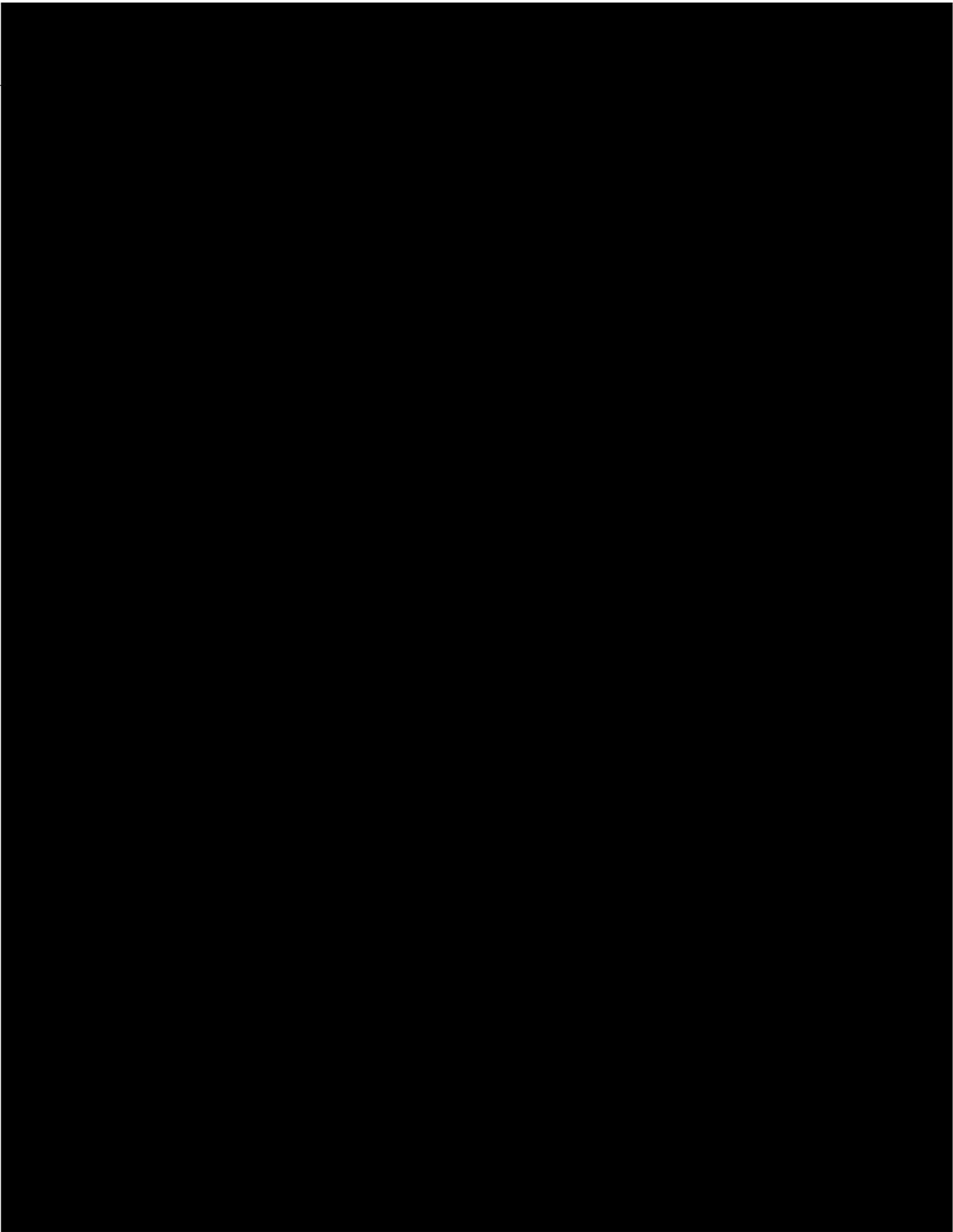


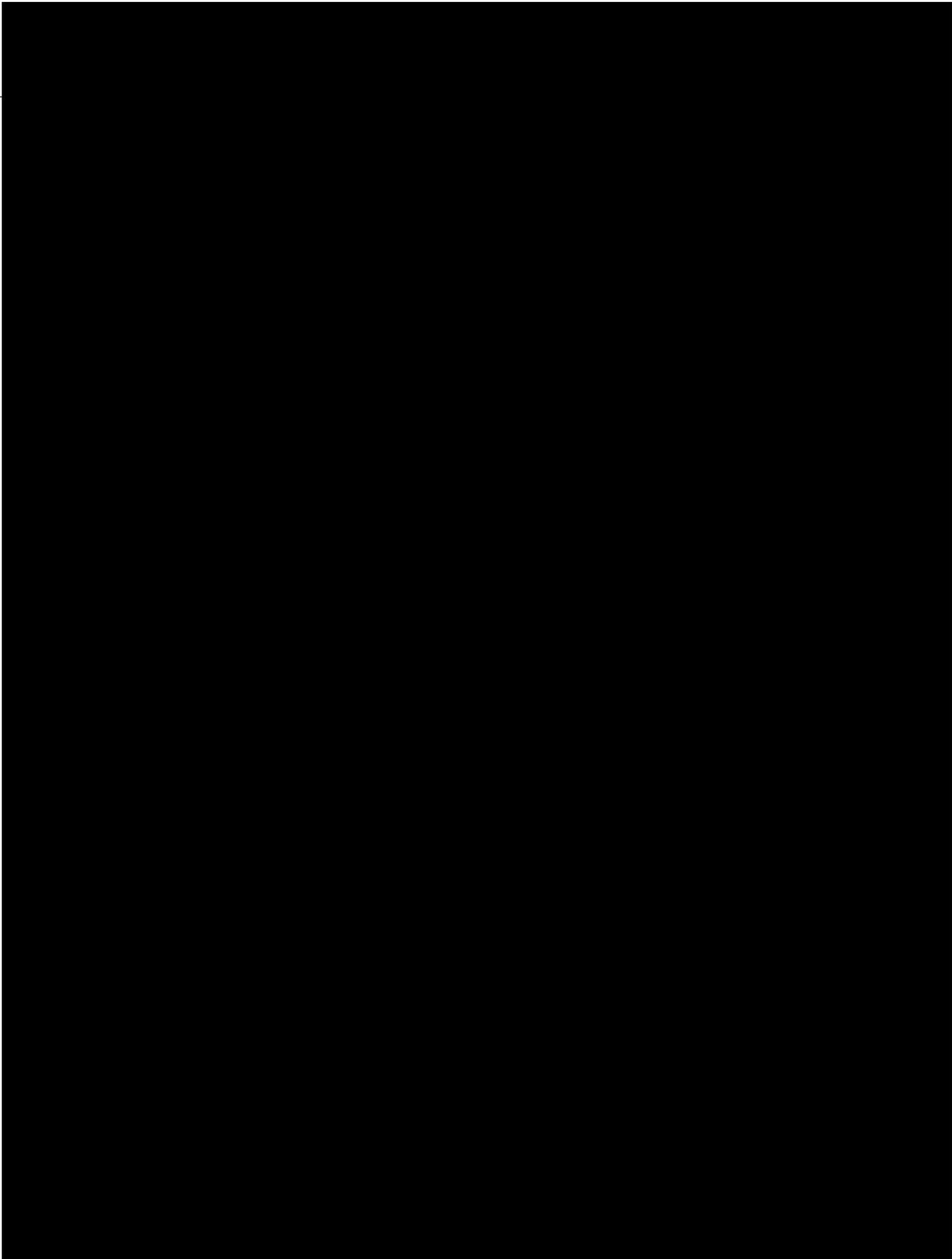


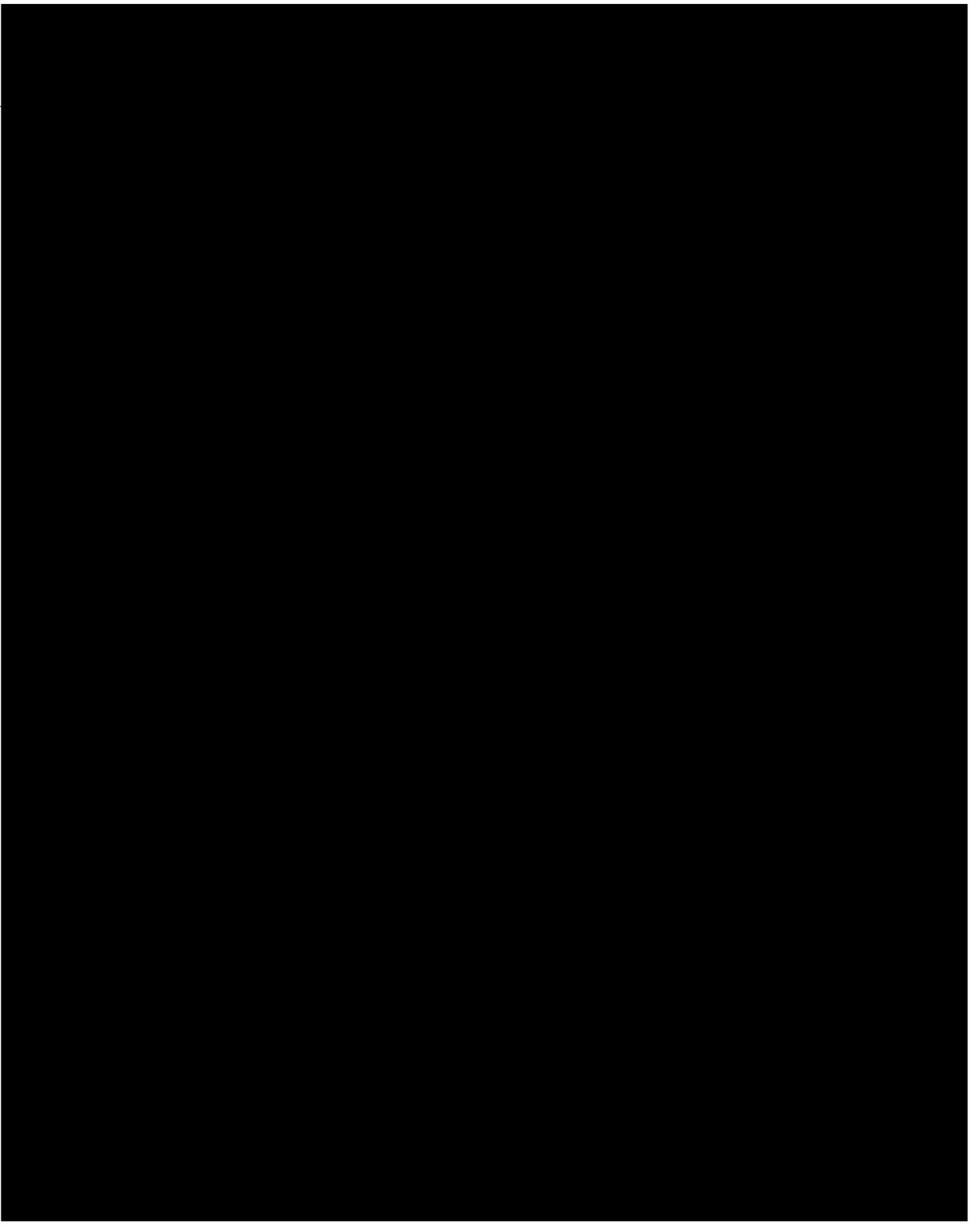


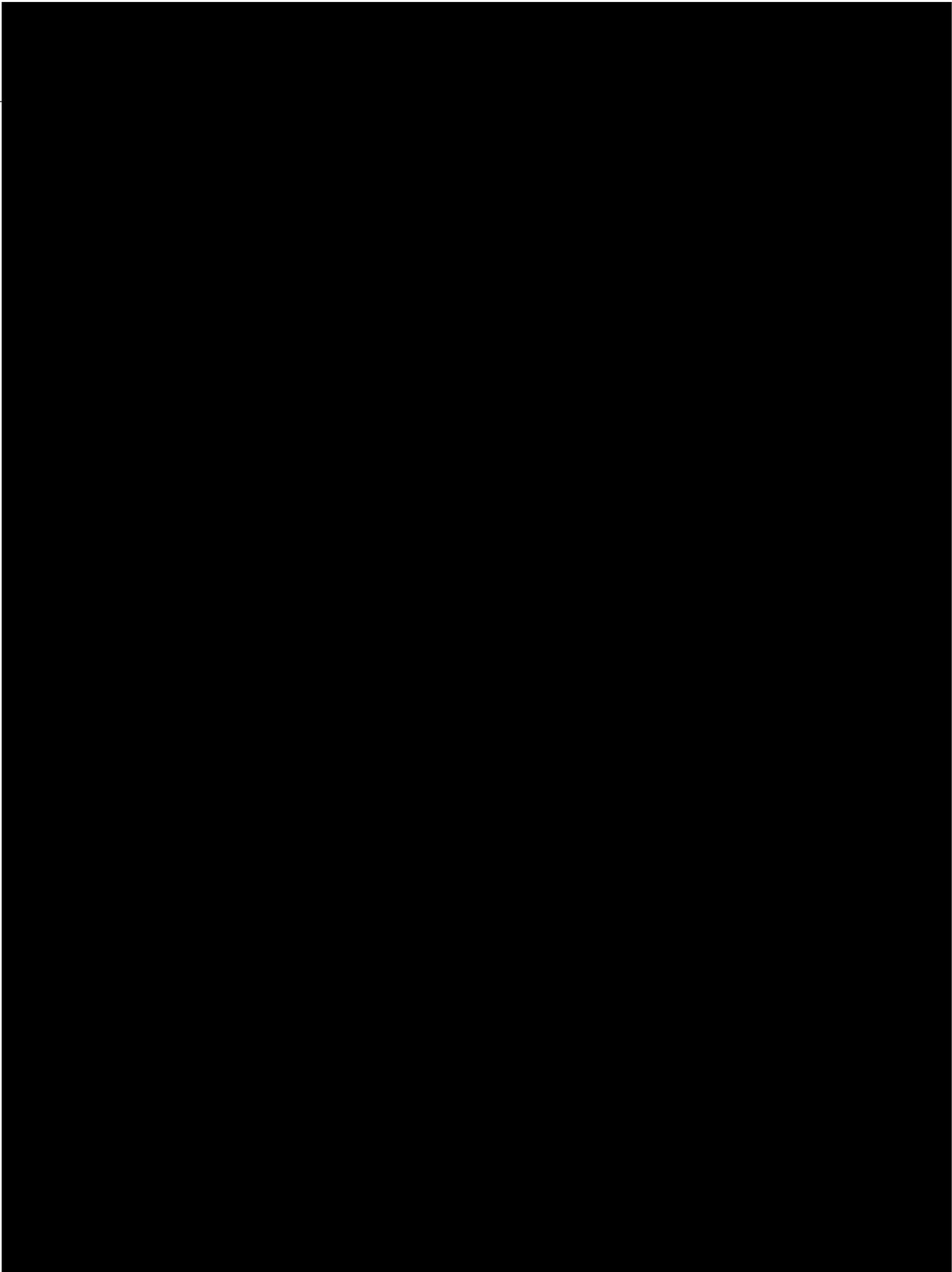


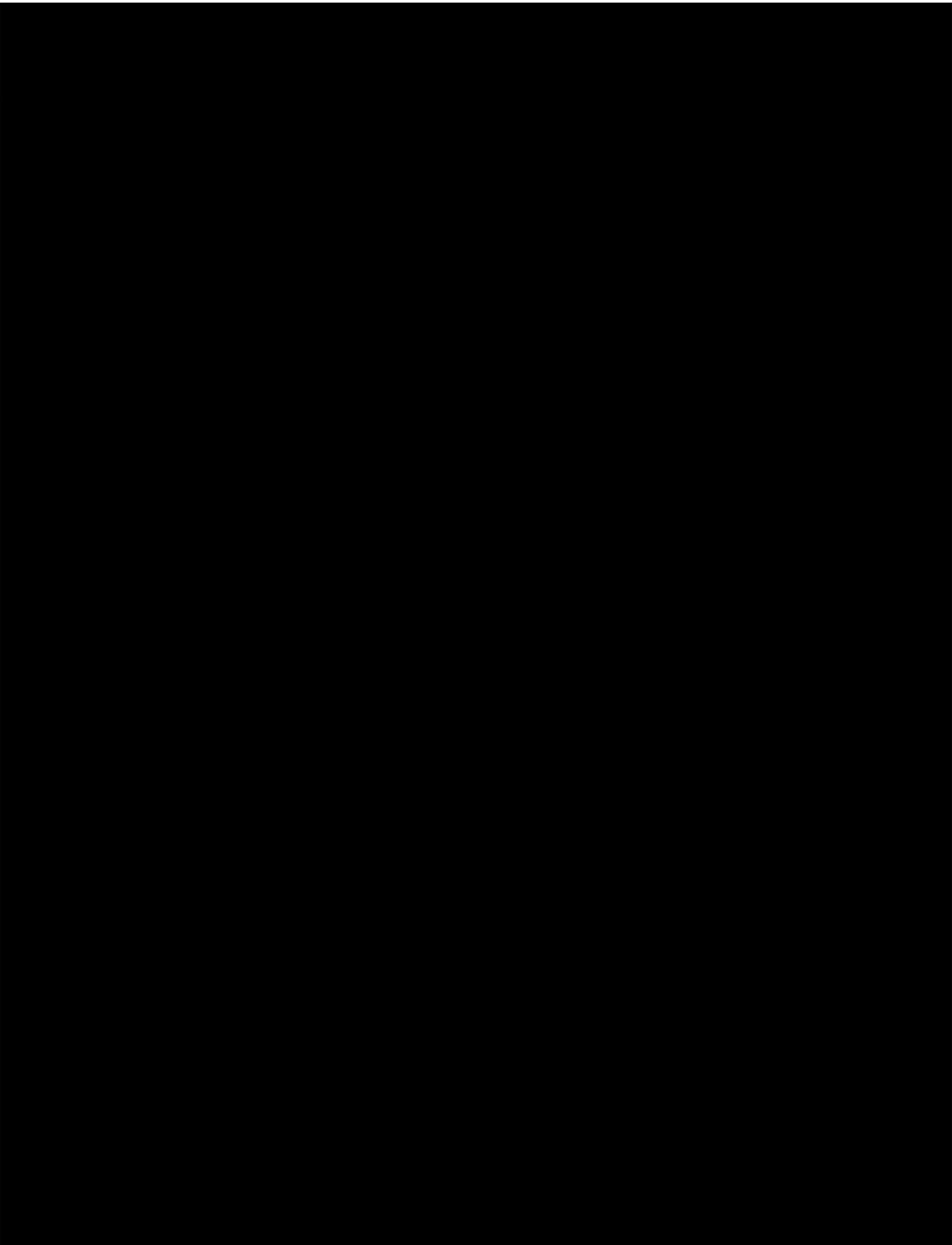


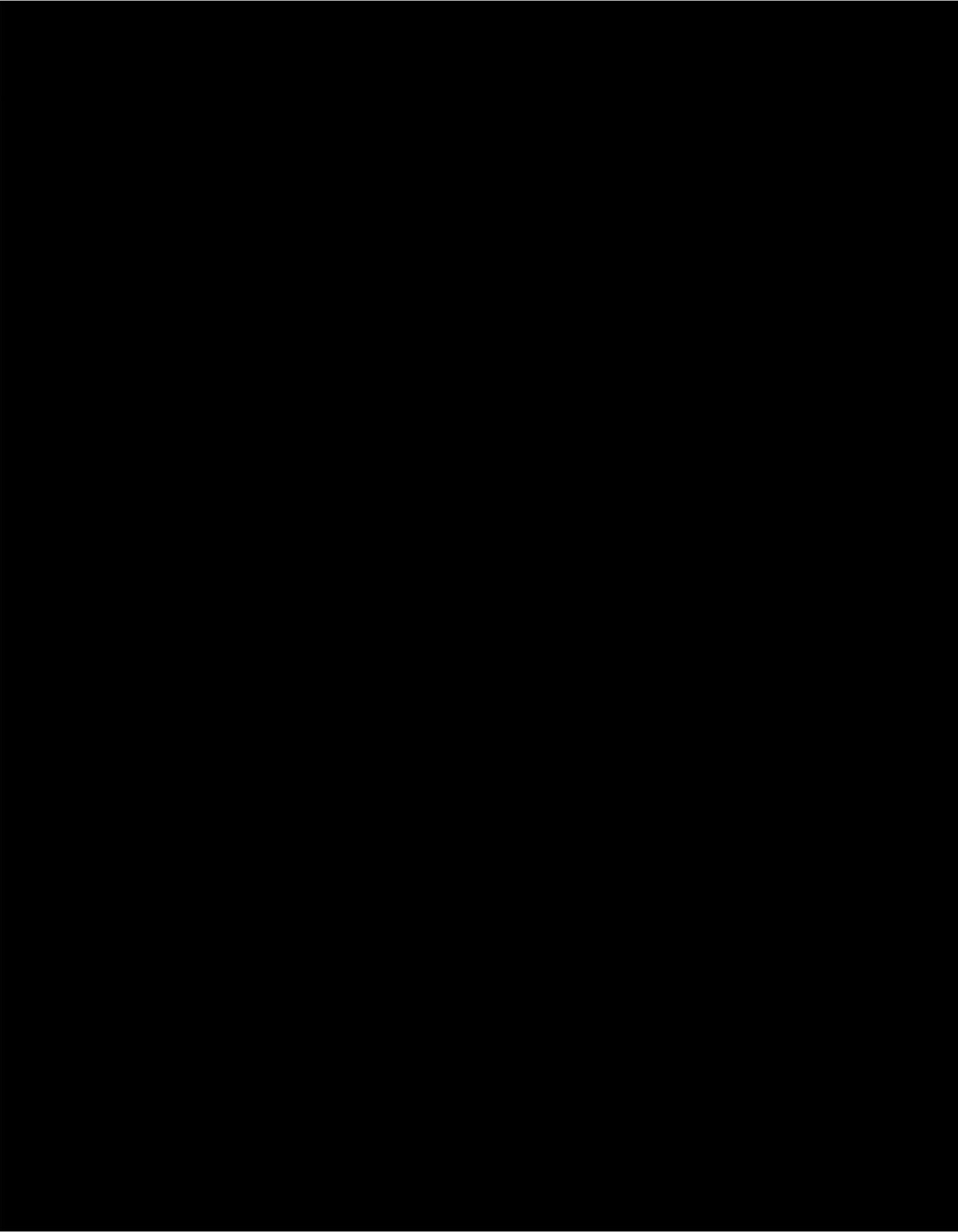


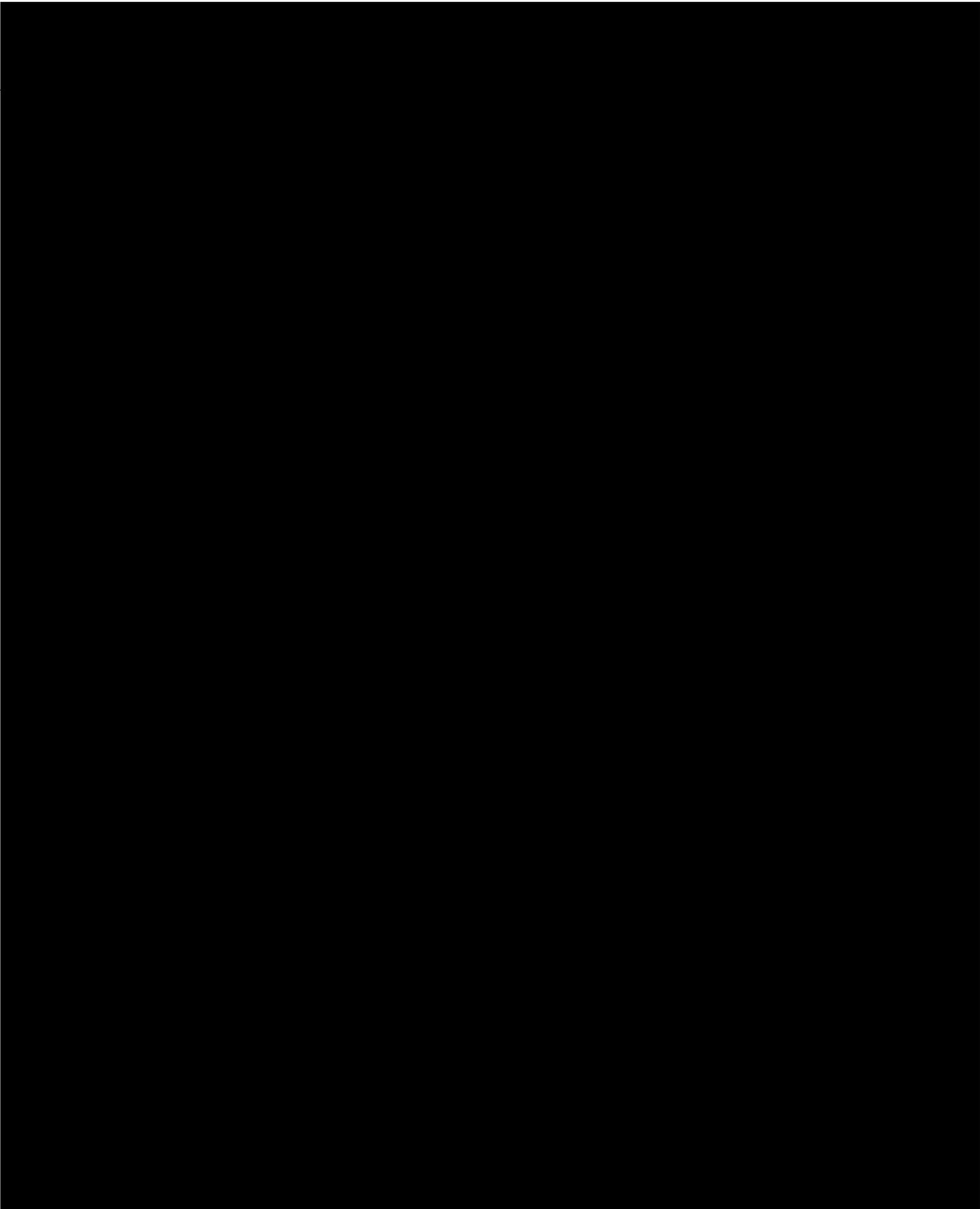


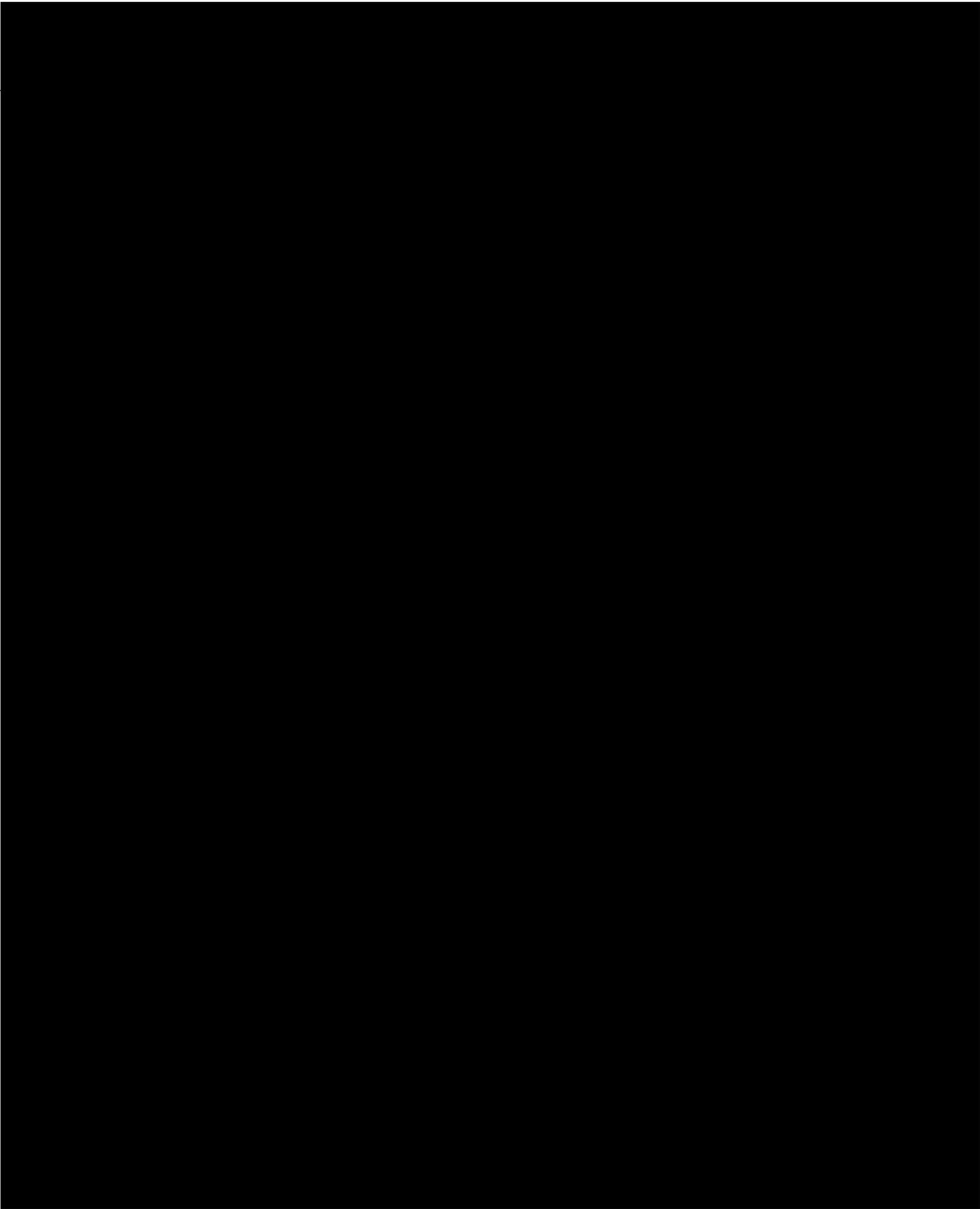


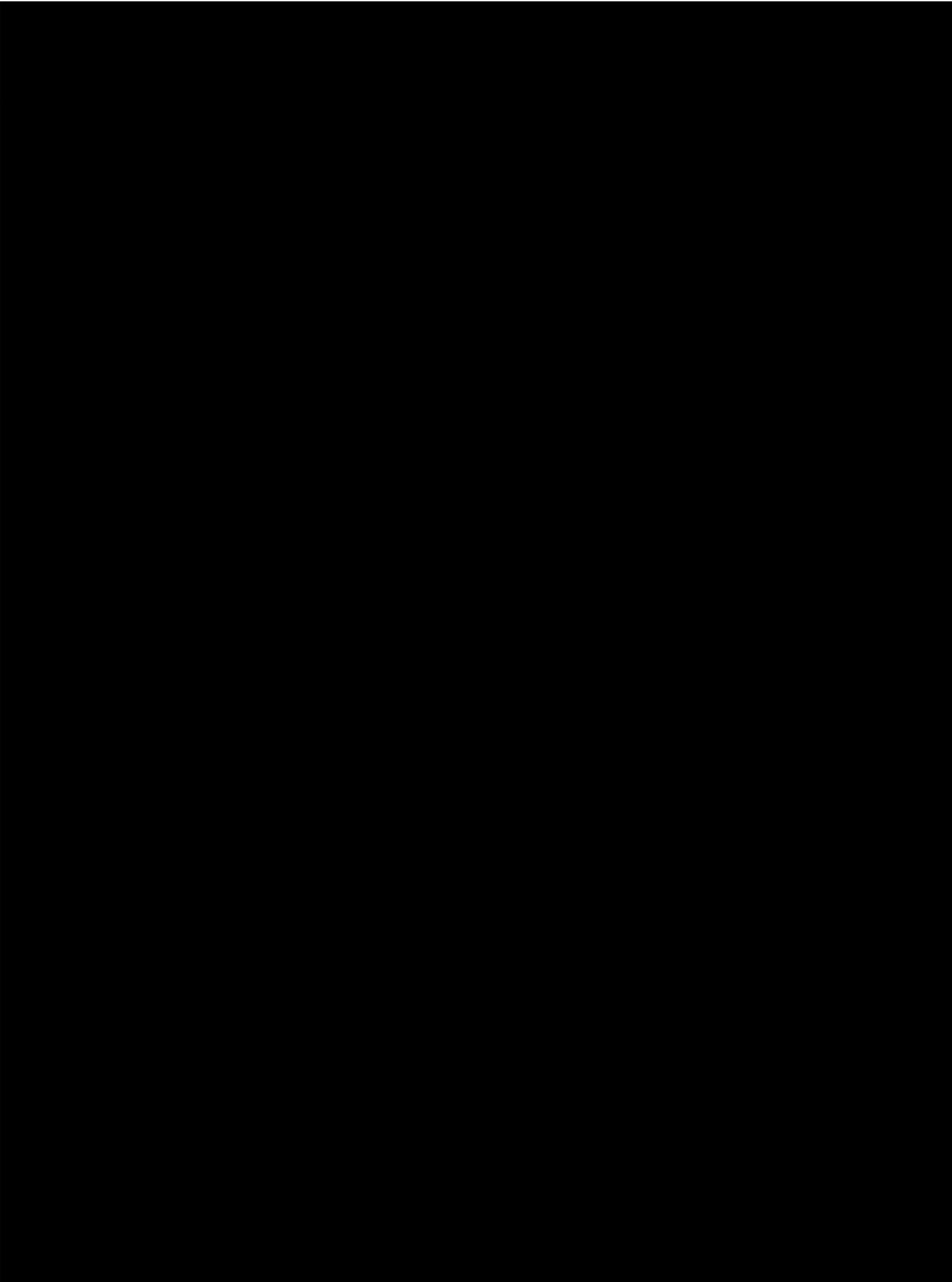


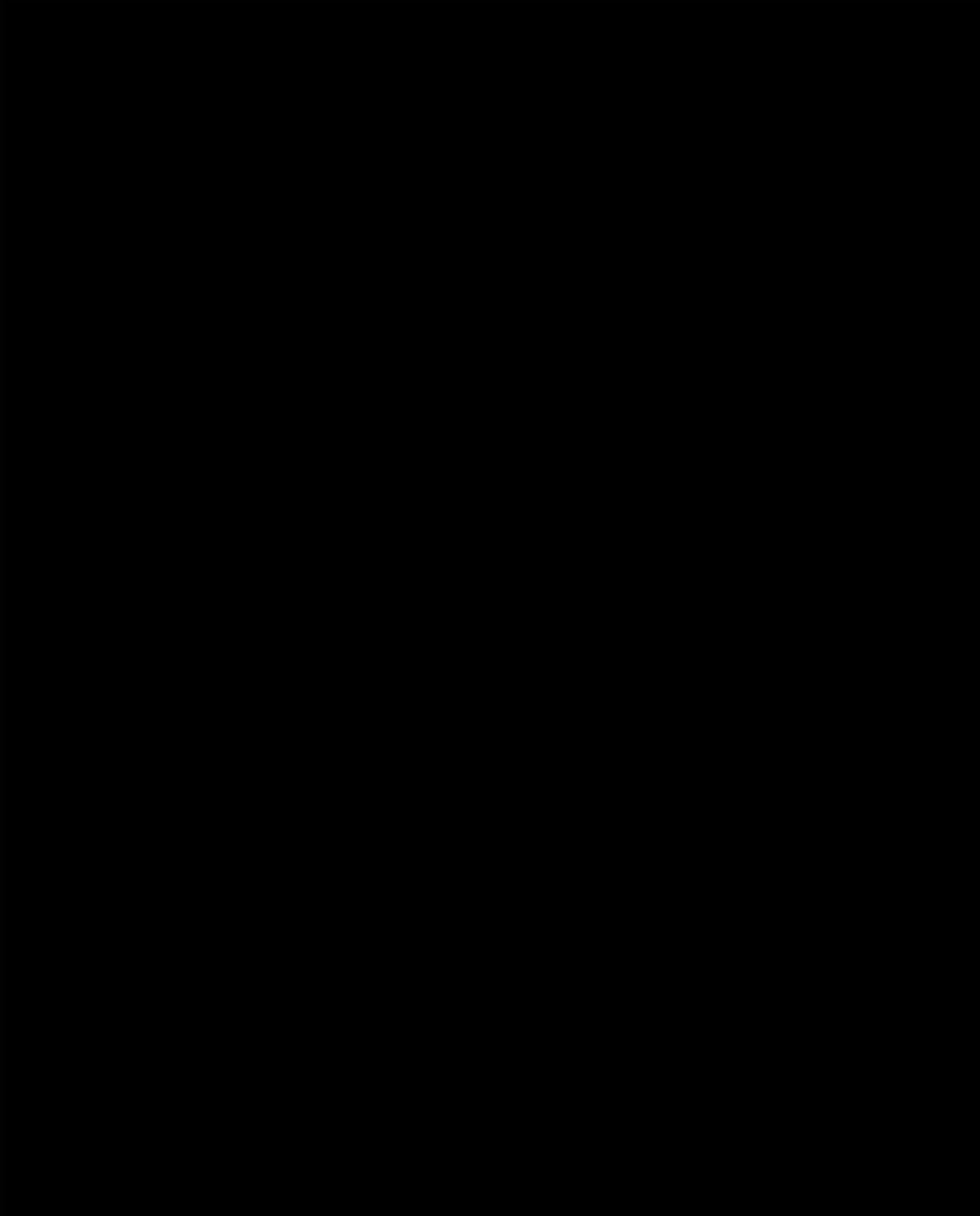






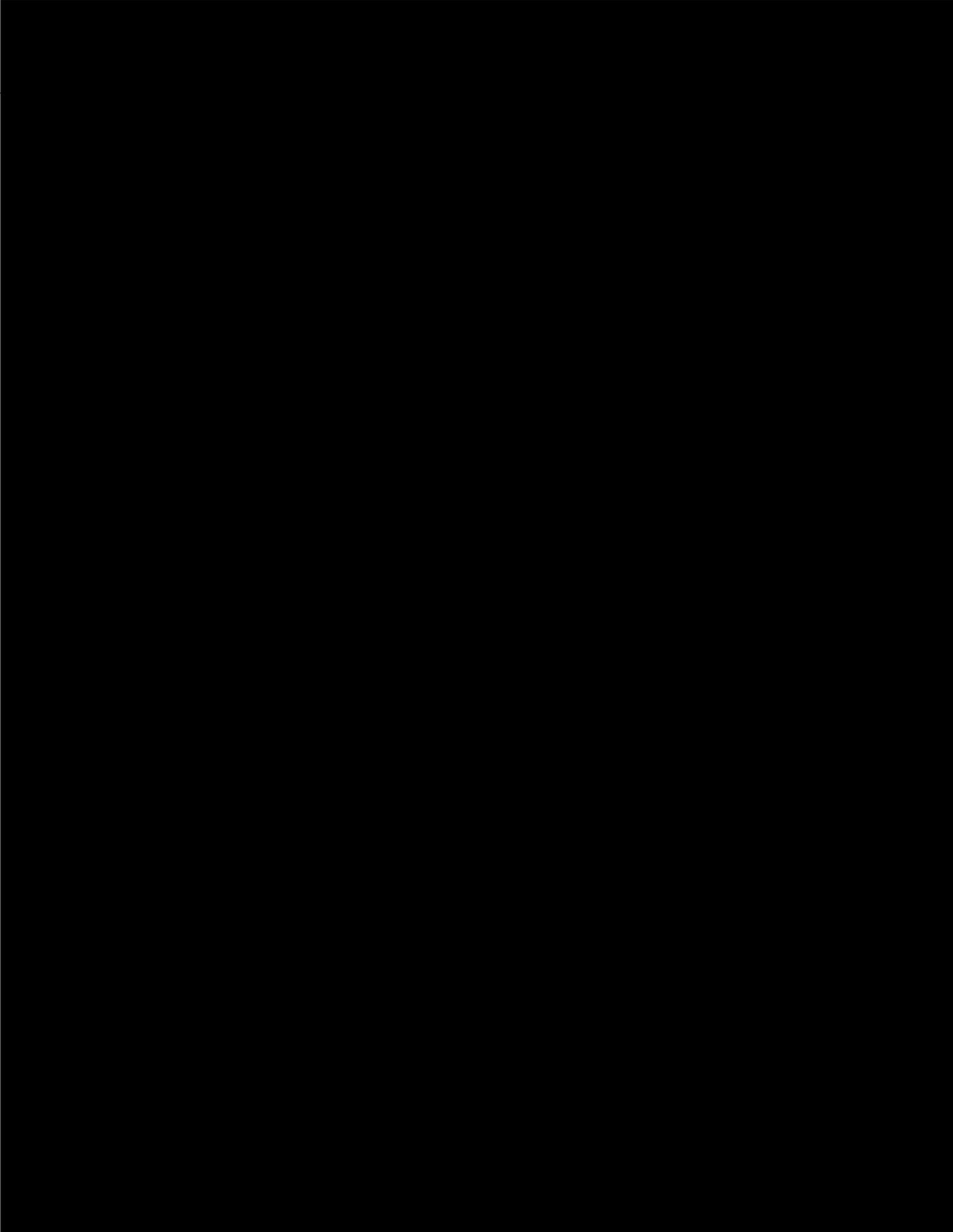


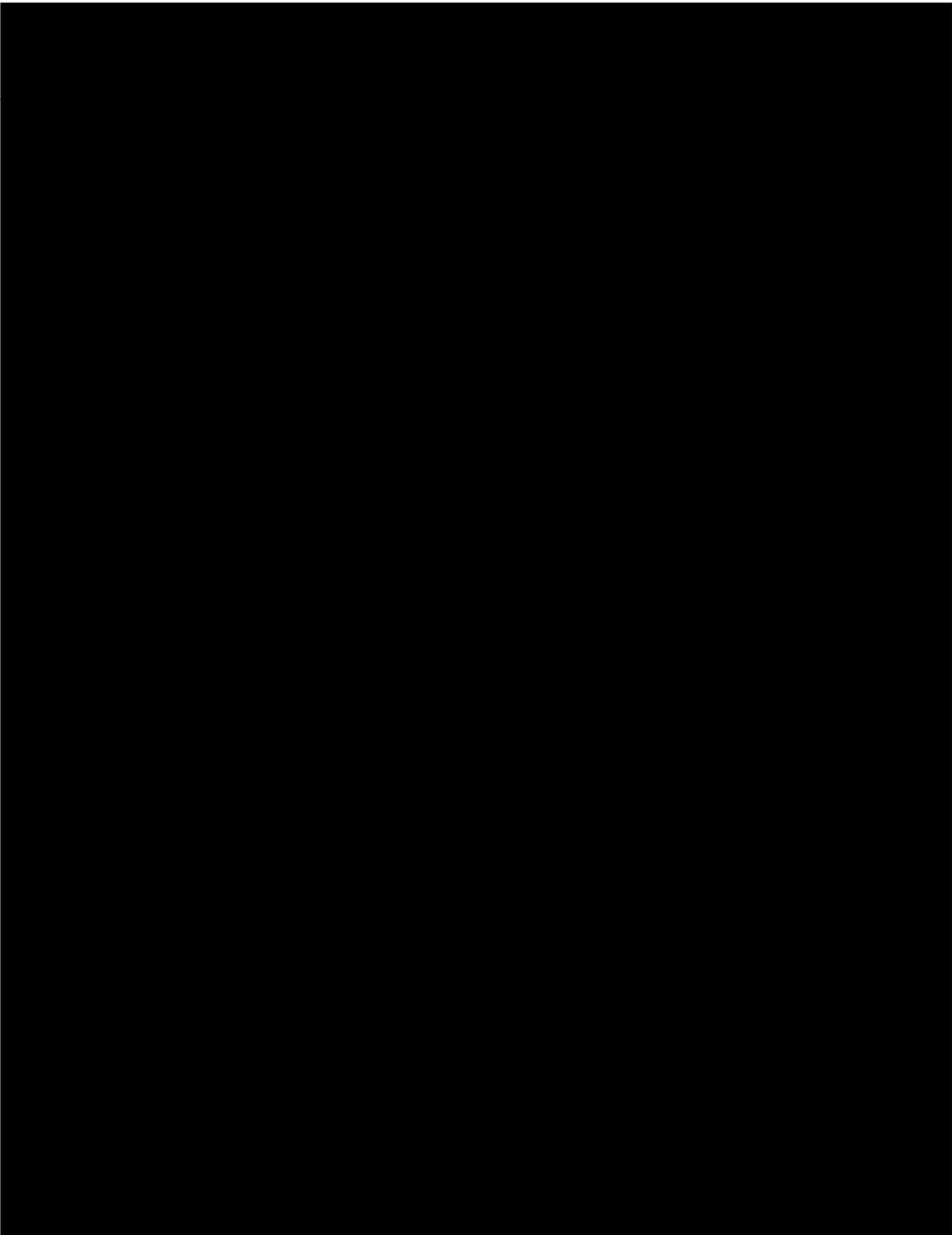


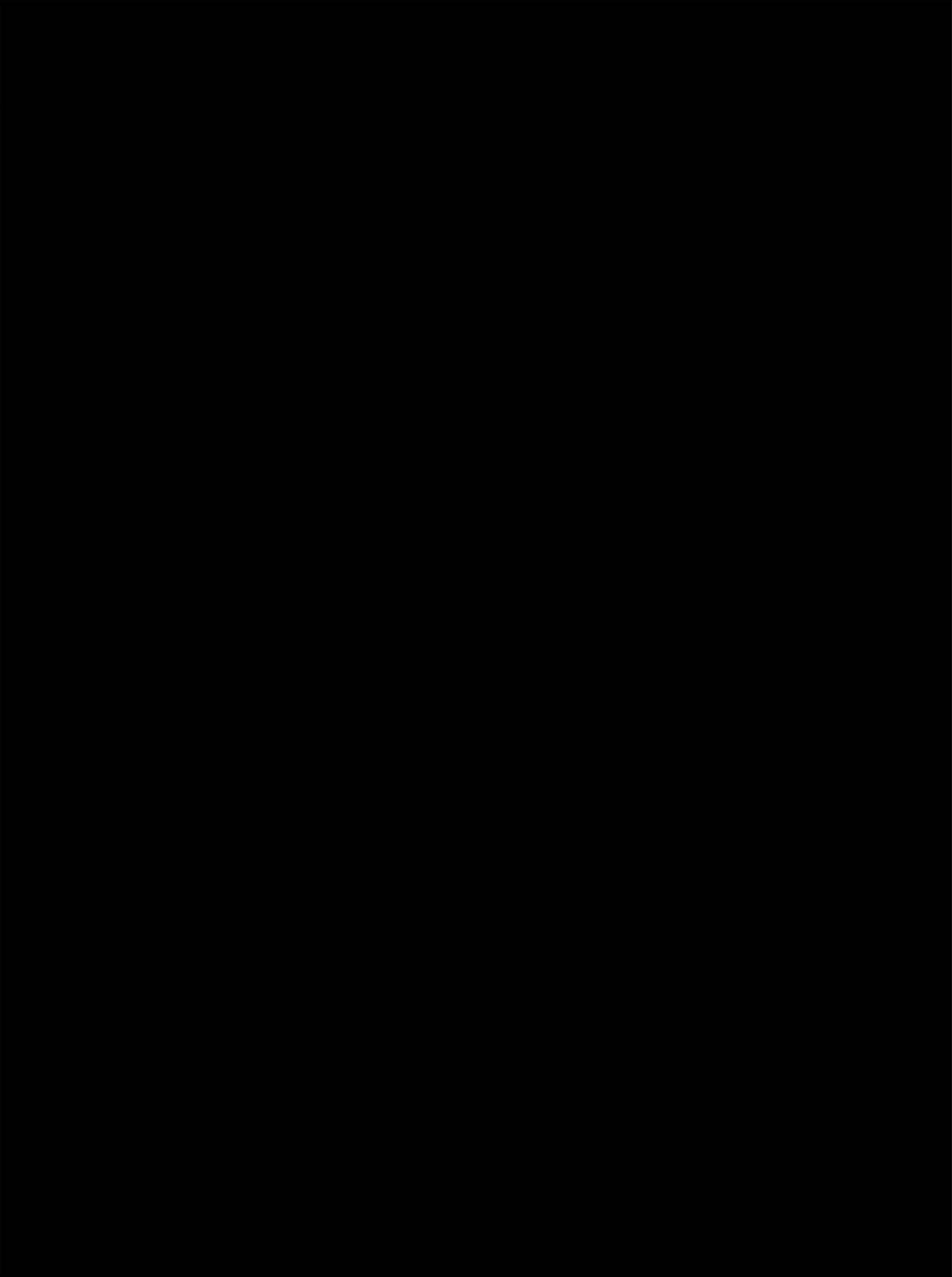




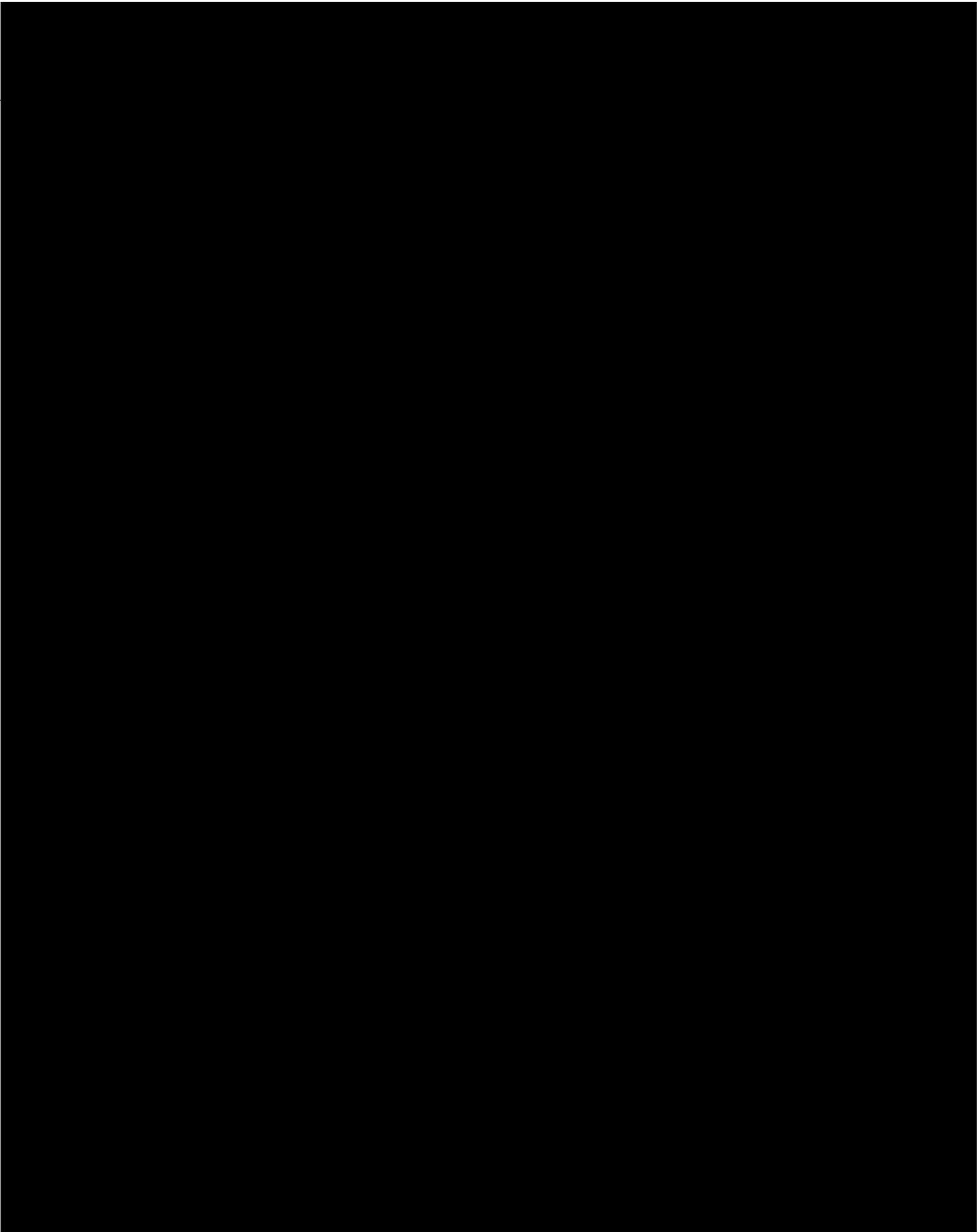


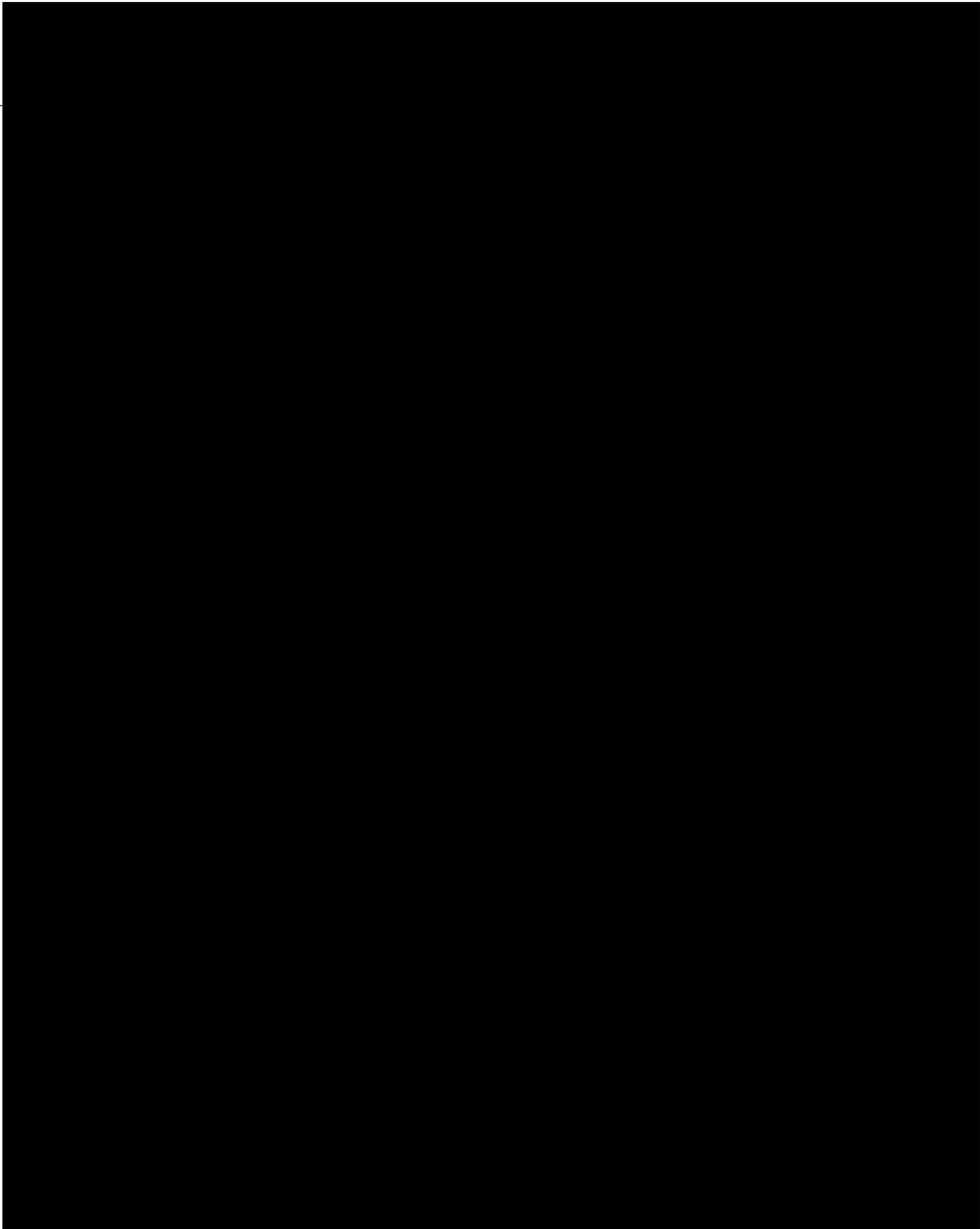




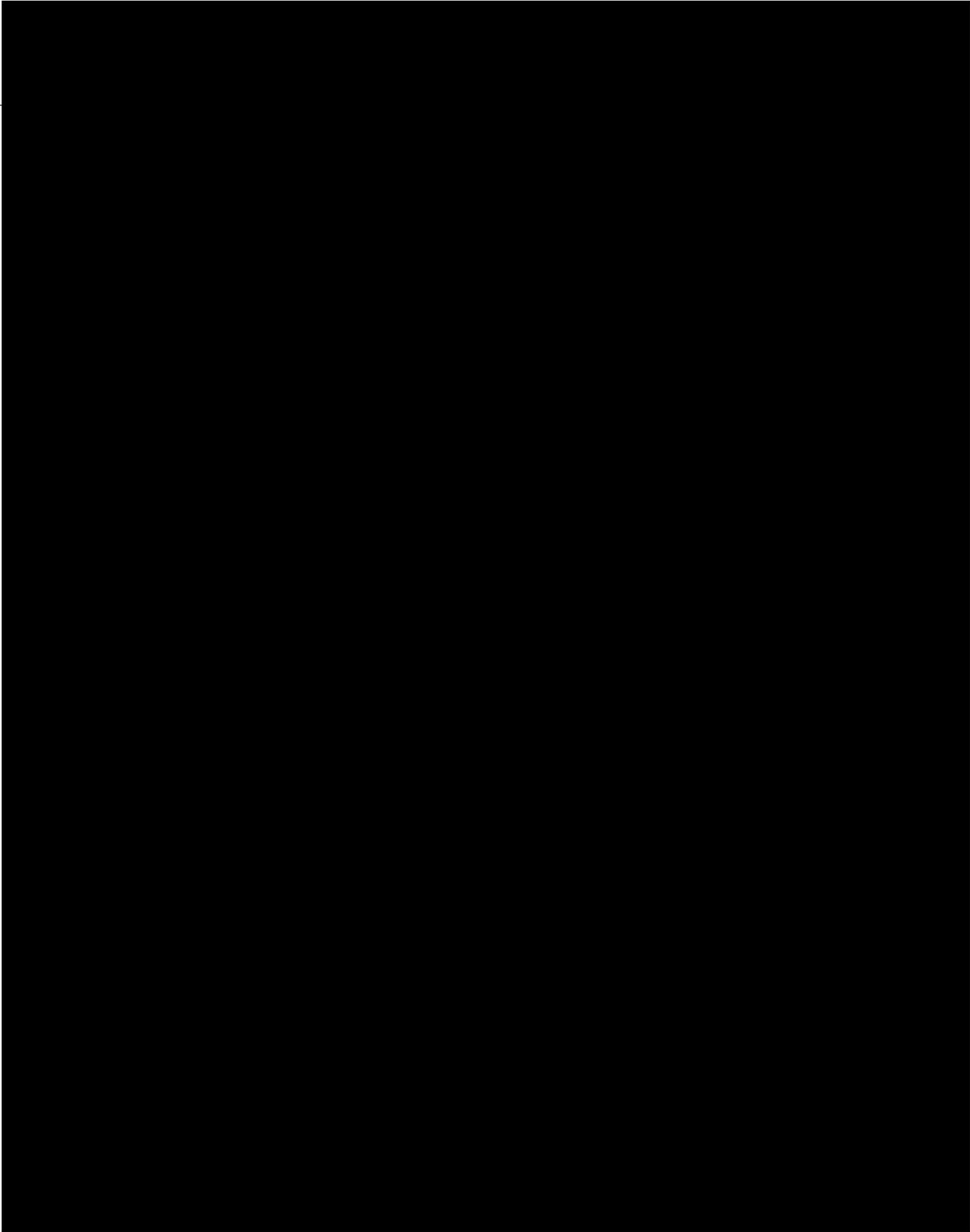


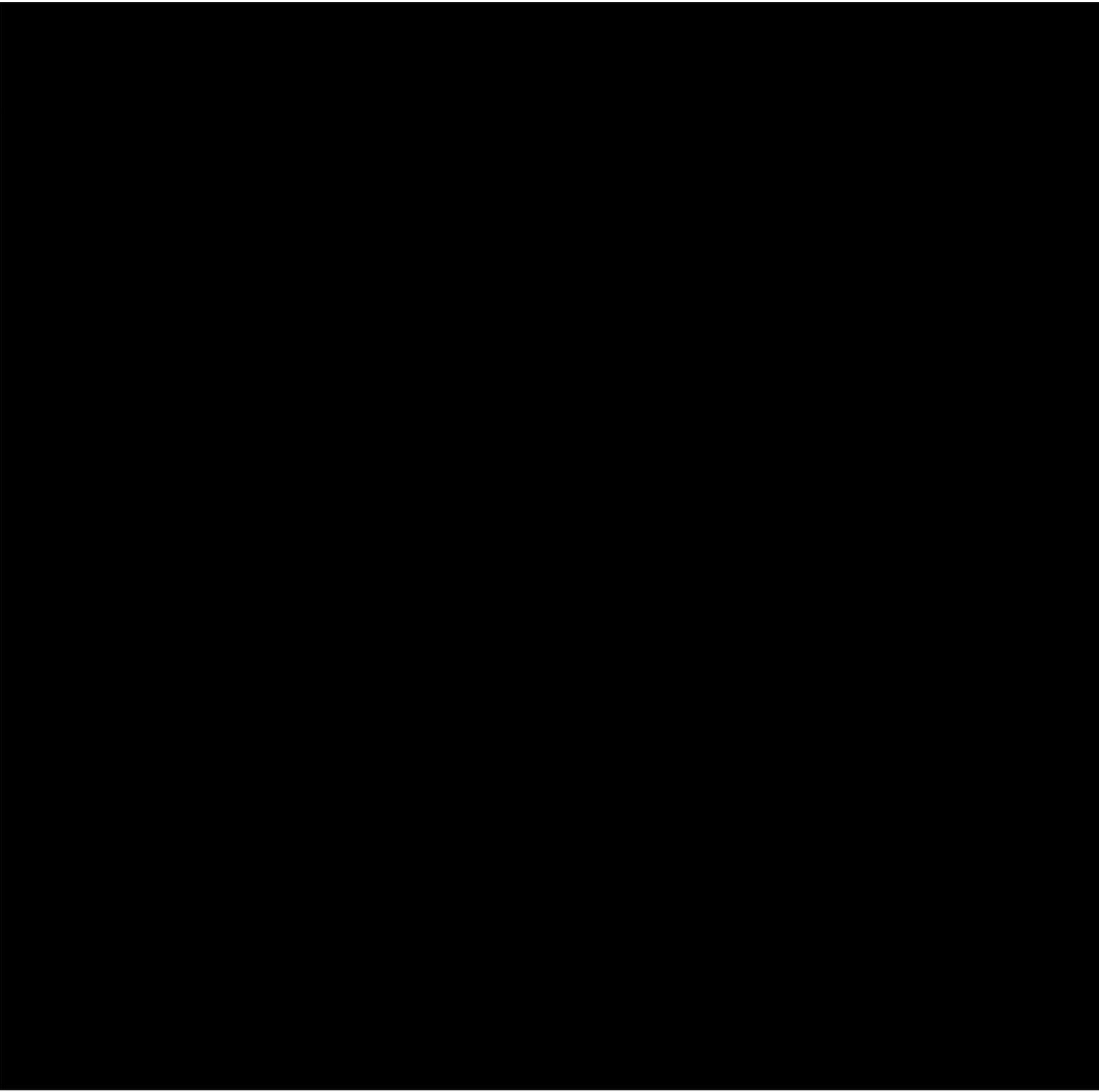


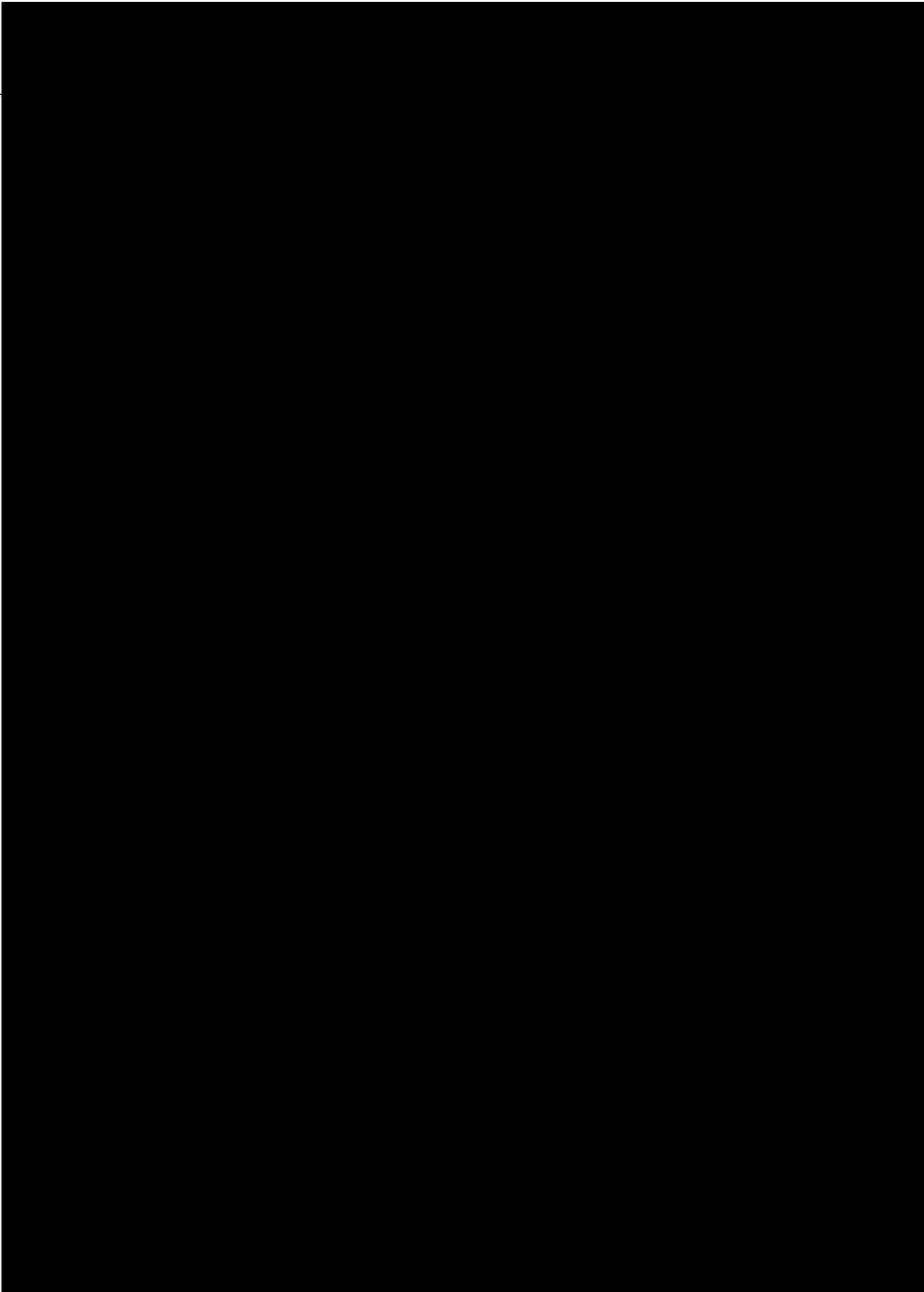


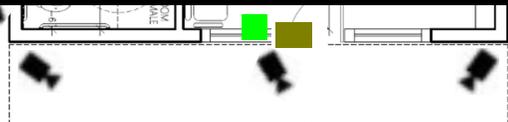
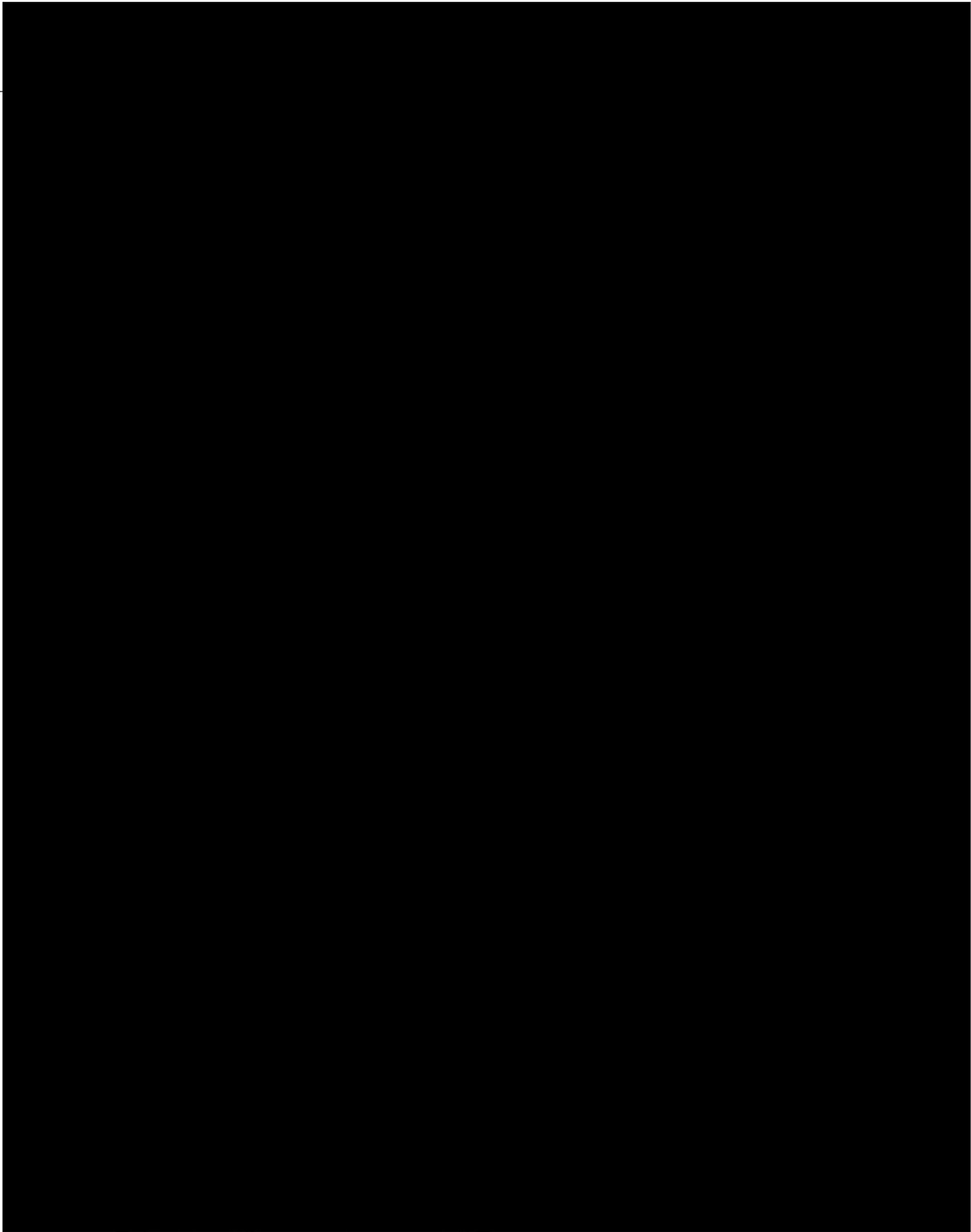




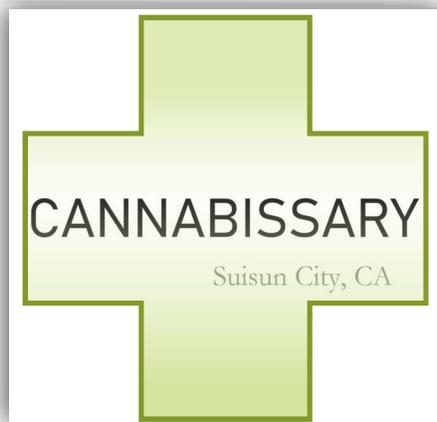












# Fire Safety and Evacuation Plan

TABLE OF CONTENTS

**Fire Safety and Evacuation Plan ..... 50**

    Location of Plan ..... 50

    Introduction and Purpose ..... 50

    Authority ..... 50

    Responsibility ..... 50

    Identification of Fire Hazards ..... 51

    Housekeeping Practices ..... 51

    Fire Control Measures ..... 52

**Alarms ..... 52**

**Sprinklers ..... 53**

**Fire and Smoke Barrier Doors ..... 53**

**Fire Extinguishers ..... 53**

    Maintenance and Inspection Program ..... 54

    Training ..... 56

**Fire Extinguisher Training ..... 57**

**Smoke Effects Training ..... 57**

**Fire Drills ..... 57**

**Fire Procedures ..... 58**

**Employee Evacuation ..... 58**

**Accounting for Personnel ..... 58**

**Recovery Operations ..... 59**

**Safe Code of Work Practices ..... 59**

**Evacuation Maps ..... 59**

## **Fire Safety and Evacuation Plan**

### **Location of Plan**

The originals will be kept of file by:

Verna L. Schuetter, Owner and Operator

This plan will be used by all personnel.

Verna L. Schuetter, Owner and Operator is responsible for ensuring the plan is current and enforced.

The Cannabissary Fire Safety and Evacuation Plan is available in Standard Operating Procedures binder and in digital print.

Upon request, a copy of the plan can be obtained from:

Retail Store Managers

Owner and Operator

### **Introduction and Purpose**

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and customers are protected. To comply with applicable OSHA or CAL/OSHA standards, the following written FIRE SAFETY AND EVACUATION PLAN is to be implemented for all personnel of:

Cannabissary  
1540 Humphrey Drive  
Suisun City, CA 94585

### **Authority**

California Code of Regulation, Title 8, Section § 3221. Fire Prevention Plan.

### **Responsibility**

The owner and operator as well as Retail Store Manager, Verna L. Schuetter, implements the plan through training of all managers and staff.

All employees are responsible for all aspects of Fire Prevention Plan including: the maintenance of good housekeeping practices, ensuring the proper storage, handling, and use of any materials or substances utilized within the facility which may contribute to or cause a fire,

ensuring regular fire prevention inspections of the facilities are conducted, and ensuring employees receive adequate training regarding fire prevention and response. If any employee observes any unsafe housekeeping practices or hazards, they will report to managers or owner/operator.

### Identification of Fire Hazards

The following is a list of potential fire hazards and their associated work areas:

Location	Fire Hazards
Lobby and Reception area	Paper, plastic, electrical, furnishings
Receptionist area	Paper, plastic, electrical
Bathrooms	Paper, plastic, electrical
Retail area	Paper, plastic, flammable and combustible liquids, electrical appliances
Inventory storage room	Paper, plastic, flammable and combustible liquids
Workspace/Office areas	Paper, plastic, electrical
CCTV surveillance room	Plastic, electrical

### Housekeeping Practices

Good housekeeping reduces the possibility that a fire will start, and in the event that there is a fire, reduce the materials available to fuel the blaze. Because good housekeeping is such a critical element in the Fire Prevention Program, regular inspections will be conducted to ensure the proper handling and storage of substances, which may contribute to or cause a fire.

The following are examples of safe handling practices, good housekeeping, and maintenance with which employees are expected to comply:

- All flammable or combustible liquids, involving solvents, lubricants, fuels, and chemicals shall be kept and stored in approved containers.
- All flammable or combustible liquid containers shall be clearly labeled and carry appropriate warnings.
- All spills of flammable or combustible liquids shall be cleaned up immediately.
- Flammable and combustible waste materials shall be stored temporarily in fire resistant containers and disposed of regularly.

- Flammable or combustible materials must be kept away from potential spark or ignition sources.
- Work areas shall be kept neat, clean and clear of trash, cartons, or other material that might help fuel a fire.
- Flammables, including data sheets, books, rags, clothing, flammable liquids or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition
- Sources of actual or potential heat such as hot plates or electric coffee pots shall not be placed near flammable materials. Portable space heaters and candles are prohibited.
- Care must be taken not to block potential escape routes, particularly with flammable materials
- Each individual is personally responsible for assuring that extension cords and multiple plugs are in good condition. Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.

The following are the fire prevention practices associated with fire hazards identified above:

<b>Type of Fire Hazard</b>	<b>Fire Prevention Practices</b>
Paper	Wastepaper cans emptied daily
Plastic	Waste plastic discarded daily
Electrical	Quarterly Inspections of outlets, multi-strips and work areas
Flammable/combustible liquids	Store liquids in approved flammable storage cabinet
Electrical	Quarterly inspection of electrical and electrical appliances; employees trained to inspect appliances prior to use

**Fire Control Measures**

**Alarms**

Fire alarms directly alert personnel and the Suisun City Fire Department of a fire in any building at the facility. A follow-up call will always be placed to the fire department to make

sure that the fire signal was relayed by the alarm. The fire alarm system includes an announcing system, which gives an audible and a visual display of the alarm.

Smoke detectors are located throughout facilities and they will activate alarm systems that can be heard by everyone in the building.

Automatic detectors will be maintained in reliable operating condition. Proper tests, and documentation, will be made at specific intervals. Smoke detectors will receive periodic cleaning to remove dust or dirt, which has accumulated.

### **Sprinklers**

Fire sprinkler systems automatically distribute water upon a fire in sufficient quantity to prevent its spread. Sprinkler systems will be installed to meet fire code, maintained and checked regularly to ensure that all valves are open. Sprinkler valves will be locked open so they cannot be shut off by an unauthorized person. Materials will be kept at least 18 inches below and 36 inches away from all sprinkler heads to ensure the proper functioning of the sprinkler.

### **Fire and Smoke Barrier Doors**

Fire and/or smoke barrier doors divide the facility into sections to prevent the spread of fire and/or smoke. All doors shall be regularly maintained and kept in an operative condition. Doors will remain unobstructed at all times.

### **Fire Extinguishers**

There will be 2, 10 lb., powder filled fire extinguishers located in the following areas within the building:

- Bathroom hallway/lobby area
- Hallway from retail area to open workspace

Fire extinguishers save lives and property by putting out or containing small fires until the fire department arrives. Even against small fires, however, extinguishers are useful only under certain conditions:

- The operator must know how to use them.
- Extinguishers must be within easy reach and in working order, fully charged.
- Extinguishers need to be kept near the exits.
- Extinguishers must match the type of fire being fought.
- Extinguishers must be large enough to put out the fire.

### **Types of Extinguishers**

o Extinguishers are classified as: A, B, C, to match the Classes of Fires:

- **Class A** - Fires involving ordinary combustibles such as wood, cloth, paper, rubber, textiles, plastics, and trash.
- **Class B** - Fires involving flammable liquids such as gasoline, oil, grease, oil-based paints, lacquers, and flammable gases.
- **Class C** - Fires involving electrical equipment such as wiring, fuse boxes, circuit breakers, machinery, and appliances.

o Water possesses the greatest cooling effect of any known substance and is, therefore, used as the principle content of Class A extinguishes.

o A wide variety of dense, heavier-than-air gases and ordinary dry chemicals are used in Class B extinguishers. All of these smother Class B fires by excluding the air. These extinguishers can also be used on Class C fires.

o Class C Extinguishers use a non-conductive extinguishing agent, (heavier-than-air gases and ordinary dry chemicals.)

o ABC or multi-purpose extinguishers contain ordinary dry chemicals and can be used on all three classifications of fire.

o The type of fire extinguisher located at a specific location will be determined by the primary type of fire anticipated to possibly occur at or near that location. Fire extinguishers will be kept fully charged and accessible at all times. Employees will be trained in the proper use of the type of fire extinguisher they may need to use.

### Maintenance and Inspection Program

The maintenance of fire alarms and protection equipment is essential to an effective Fire Prevention Plan. All critical valves and operable devices shall be locked into proper position. Identification of the device and warning tags to caution users about unauthorized operations shall be attached to critical components.

When any test or inspection takes place, a record shall be kept on file and made available upon request by authorized personnel. The record shall include:

- The identity of the equipment tested.
- The type of test conducted.
- The date the test was conducted.
- The results of the test.
- Any repairs made due to the equipment failing the test.
- The name of the person performing the test.

Inspections shall be conducted of the sprinkler systems periodically to ensure they are working properly. The sprinkler tests shall include a pressure test and a check of the tamper switch at annunciation panel.

Anytime a fire protection system is taken out of service for maintenance and/or repairs, the Suisun City Fire Department and the Fire Alarm Company will be notified prior to taking the system out of service. A fire watch will be implemented until the system has been restored. The Suisun City Fire Department and the Fire Alarm Company will be notified when the system is placed back in service.

Documentation will be maintained which:

- Identifies the time the system was taken out of service; a
- The reason the system was taken out of service;
- Who at the Suisun City Fire Department and Fire Alarm Company received notification of the removal from and restoration to service;
- The name of the person taking the system out of service, and
- The date and times (both the removal time and time of restoration will be recorded) the events occurred.

### **Fire Extinguisher Inspections**

The Restail Store Manager and owner/operator will ensure portable fire extinguishers are visually inspected regularly. If an extinguisher is found missing, discharged, its tag is missing, its seal is missing or any other problems are found, the individual finding the situation should notify the manager and/or owner/operator. The defective extinguisher will be replaced immediately with a fully charged and functional fire extinguisher of the same type. During inspection consider:

- Fire extinguishers are in their assigned place.
- Fire extinguishers are not blocked or hidden.
- Pressure gauges show adequate pressure; are in the “Charged” zone.
- Pin and seals are in place.
- Fire extinguishers show no visible signs of damage or abuse.
- Nozzles are free of blockage.
- Inspection tag is completely filled out.
- Hoses on the Class B/CO2 extinguishers are attached.

A checklist will be utilized to ensure all fire extinguishers are inspected and maintained.

### **Annual Fire Extinguisher Inspection and Service**

All fire extinguishers will be serviced at least annually by a California State Licensed contractor to conduct the service. The extinguishers will be inspected for physical damage, completely discharged, and re-charged. A new inspection tag will be placed on each extinguisher. Hole punches will be utilized to identify the month, day and year the annual inspection was conducted.

The owner/operator will maintain this information for at least one year from the date of occurrence.

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<b><u>Fire Control Measures</u></b>	<b><u>Inspection Frequency</u></b>	<b><u>Service Firm</u></b>
Sprinkler System	Quarterly, annual, five year	CA licensed firm
Fire Alarm System	Quarterly, annual, five year	CA licensed firm
Fire Extinguishers	Monthly and annual	Facility safety staff

### **Training**

As part of the Fire Prevention Plan, Cannabissary will provide employee training related to fire prevention and fire safety. The training will include:

- An explanation of the fire hazards of the materials and processes to which the employees are exposed.
- The proper handling and storage procedures for those materials and processes.
- Proper housekeeping requirements to prevent fire hazards.
- The importance of maintaining access to all fire alarms and firefighting equipment/systems.
- The proper use and control of potential ignition sources in the workplace such as welding, electrical heaters, smoking, and others.
- Hot Work Permit procedures.
- How to report a fire.
- The proper use of firefighting equipment.
- Locations of fire alarms and firefighting equipment.
- Evacuation routes and assembly areas.
- Means of evacuating
- Managers will receive additional training in head count responsibilities, and re-entry authorization.

Employee training will be documented, and the documentation maintained for at least one year. The documentation will include:

- The date of the training.
- The name of the employees trained.
- The type of firefighting equipment involved in the training.
- The name of the trainer.

## Fire Extinguisher Training

Fire extinguisher training shall be hands-on training. All employees involved will know where the extinguishers are and how to use them safely and effectively. The person operating the fire extinguisher should stand 6 to 8 feet away from the fire and follow the four-step PASS procedure. If the fire does not begin to go out immediately, the person will leave the area at once. The Fire Prevention Coordinator or their designee will ensure the fire department inspects the fire site.

- **P**ull the pin: This unlocks the operating lever and allows the extinguisher to discharge. Some extinguishers have other devices that prevent inadvertent operation.
- **A**im low: Point the extinguisher nozzle (or hose) at the base of the fire.
- **S**queeze the lever below the handle: This discharges the extinguishing agent. Easing the lever will stop the discharge. Some extinguishers have a button which must be depressed.
- **S**weep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process. The operation of fire extinguishers should be thoroughly addressed in fire prevention training.

## Smoke Effects Training

The average person is not familiar with the effect of smoke upon the human body; therefore, employees will be informed of its potential danger during the annual fire prevention and fire extinguisher training. Employees will be advised of the following information:

- Fire emits smoke, heat, and toxic gases. Smoke encountered in a fire may be charged with toxic gases, which can prove fatal upon short exposure. Ninety seven percent of fire fatalities are normally caused by smoke inhalation and suffocation, rather than by burns.
- When a fire breaks out, the smoke rises. A quick response whenever smoke is present in the facility is of vital importance. If rescue of a person is necessary, the employee should keep themselves and the individual being rescued, as low as possible at all times.

## Fire Drills

Employees shall be kept up-to-date and aware of general fire safety. Employees shall be made aware of all evacuation procedures including escape routes, fire extinguisher locations, fire alarm box locations, and designated assembly areas outside of the facility.

Fire drills are necessary to:

- Ensure that employees and visitors can quickly evacuate in the event of a fire or other emergency.
- Give employees with specific firefighting duties an opportunity to practice those duties.
- Point out bottlenecks in emergency evacuation plans.

- Keep employees aware of the importance of fire prevention and fire safety.

An overall evaluation shall be conducted following the fire drill to appraise and discuss the performance during the drill. It will include a complete evaluation of the drill and the signatures of participating personnel. The report should be given to the Retail Store Manager for documentation.

All fire drills will be documented. The documentation will include:

- The date and time of the drill;
- The simulated location of the fire;
- The evacuation response time;
- The evaluation report.

### **Fire Procedures**

When any fire occurs, the Suisun City Fire Department shall be notified immediately. Employees shall not hesitate to call because the fire seems too small. It's better to be safe than sorry. The fire may amount to nothing, but a fire extinguisher will not always do the job.

### **Employee Evacuation**

Evacuation is the removal of all occupants in a building from a potentially dangerous area to one of safety. The need to move people to the outside is determined by the seriousness of the emergency.

Occupants, in a calm and orderly manner, should evacuate the building to be removed from unsafe areas to a designated area of safety. Occupants will exit the structure when there is any activation of the Fire Alarm System.

Route maps will indicate a predetermined assembly area safe from the building and out of the way of incoming emergency response. Additionally, fire extinguisher locations, fire alarm boxes, assembly areas, water and gas shut-off valves shall be included on the map. A copy of the evacuation map for each facility is located in the Appendix.

### **Accounting for Personnel**

During fire evacuation, accounting for all personnel can be very difficult, for the number of people who come and go from the facility during the day varies and some people, such as visitors, are not always accounted for. The Retail Store Manager/Manager will designate one person to account for personnel and to inform the fire department or other response team members of those who is believed to be missing.

## Recovery Operations

Care for the injured is the first and most important step after a fire. Employees will be particularly careful when transporting or moving victims in case the victims have other injuries. Trained medical personnel will be called to help immediately.

After a fire, the site will be left site intact except for movement necessary to remove the injured. Fire Personnel will ensure all fires, regardless of size and damage, will be thoroughly investigated to determine the cause and the actions necessary to prevent recurrence. The investigation will be documented

As soon as practical, the condition of the firefighting equipment in the area will be checked. Repairs and replacements of any equipment that has been damaged or utilized will be made as soon as practical.

## Safe Code of Work Practices

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to. Upon initial assignment, employees should be made aware of those parts of this fire prevention plan which they must know to protect them in the event of an emergency. This program is located **in** the manager's office and is available for review upon request from the owner and operator and or manager.

## Evacuation Maps

Note location and distance of all exits:

- Primary Exit Route: Front door of the building
- Secondary Exit Route: Rear door of the building (employee entrance)
- Assembly Points on Site Premise

# CANNABISSARY

## Safety and Security Plan

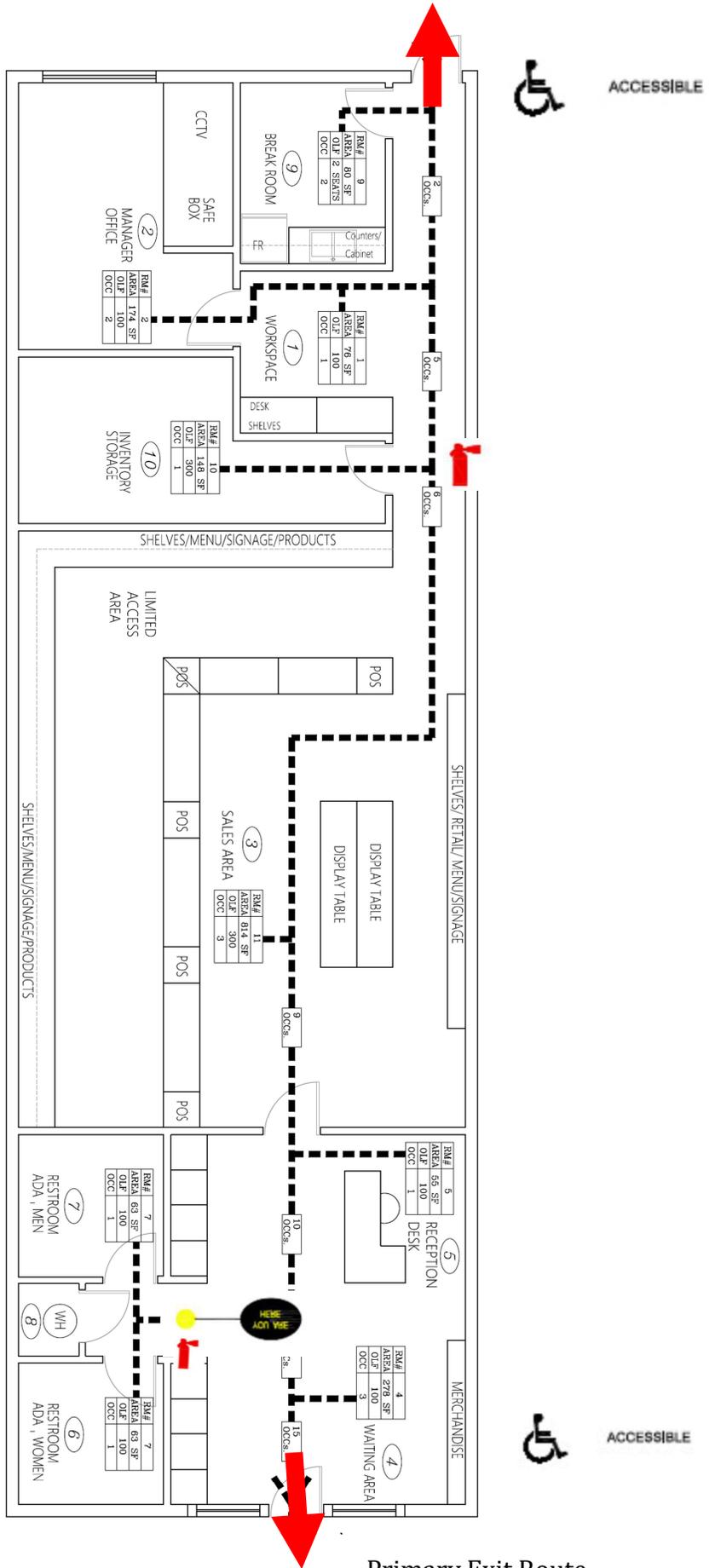
CONFIDENT

Secondary Exit Route

### BUILDING EVACUATION MAP

**Legend**

-  EVACUATION ROUTE
-  EXIT
-  ACCESSIBLE
-  YOU ARE HERE
-  FIRE EXTINGUISHER



Primary Exit Route

# CANNABISSARY

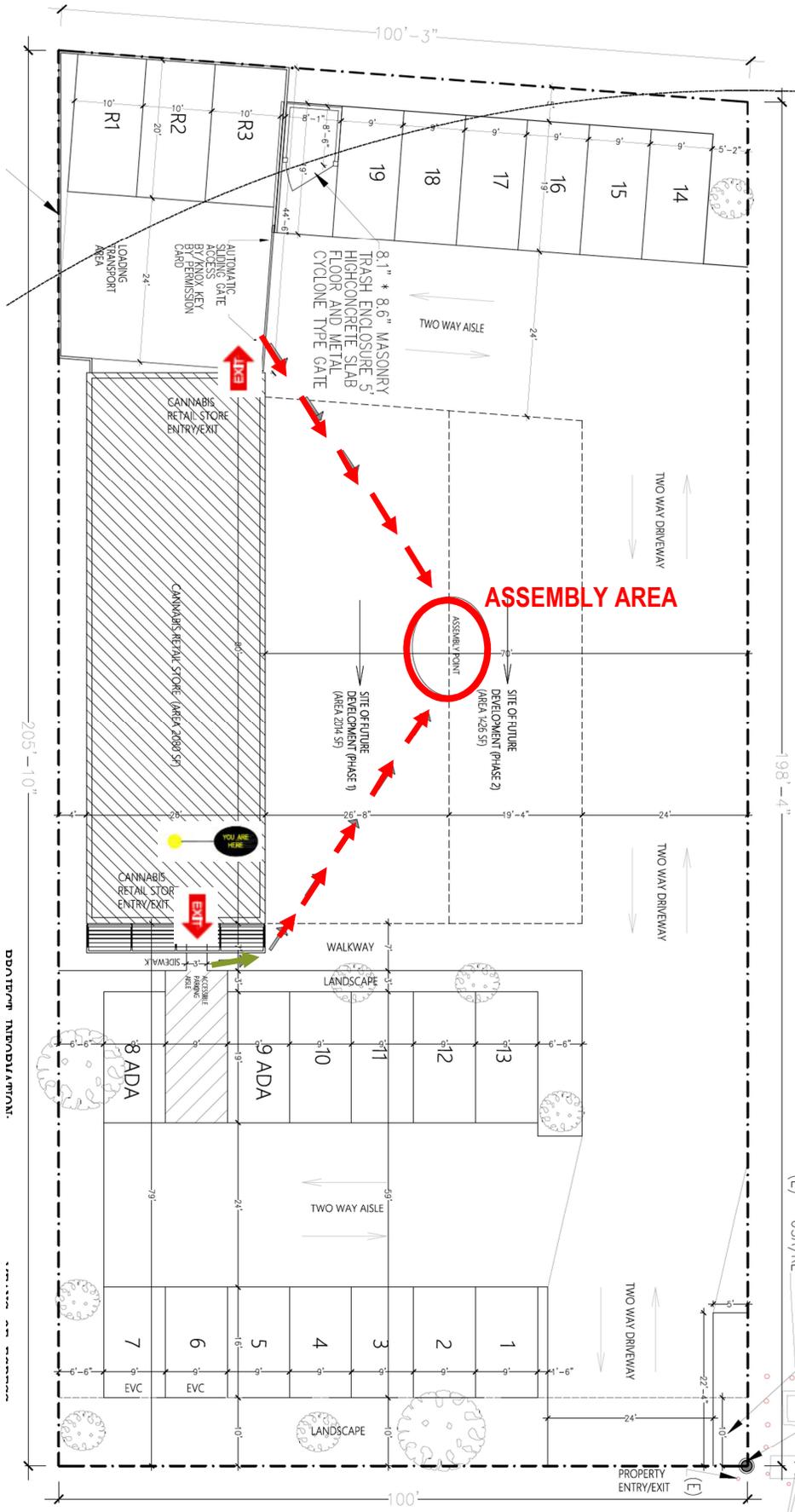
## Safety and Security Plan

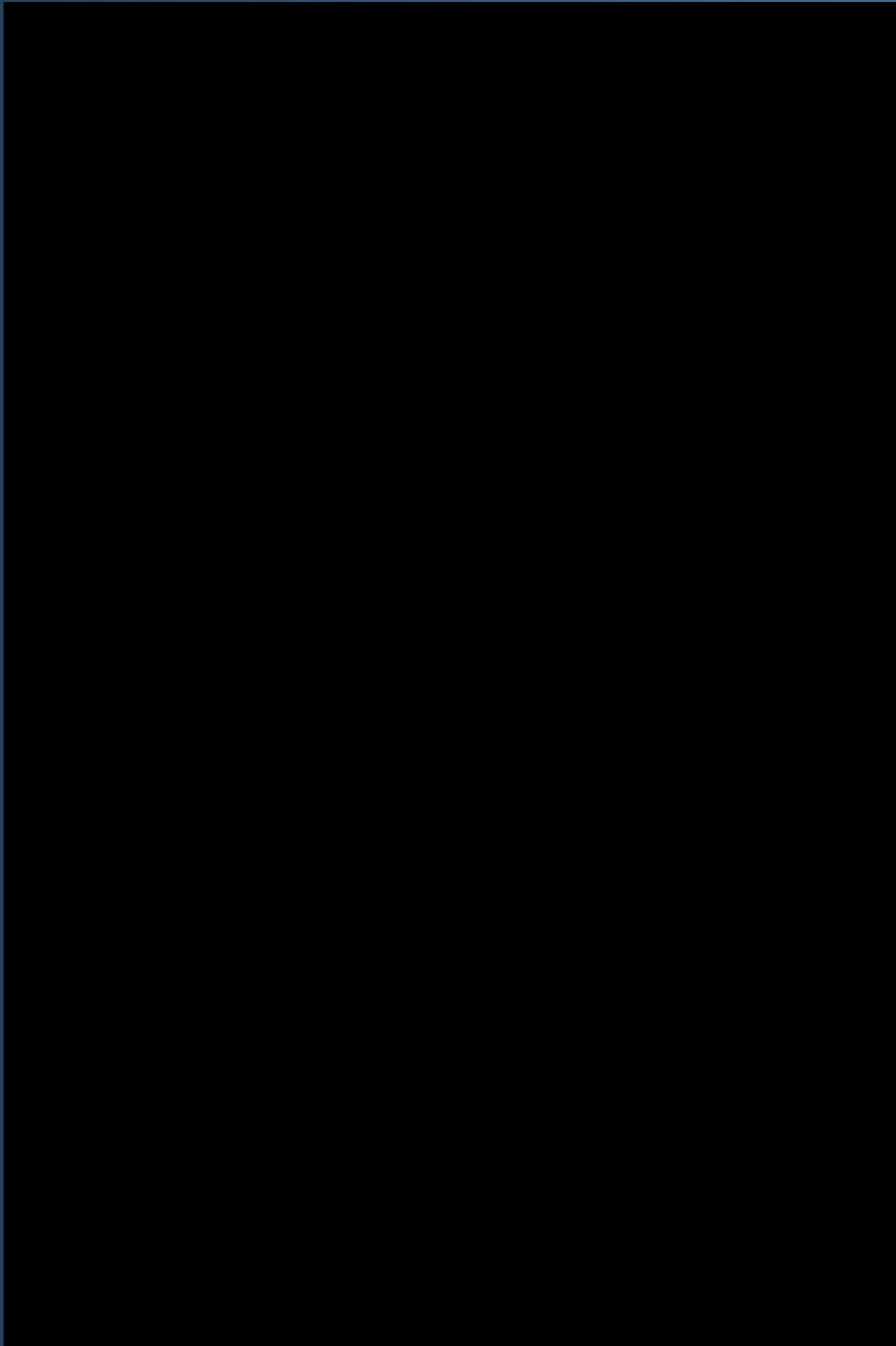
CONFIDENTIAL – DO NOT DISTRIBUTE

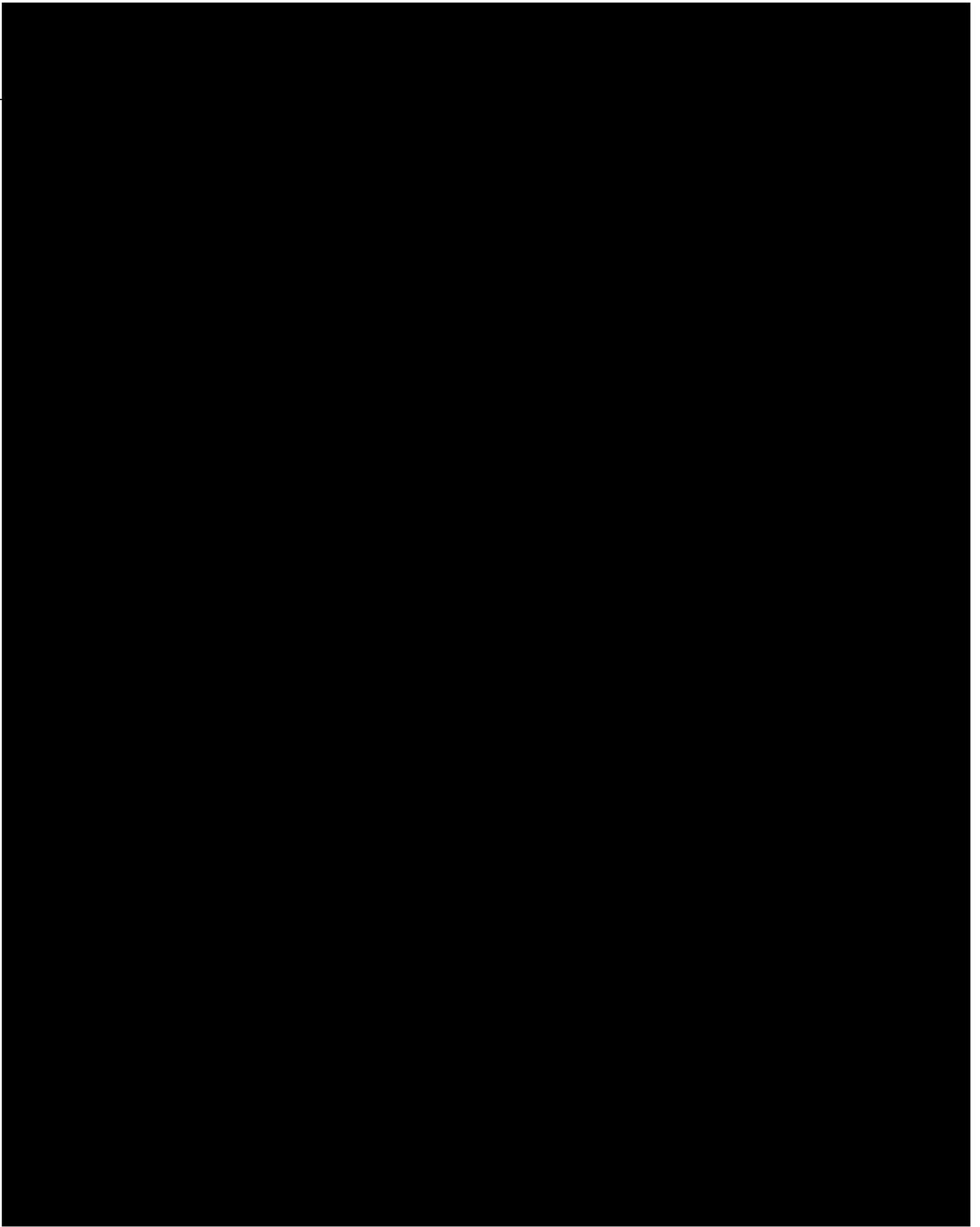
### SITE EVACUATION MAP AND ASSEMBLY AREA

**Legend**

-  EXIT
-  YOU ARE HERE

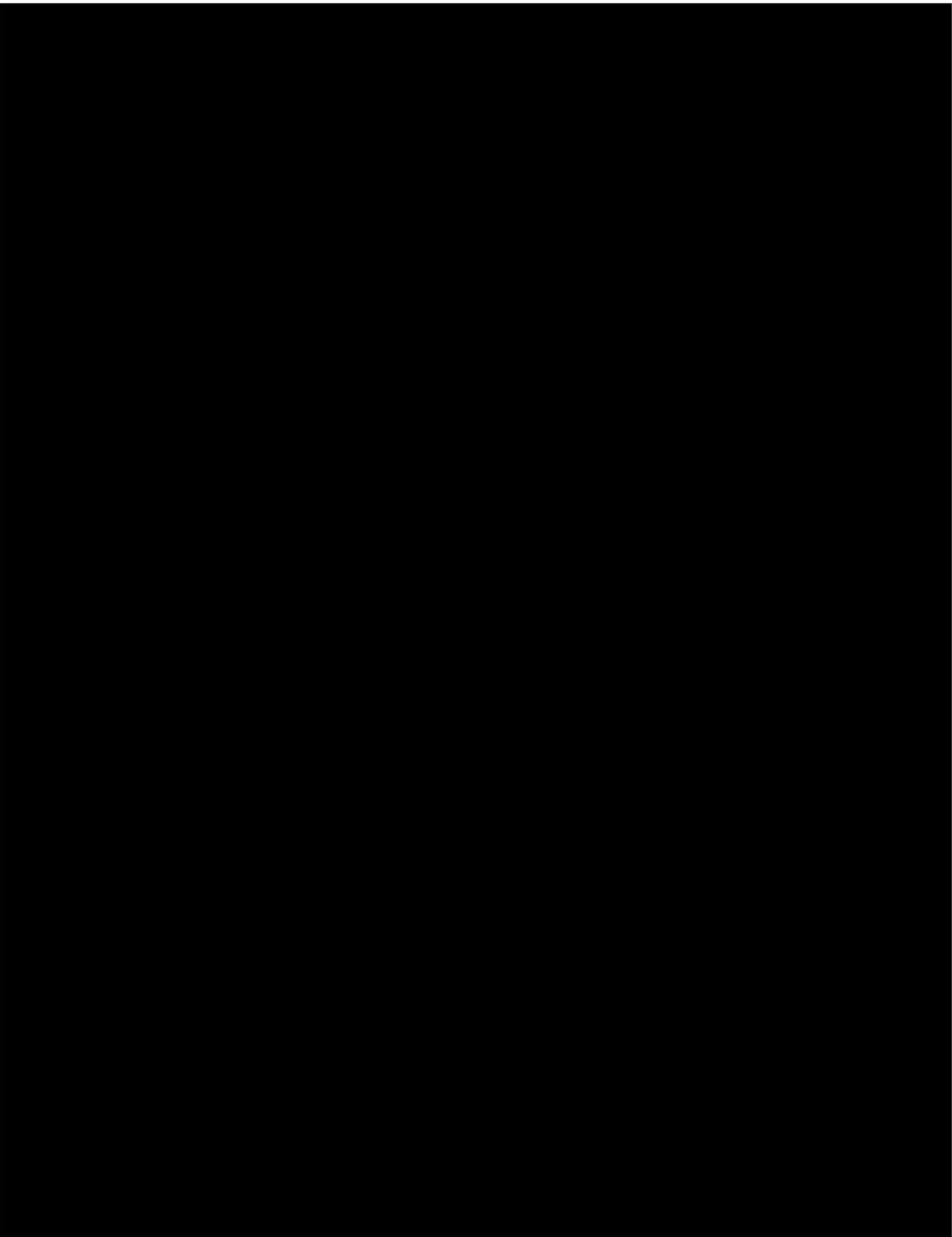




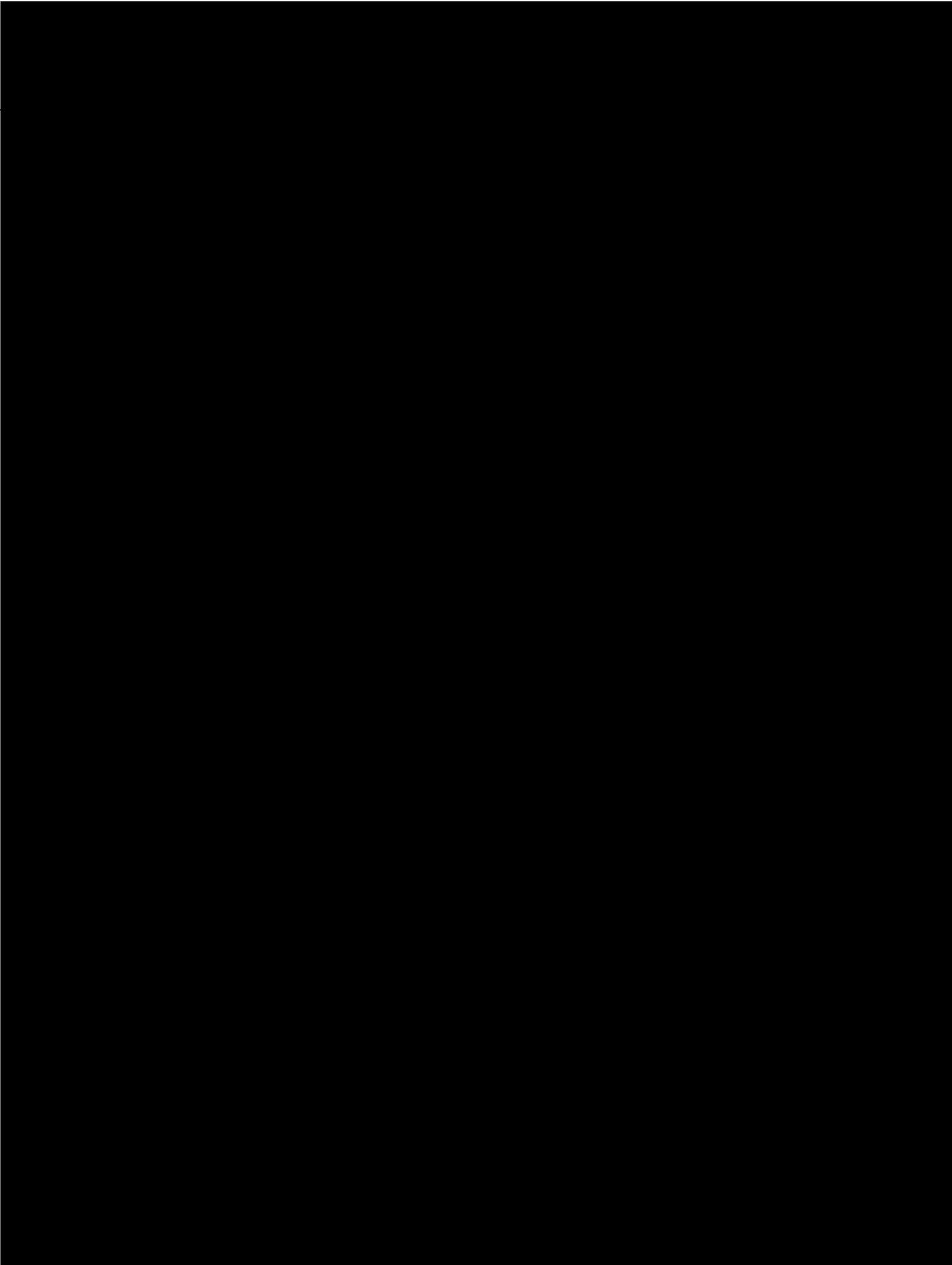


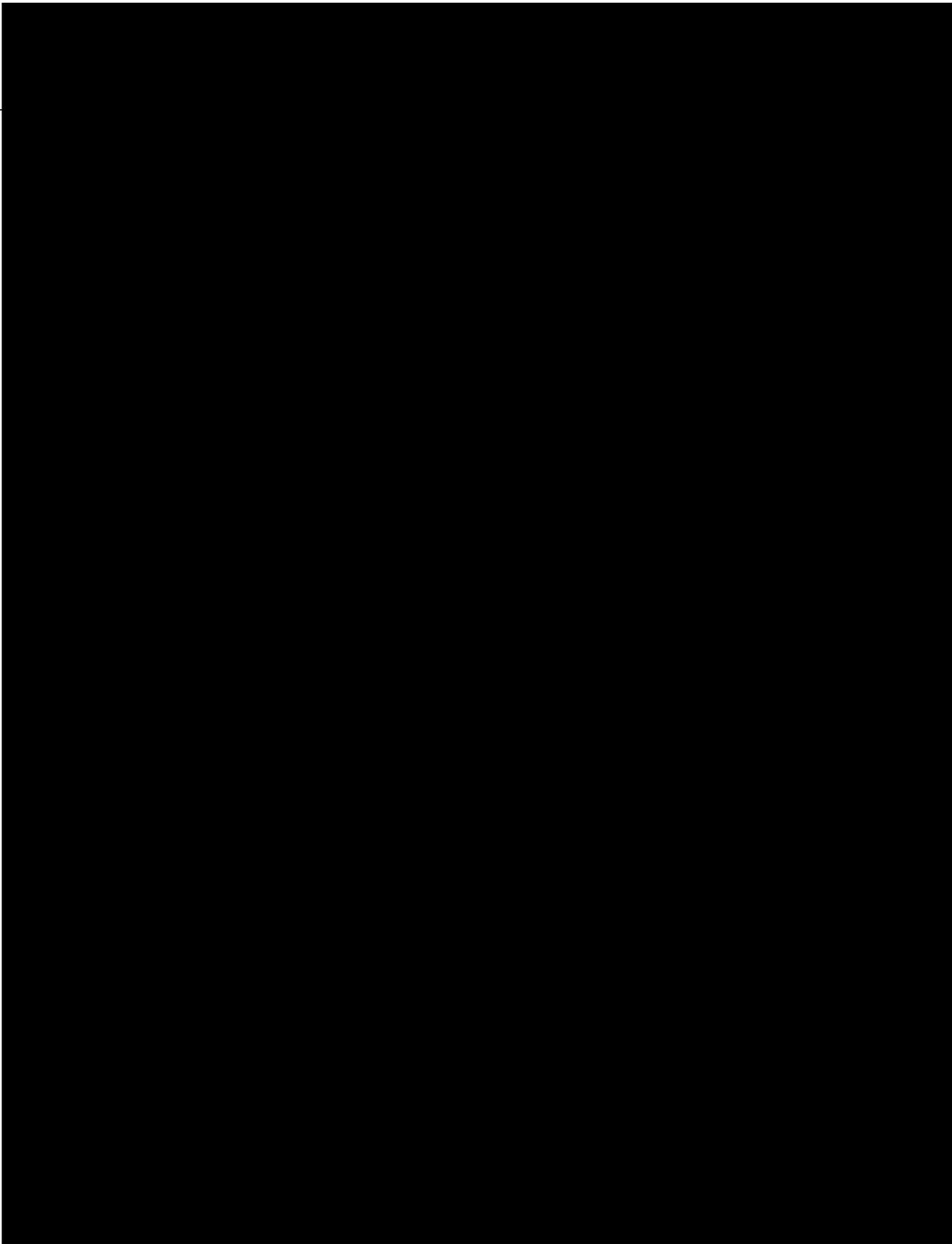


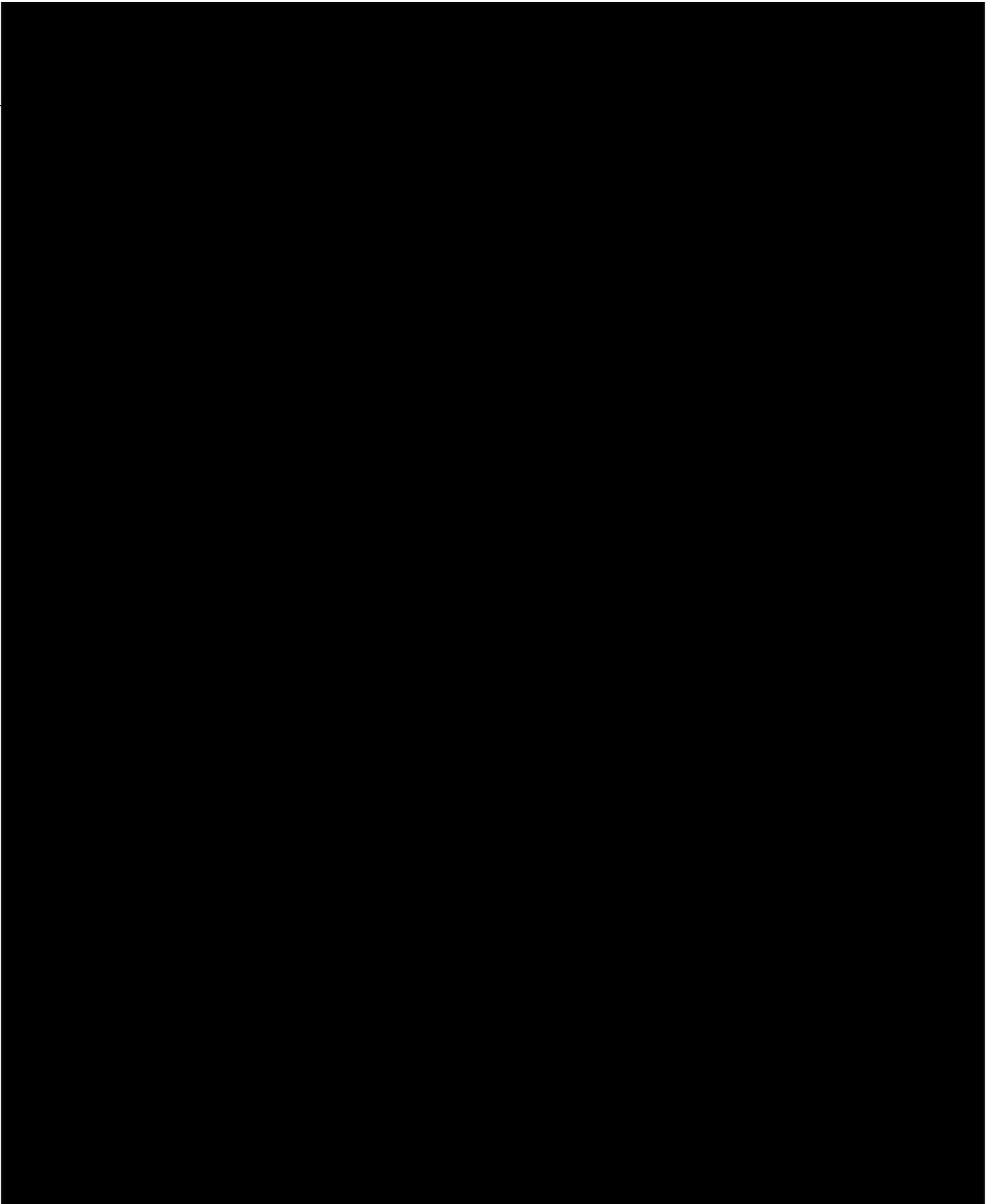


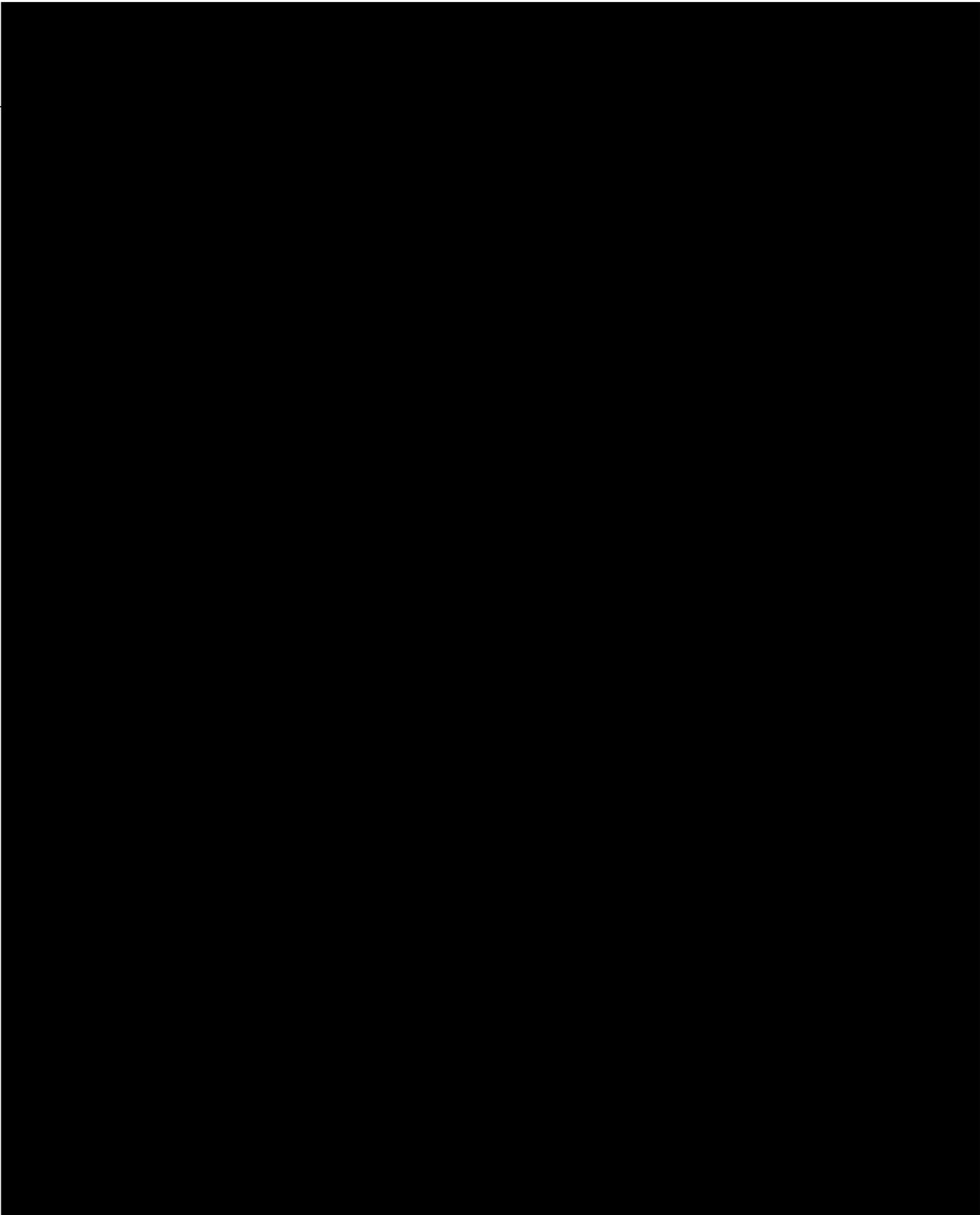


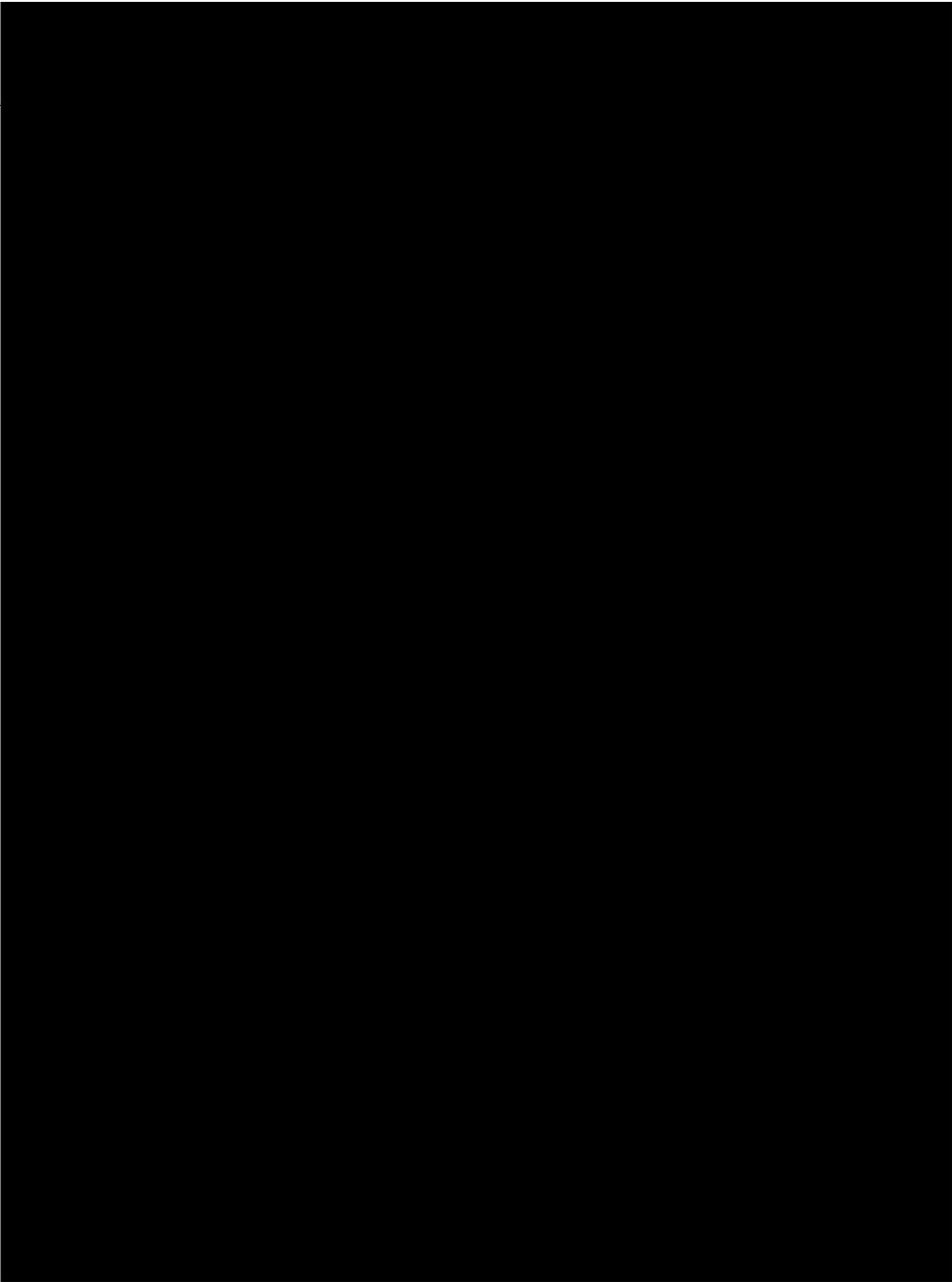


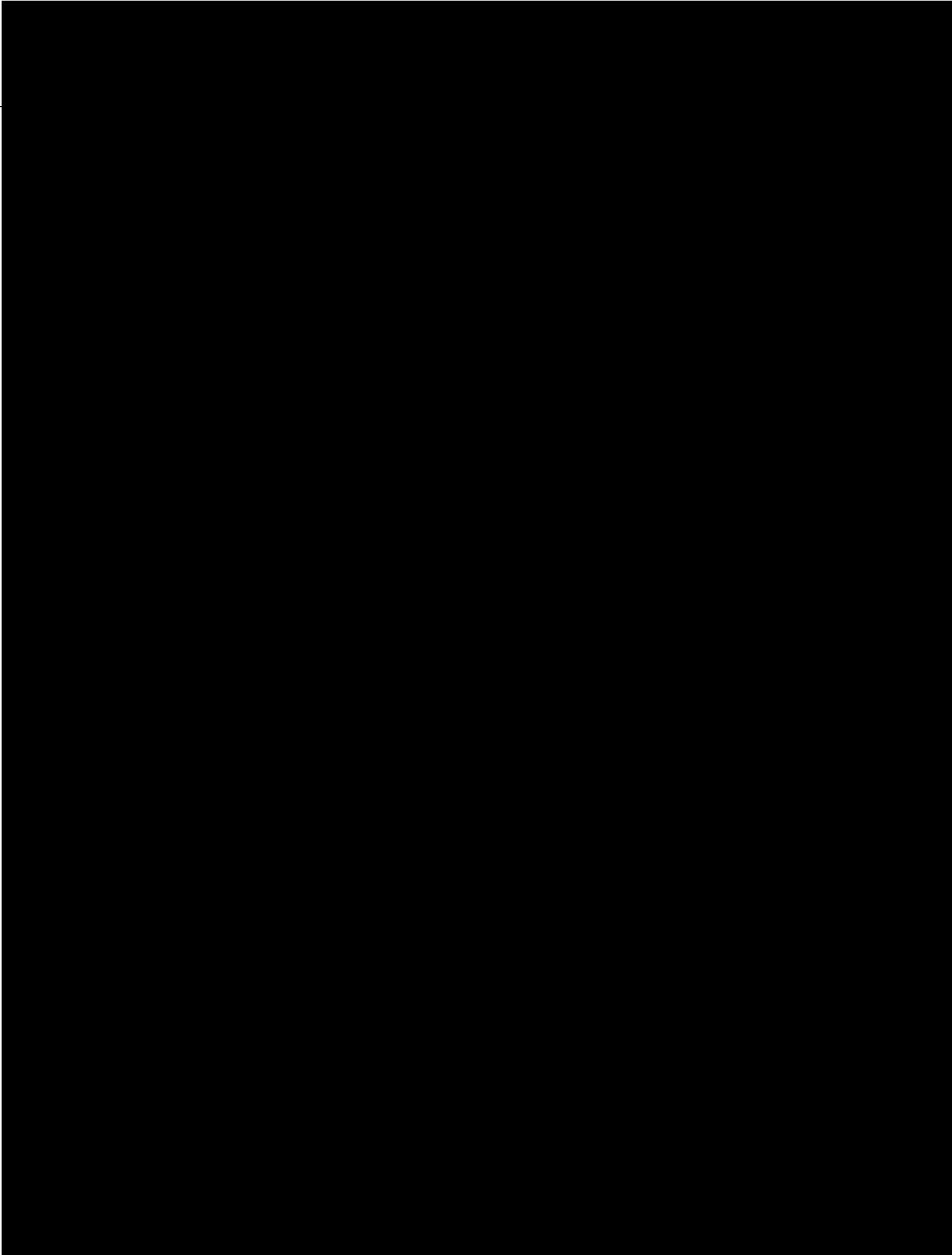


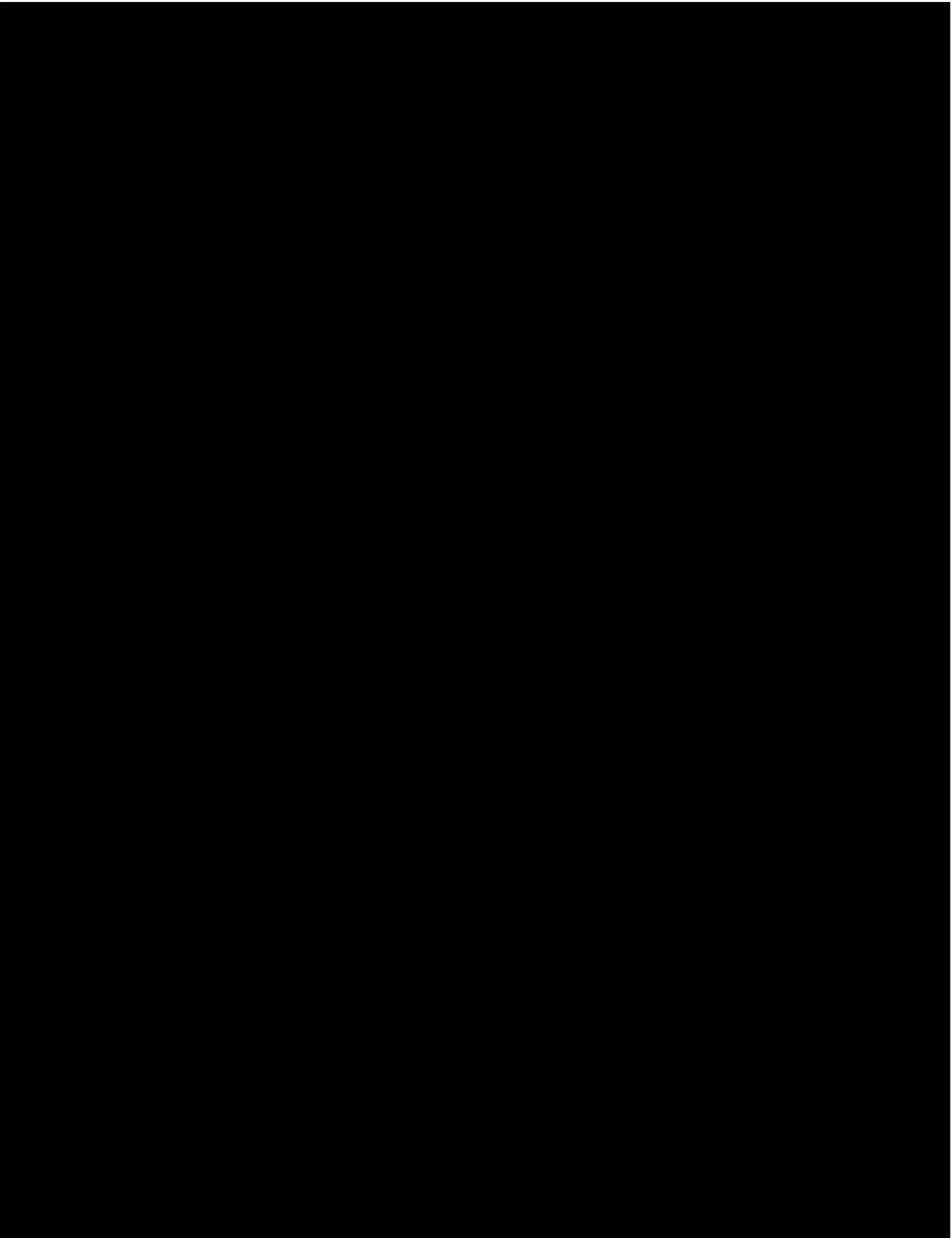


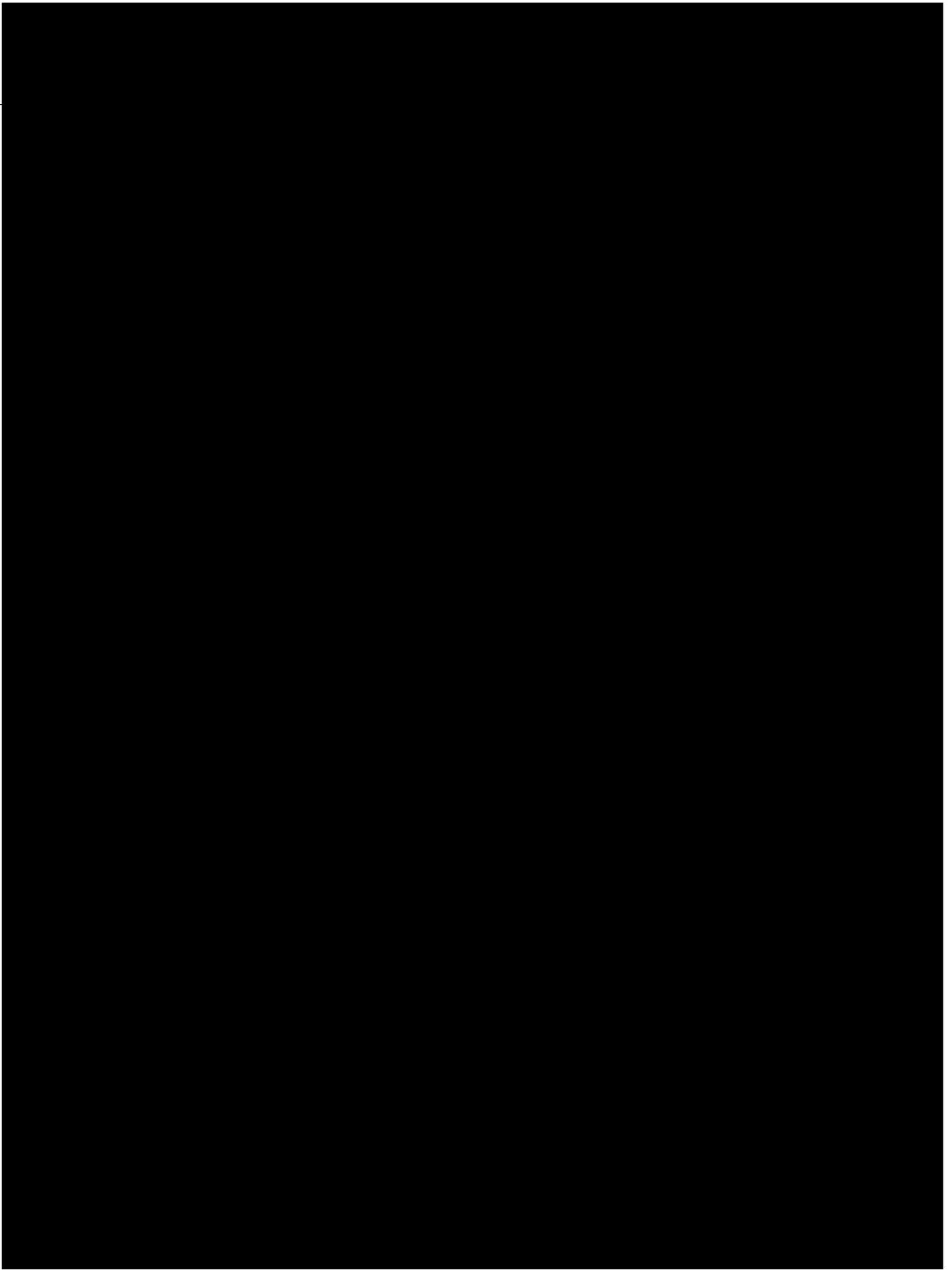




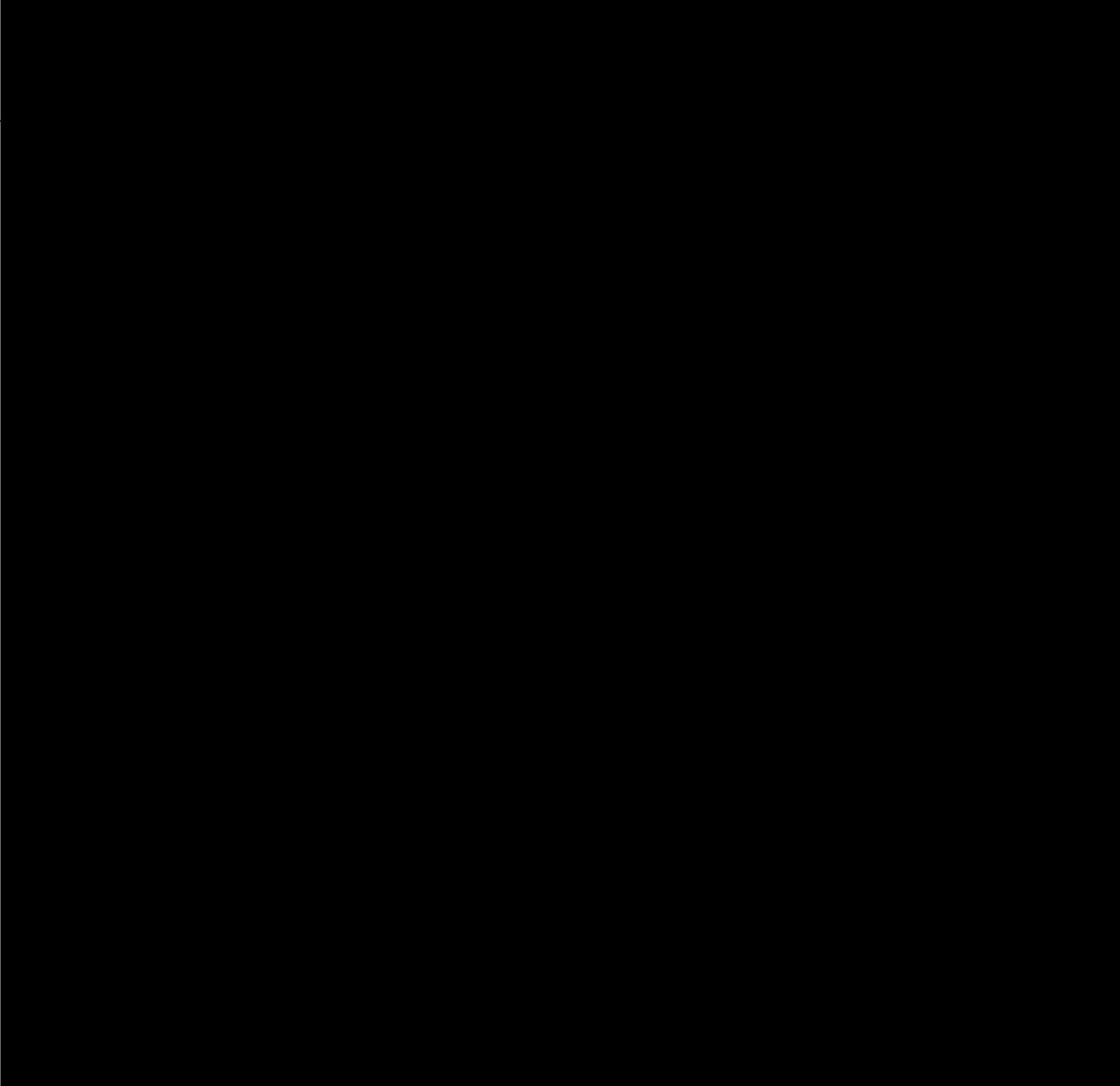


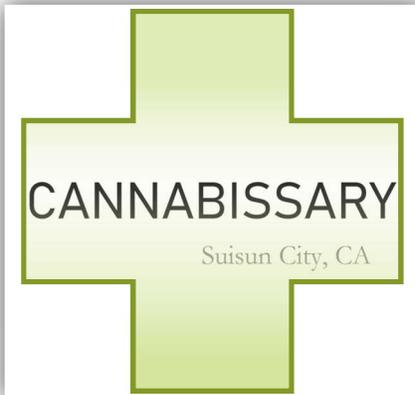












*Air Quality and  
Odor Control Plan*

## TABLE OF CONTENTS

---

<b>2.5</b>	<b>Air Quality / Odor Control Plan .....</b>	<b>80</b>
2.5.1	Facility Odor Emissions Information .....	80
2.5.2	Odor Mitigation Practices .....	80
2.5.3	Monitoring, Detection and Mitigation: Method for Assessing Impact of Odor.....	83
2.5.4	Monitoring.....	83
2.5.5	Mitigation .....	84
2.5.6	Staff Training.....	84
2.5.7	Odor Detection Documentation .....	84

## 2.5 Air Quality / Odor Control Plan

Cannabissary is committed to providing a clean air and odor free environment. We will implement an Air quality and Odor Control Plan for the comfort, health and safety of our community, employees, customers and visitors to our store. The plan will integrate an interior air circulation, ventilation and filtration systems to minimize the impacts to the surrounding businesses and public as well as odor mitigation measures in our operations.

### 2.5.1 Facility Odor Emissions Information

Location of odor emitting activities include:

- Retail sales area and limited access area:
  - Display/inspection of cannabis products
- Open workspace: inspection and receiving of cannabis products for incoming inventory
- Inventory Storage Room (storage of majority of cannabis goods)

### 2.5.2 Odor Mitigation Practices

The Owner/Operator is responsible for implementing the plan.

Implementing and maintain the building system to effectively minimize transmission of odor between building and surrounding areas

- Installation and regular maintenance of an air treatment system to ensure no off-site odor of cannabis detectable from adjacent properties or the community. Air treatment systems consist of carbon filtration on the intake side of the ventilation system
- Staff should immediately report an odor problem to the management and/or owner/operator, who will take corrective action, implement upgrades to the system, upgrades to the facility or to the internal handling process of product within the facility to further deter odors.

Our plan consists of incorporating in our operations:

- Pre-packaged and sealed cannabis products

- Cannabis goods on display to be locked in airtight viewing containers with a sealed small breather opening allowing customers to smell the product. (See appendix for examples.)
- Carbon Filter Control (Best Available Technology): Activated carbon filters on heating ventilation air conditioning (HVAC) equipment intake for odor mitigation.
  - Carbon filters to be replaced at least every 90 days or more frequent as needed
  - Maintenance Log: to be completed by management staff and kept in manager office
- HVAC system appropriately sized for facility and cubic feet per minute ventilation
- All Doors to be sealed with proper weather stripping, keeping circulating and filtered air inside the facility, compartmentalize any odors, maintain indoor air quality and prevent escape of odors to surrounding businesses.
- No openable windows in building design





*Airtight viewing containers: Display with a small breather opening allowing customers to smell the product (above). Concentrate viewing containers containing any smells and can be opened by a care counselor to allow patrons to smell the product (below).*



*MERV-8 Activated carbon filters for particulate filtration of supply air into build: HVAC odor removal air filters with activated carbon to be changed every 90 days or more frequently as needed.*

### **2.5.3 Monitoring, Detection and Mitigation: Method for Assessing Impact of Odor**

The importance of cannabis odor mitigation is very well understood, and we shall make decisions that best to prevent the issue of odor to the surrounding areas. If odors are detected outside the facility this plan shall serve as a guideline to provide corrective action.

### **2.5.4 Monitoring**

The manager/supervisor shall assess the on-site and off-site odors daily for the potential release of objectionable odors. The manager/supervisor on duty shall be responsible for assessing and documenting odor impacts on a daily basis.

The closest adjacent businesses within 200 feet include;

- George's feed and Supply (within ~50ft)
- Mathew's Metal Fabrication (~100 ft)
- Grizzly Autobody (~150 ft)

### 2.5.5 Mitigation

Should objectionable off-site cannabis odors be detected by the public and we are notified in writing, the following protocols will take place immediately:

- Investigate the likely source of the odor.
- Utilize on site management practices to resolve the odor event.
- Take steps to reduce the source of objectionable odors.
- Determine if the odor traveled off-site by surveying the perimeter and making observations of existing wind patterns.
- Document the event for further operational review.

If employees are not able to take steps to reduce the odor-generating source, they are to immediately notify the facility manager, who will then notify the business owner. All communication shall be documented, and the team shall create a proper solution.

### 2.5.6 Staff Training

All employees shall be trained on how to detect, prevent and remediate odor outside our facility and all corrective options outlined herein.

### 2.5.7 Odor Detection Documentation

The Odor Detection Form (ODF) shall be provided to those who suspect objectionable odors emanating from inside the facility. ODFs are available per request, on-site.

We shall maintain records of all odor detection notifications and/or complaints that will include the remediation measures employed. The records shall be made available to the AHJ or the general public on request. All requests shall be in writing (email is acceptable).

## Odor Detection Form

Name of Reporting Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location of  
Odor: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Date/Time of Notification: \_\_\_\_\_

Notification Method: Email \_\_\_ Online \_\_\_ In Person \_\_\_

-----

Administrative Use Only

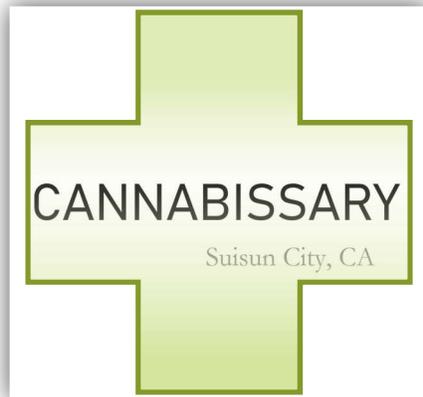
Mitigation Response

Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date/Time Measures Employed: \_\_\_\_\_

Were Mitigation Measures Successful? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature/Date/Time: \_\_\_\_\_



# Disposal Plan

## Table of Contents

<b>DISPOSAL PLAN.....</b>	<b>87</b>
2.6 Cannabis Waste Management.....	87
2.6.1 Management of Waste including Expired Products .....	87
2.6.2 Destruction of Cannabis Goods Prior to Disposal .....	88
2.6.1 Waste Storage and Quarantine.....	88
2.6.2 Cannabis Waste Disposal Recordkeeping.....	89

## Disposal Plan

### 2.6 Cannabis Waste Management

Pursuant to 18.49.150 (N), litter and waste, including chemical and organic, will be properly and regularly removed from the premises as outlined in these written procedures.

Hazardous materials will be properly stored, handled, disposed of in accordance with applicable state and federal laws.

Pursuant to 16 CCR § 5055(a), Cannabissary will not sell cannabis waste.

Pursuant to 16 CCR § 5055(b), Cannabissary will comply with all applicable waste management laws including, but not limited to, Division 30 of the Public Resources Code.

Pursuant to 18.49.150 (M) Cannabis products shall be lab tested and free of harmful contaminants, including but not limited to pesticides, mold and fungus. A certificate of analysis is to be obtained certifying that cannabis products meet these criteria, prior to acceptance into inventory and offered to the public. Any cannabis products that fail testing criteria are deemed cannabis waste and will not be sold to the public. Any cannabis goods that are spoiled or fouled, compromised, defective, customer return and or unusable, unconsumable cannabis products, shall not be sold and shall be made into cannabis waste.

A detailed written protocol can be found in the **Quality Control Plan** outlining the quality control procedures prior to accepting cannabis goods for inventory as well as addressing customer returns.

#### 2.6.1 Management of Waste including Expired Products

1. All waste will be collected and disposed of according to Bureau of Cannabis Control regulations.
1. Hazardous waste will be collected and disposed of according to state and federal laws.
2. Waste containing the product will be removed from its packaging and rendered unrecognizable and unusable (e.g by mixing with inert materials, dirt, paper waste, vinegar, etc.) to a level of at least 51 percent inert material to cannabis waste) prior to disposal.
3. Any waste that contains the product will be placed in a secured waste container or locked in a secured location.
4. Each item being disposed of will be tracked through the inventory control system.
5. A Licensed Waste Management Contractor will be retained to safely and properly remove waste from premises weekly (or more often) basis.

## 2.6.2 Destruction of Cannabis Goods Prior to Disposal

Pursuant to 16 CCR § 5054, Cannabissary will not dispose of cannabis goods, unless disposed of as cannabis waste, defined under 16 CCR § 5000(g).

Cannabis waste will be stored, managed, and disposed of in accordance with all applicable waste management laws, including, but not limited to, Division 30 of the Public Resources Code. Cannabis goods intended for disposal will remain on the licensed premises until destroyed into cannabis waste. Cannabissary will ensure that access to the cannabis goods is restricted to Cannabissary its employees or agents; and Storage of the cannabis goods allocated for disposal is separate and distinct from other cannabis goods.

To be rendered as cannabis waste for proper disposal, including disposal as defined under Public Resources Code section 40192, cannabis goods will first be destroyed on the licensed premises. This includes, at a minimum, removing or separating the cannabis goods from any packaging, or container, and rendering it unrecognizable and unusable. It is not required for vape cartridges to be emptied of cannabis oil prior to disposal, provided that the vape cartridge itself is unrecognizable and unusable at the time of disposal.

Cannabissary, in compliance with all applicable hazardous waste laws and regulations, will ensure the proper handling of any hazardous waste, as defined under Public Resources Code section 40141. If Cannabissary has rendered any cannabis goods as organic waste, defined under Public Resources Code section 42649.8, Cannabissary will comply with all applicable organic waste laws and regulations.

Cannabis waste on the licensed premises will be secured in a receptacle or area that is restricted to Cannabissary its employees, or an authorized waste hauler. Cannabissary will report all cannabis waste activities, up to and including disposal, into the track and trace system.

Pursuant to 16 CCR § 5055(c), Cannabissary will dispose of cannabis waste in a secured waste receptacle or in a secured area on the licensed premises. For the purposes of this section, “secure waste receptacle” or “secured area” means that physical access to the receptacle or area is restricted to Cannabissary and its employees and the local agency, or waste hauler franchised or contracted by a local agency. Public access to the designated receptacle or area is prohibited.

Pursuant to 16 CCR § 5055(d), if Cannabissary is composting cannabis waste on the licensed premises, Cannabissary will do so in compliance with title 14, California Code of Regulations, chapter 3.1 (commencing with Section 17850).

## 2.6.1 Waste Storage and Quarantine

Cannabis waste shall at no time be stored anywhere outside of the secured cannabis waste disposal area. Products requiring disposal may be contaminated, returned, damaged, or in a

condition that could adversely affect the quality of other cannabis products. Cannabis products that are placed in secured quarantine are products whose quality is unknown and may pose a similar threat to the quality of other cannabis products. As products in secured quarantine may still be approved or rejected, it is necessary to segregate them to prevent potential contamination. Having designated areas for cannabis product storage also means that at no time will an agent sell a product that has not been tested and approved.

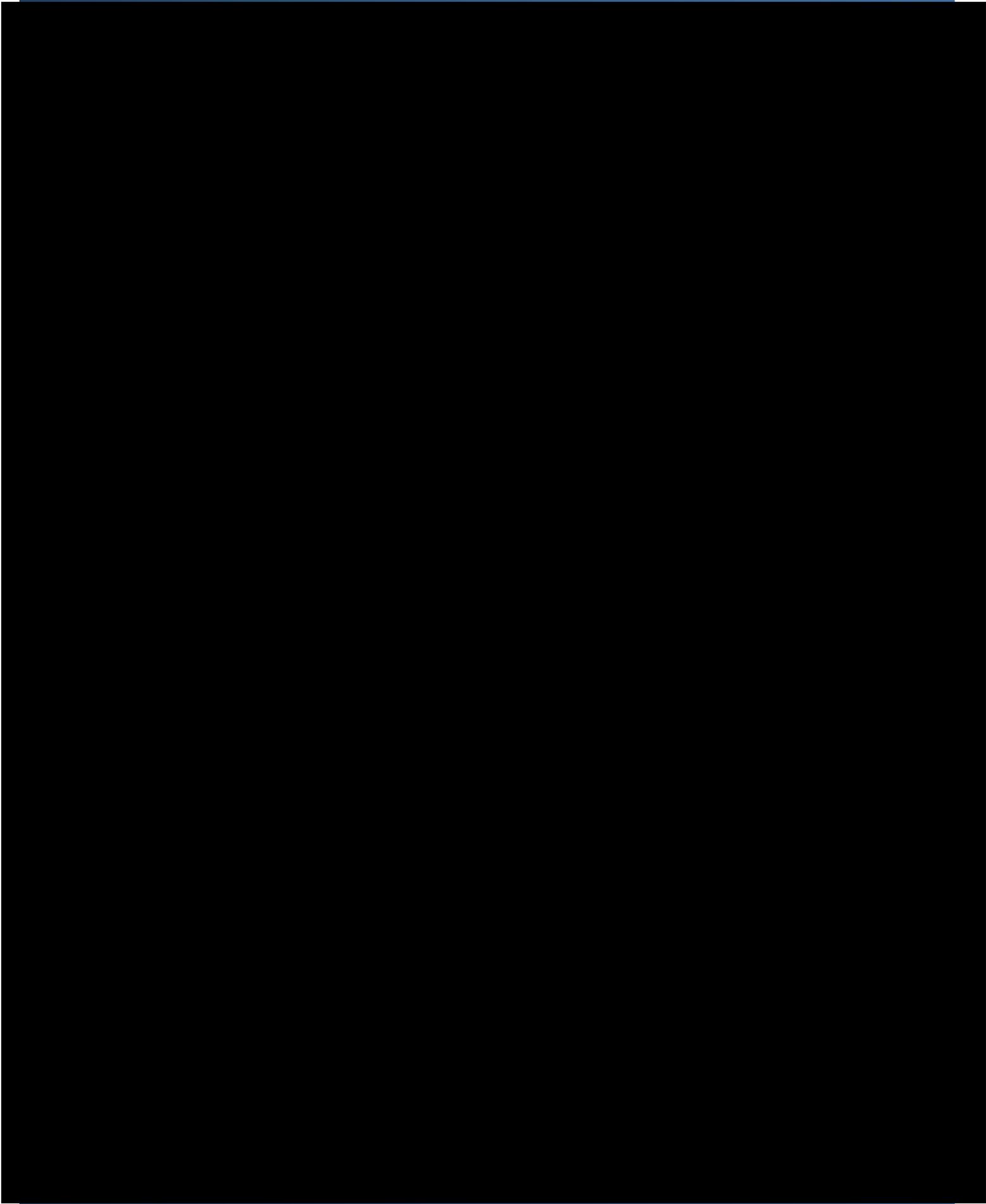
- A space for cannabis goods to be wasted will be located in secure inventory storage until the cannabis product can be turned into cannabis waste.
- Cannabis waste (unrecognizable and unusable) will be stored in a secured waste disposal area until pick up from waste collection

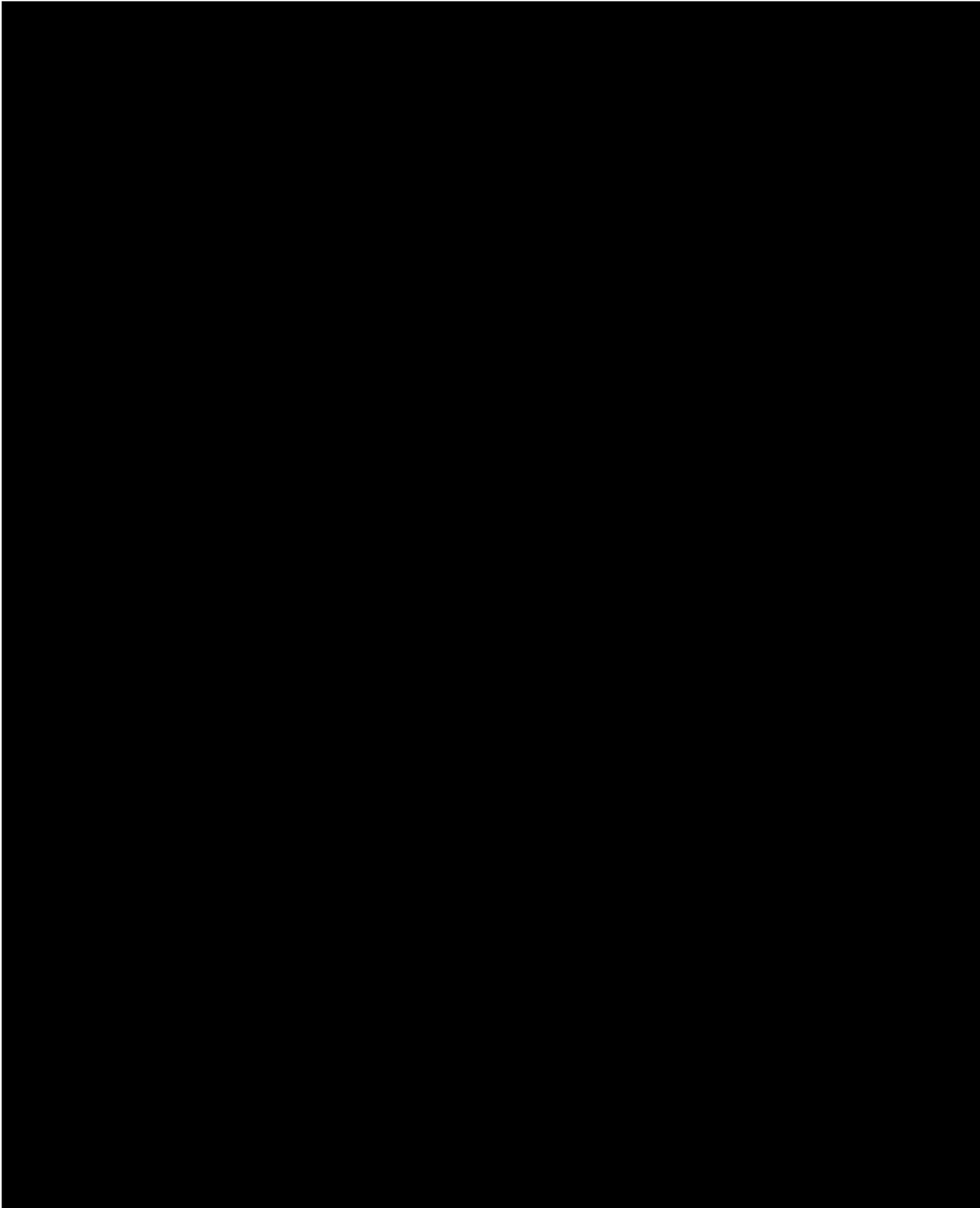
## 2.6.2 Cannabis Waste Disposal Recordkeeping

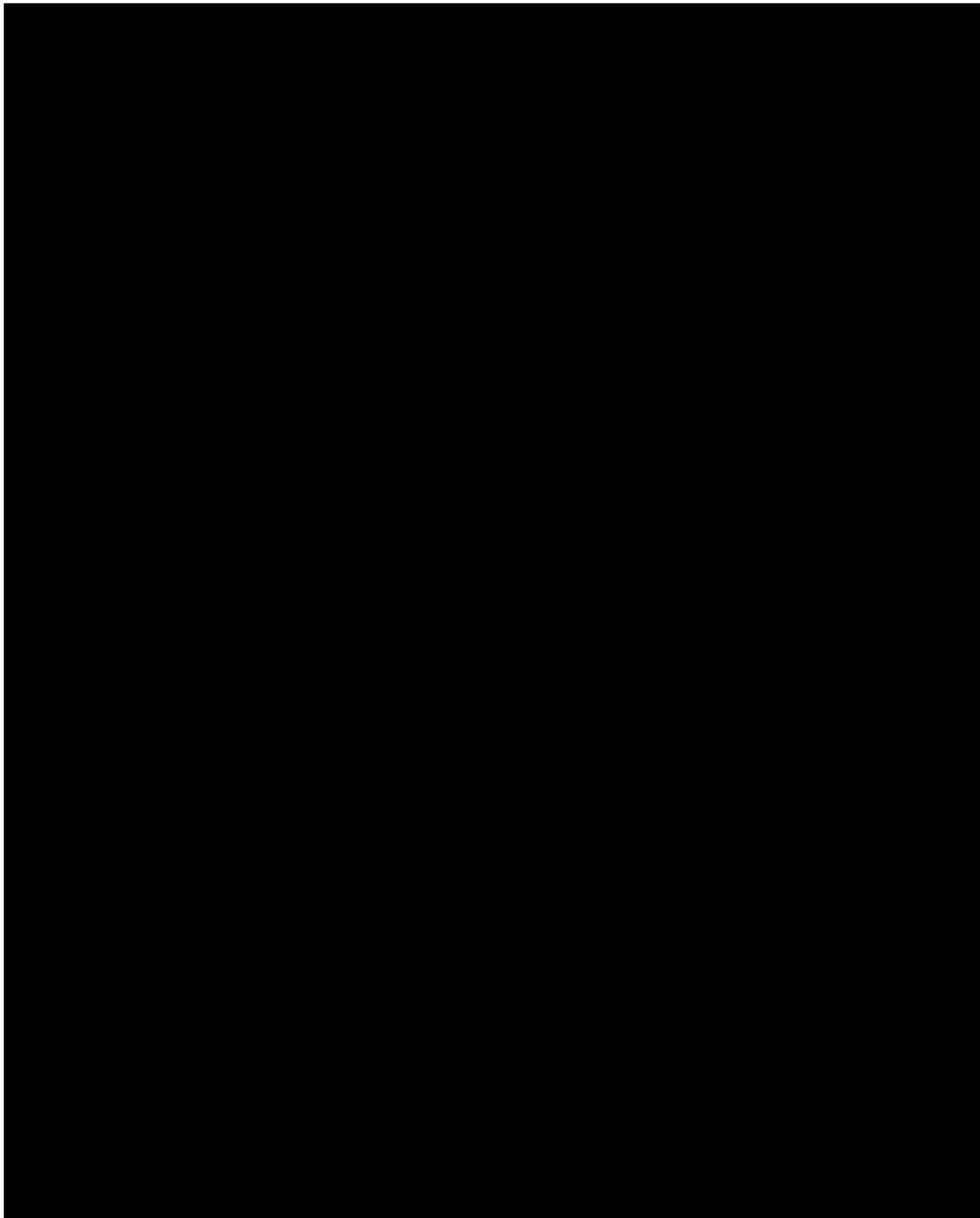
### ***2.6.2.1 Cannabis waste will be recorded in the METRC “Track and Trace” System. Track and Trace Requirements During Destruction or Disposal of Cannabis***

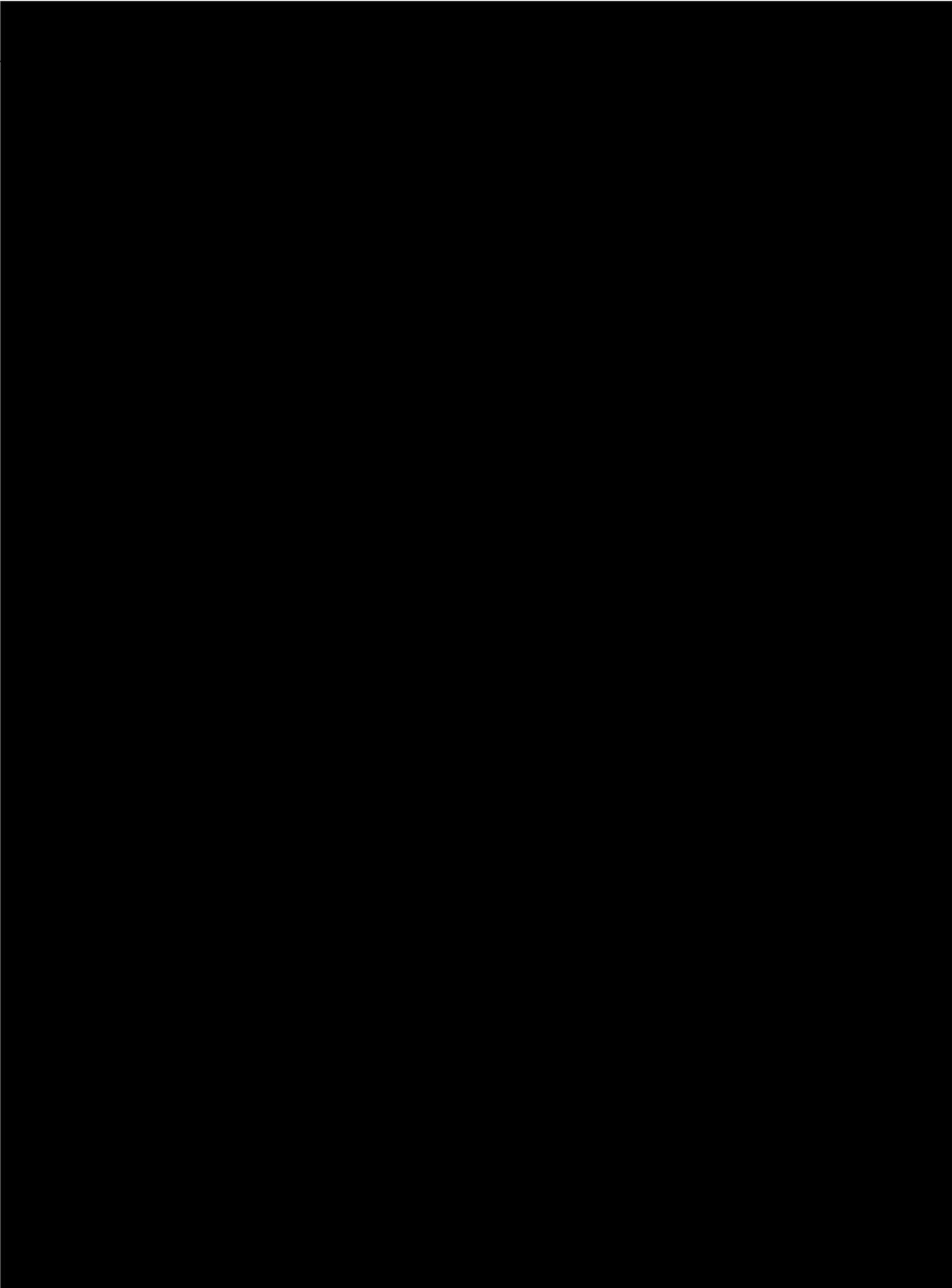
Pursuant to 16 CCR § 5049(b)(7), if cannabis goods are being destroyed or disposed of, Cannabissary will record in the track and trace system the following additional information:

- The name of the employee performing the destruction or disposal.
- The reason for destruction or disposal.
- The name of the entity being used to collect and process cannabis waste.

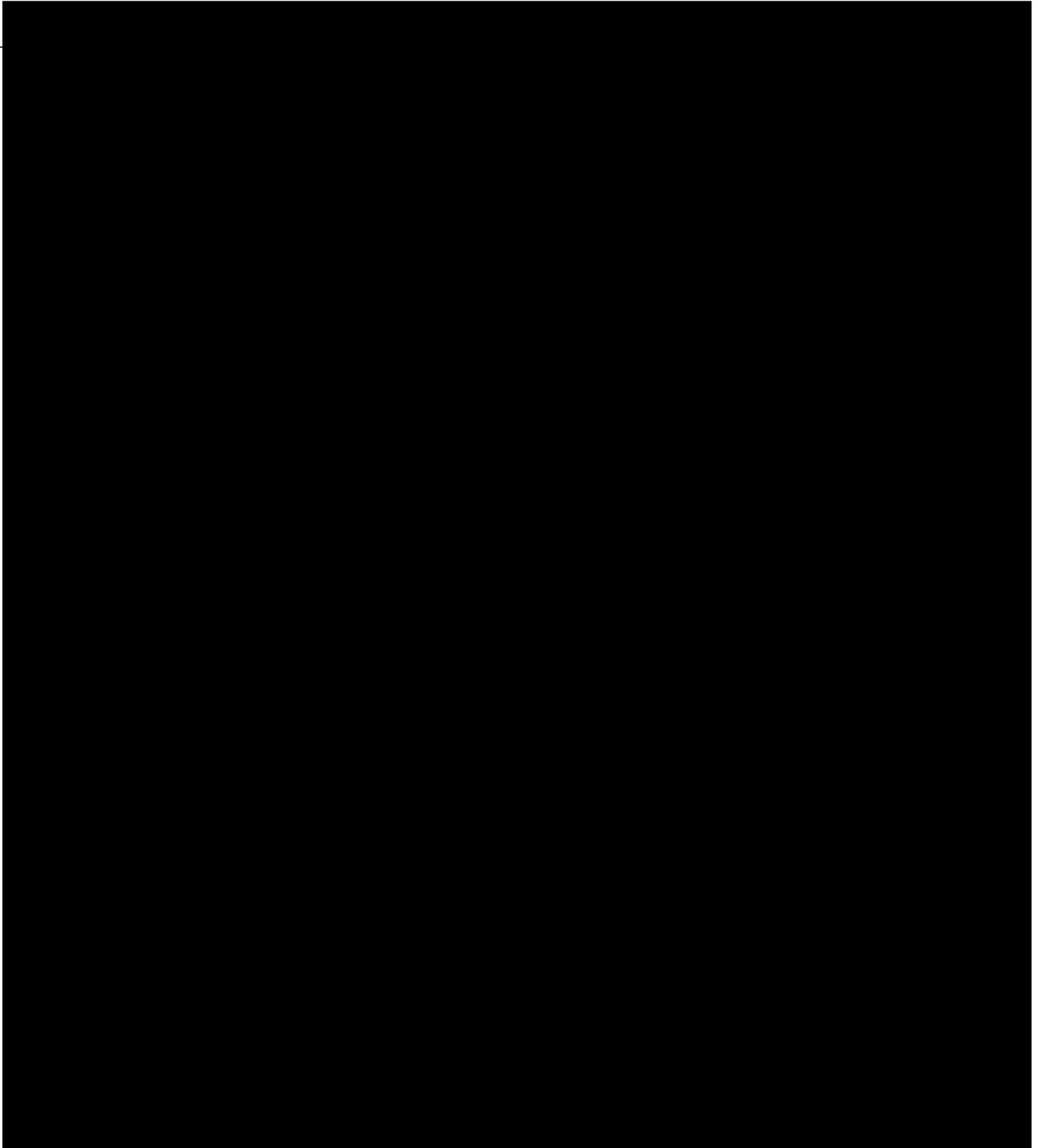


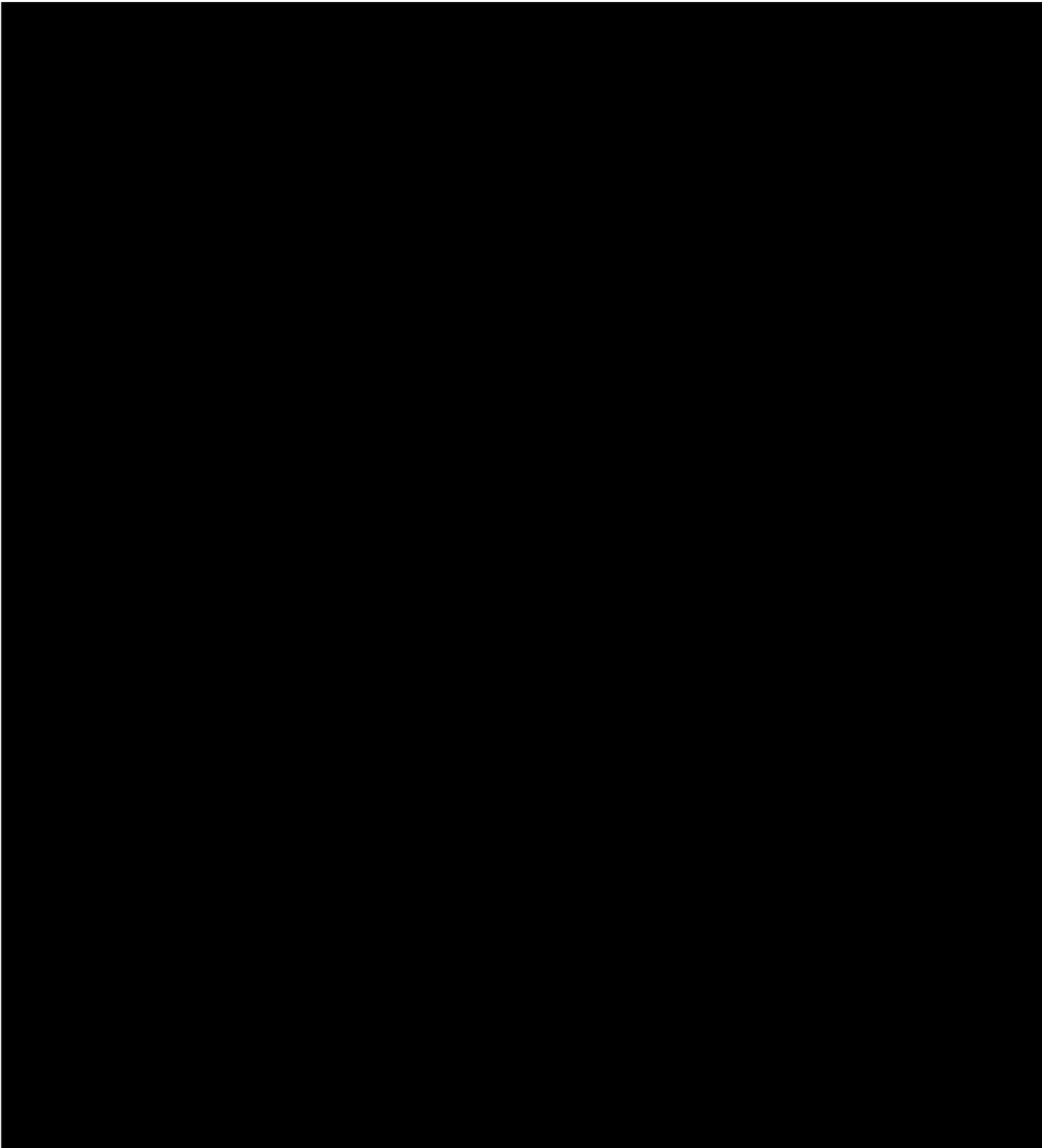


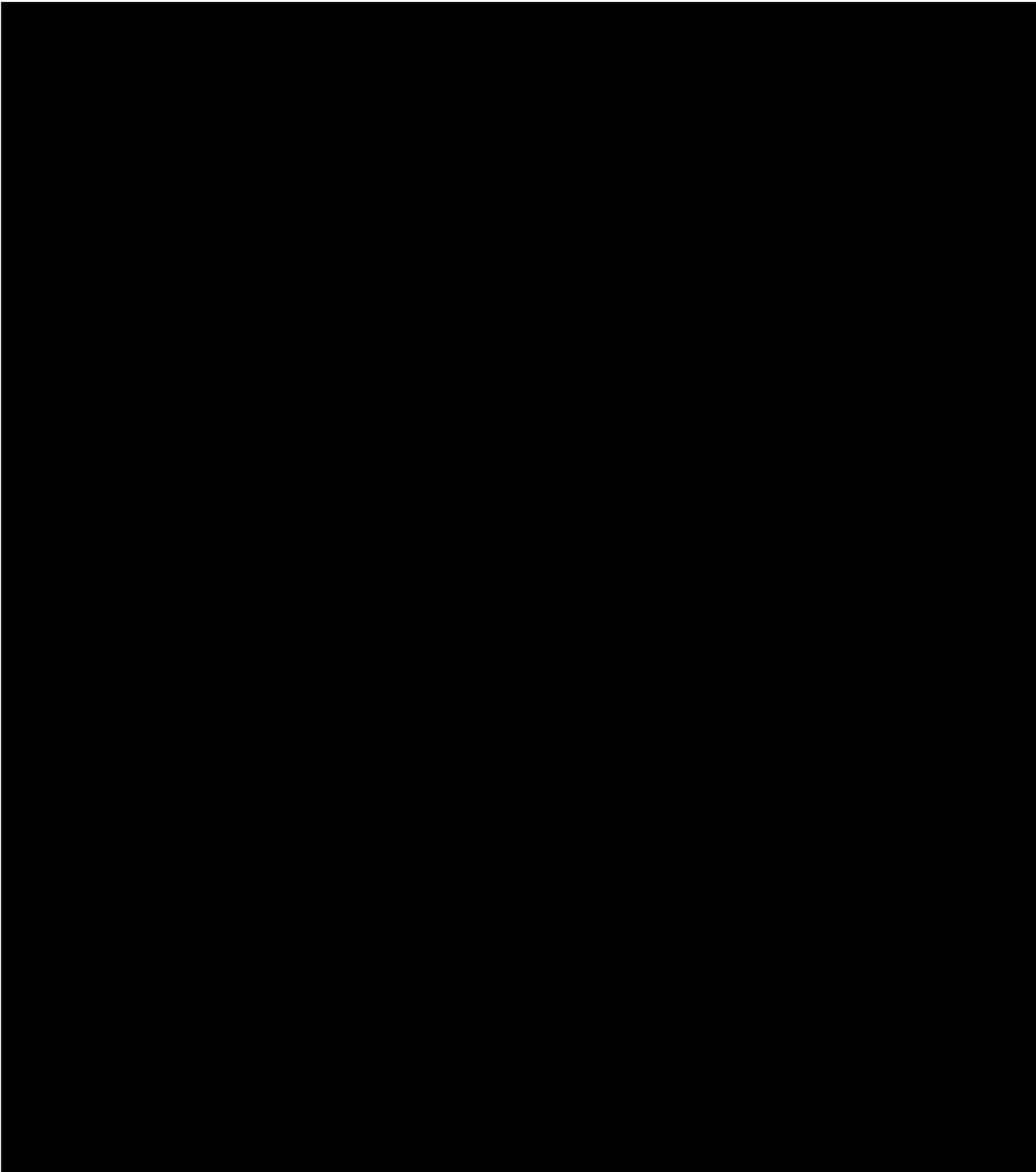


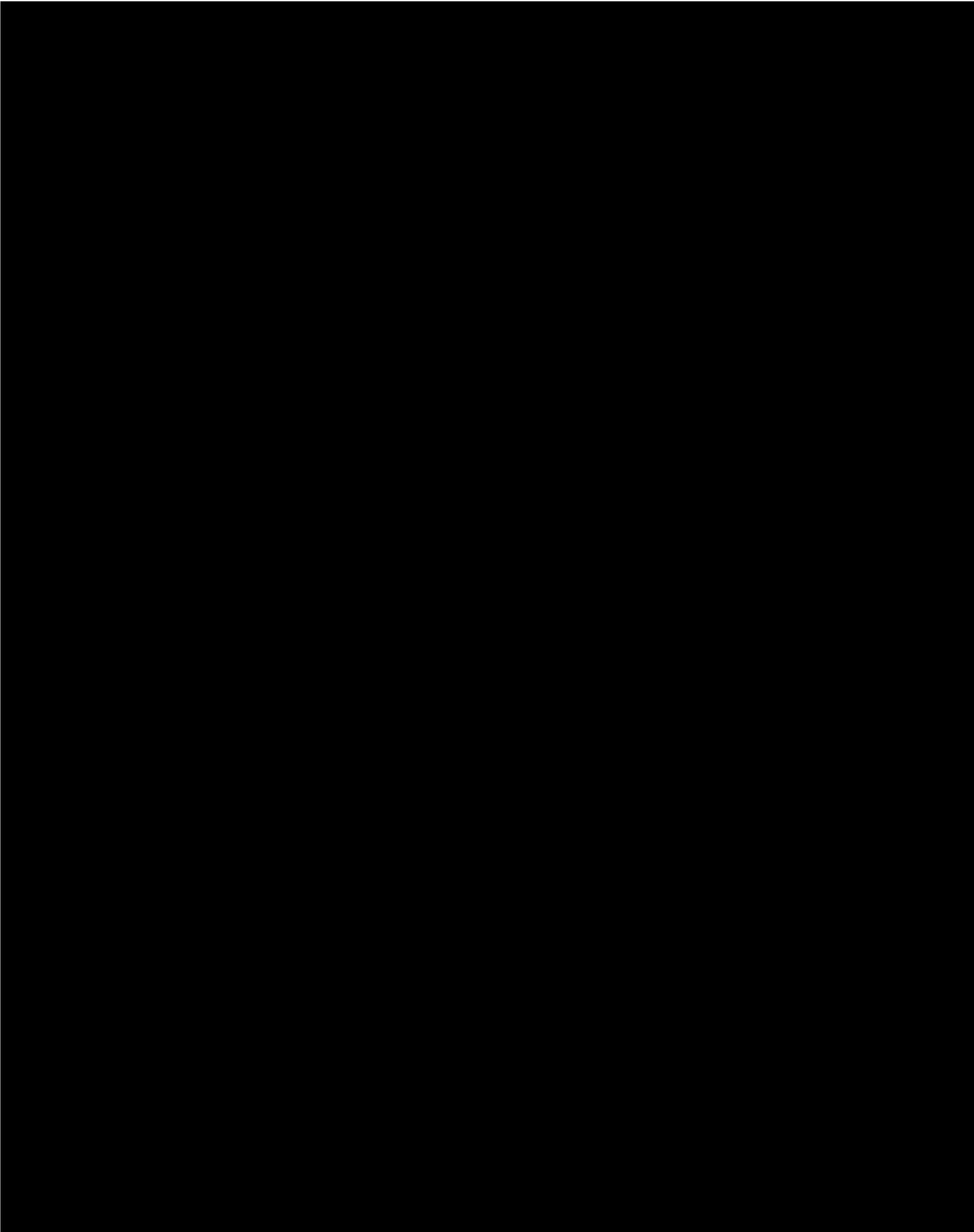


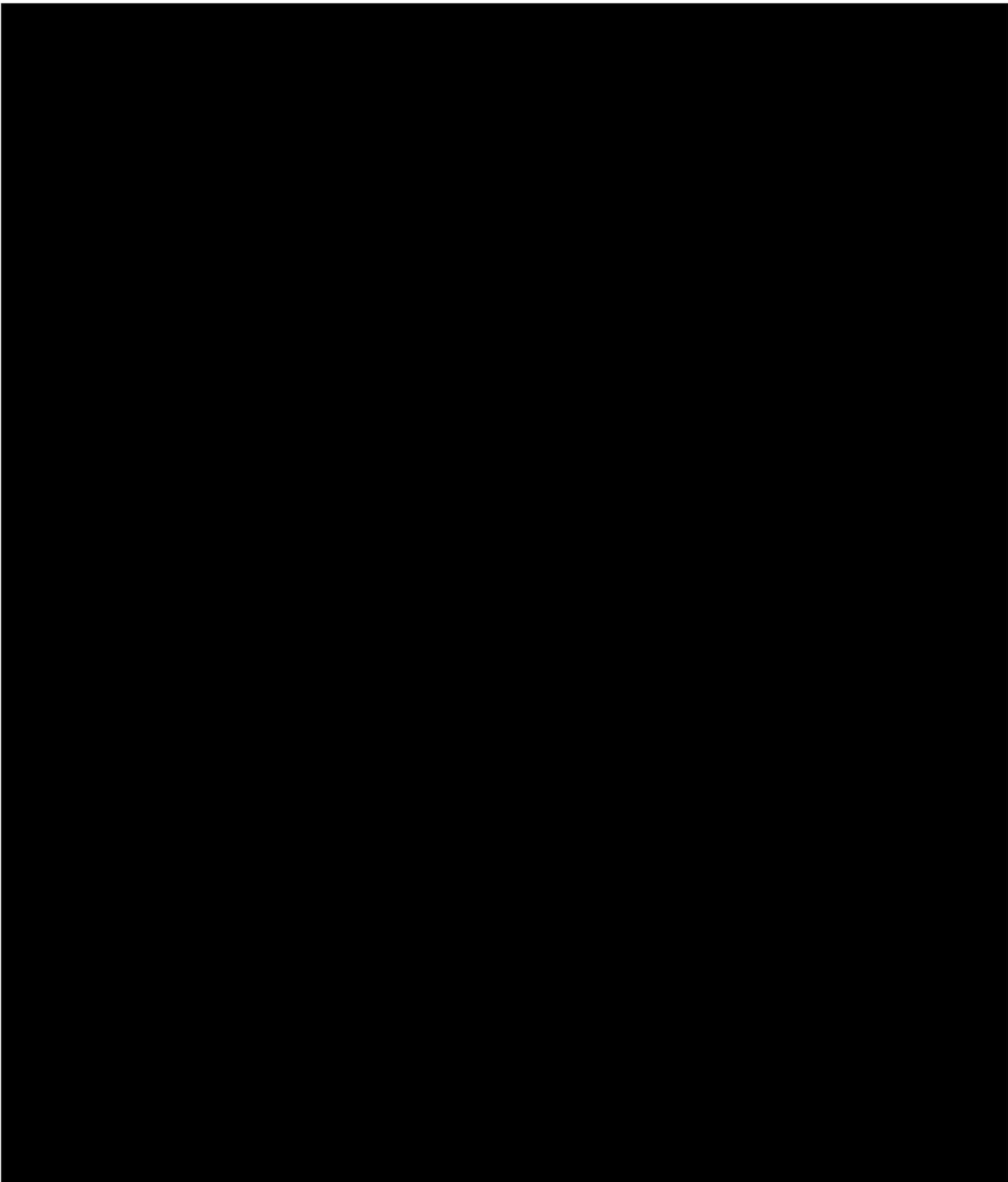


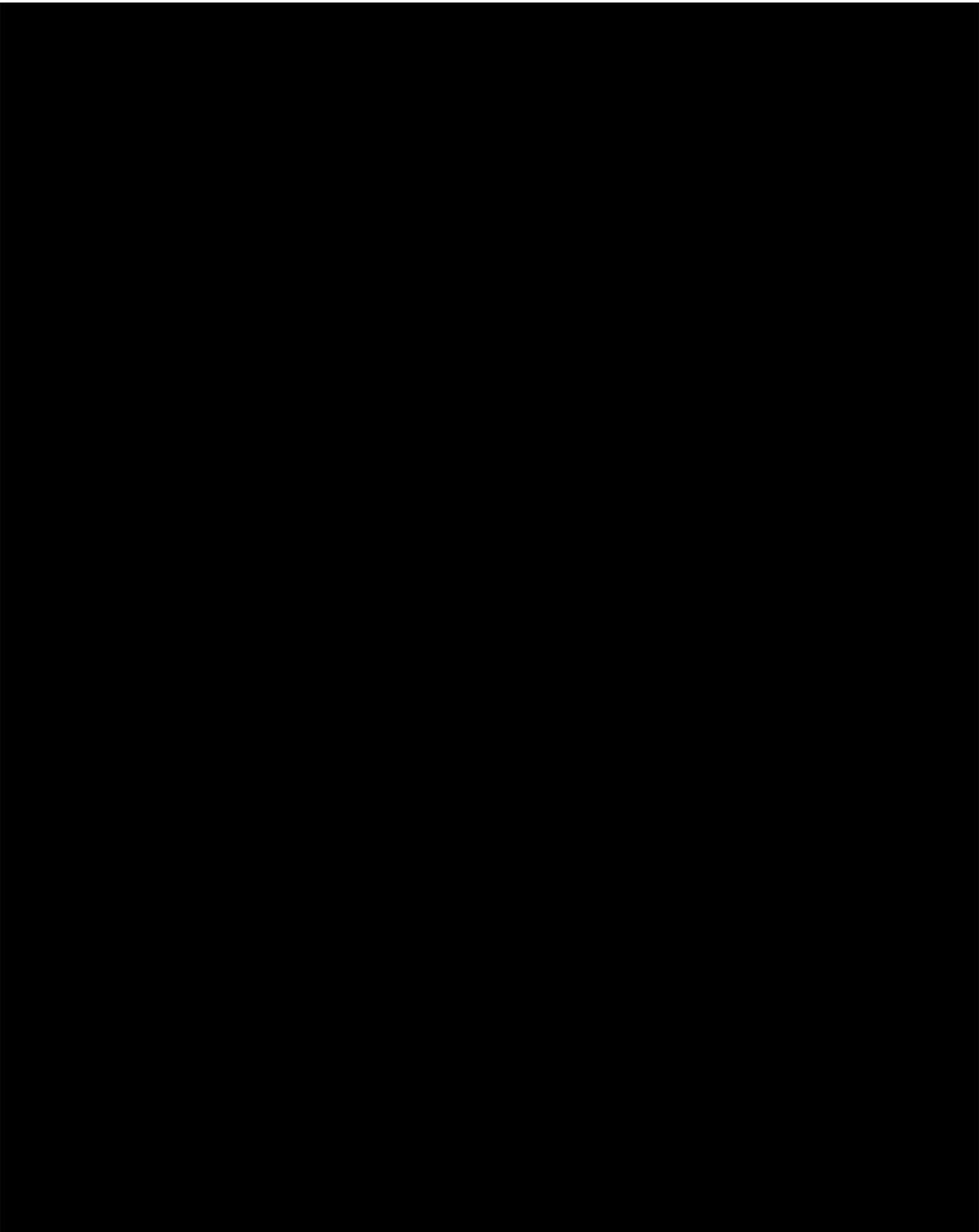




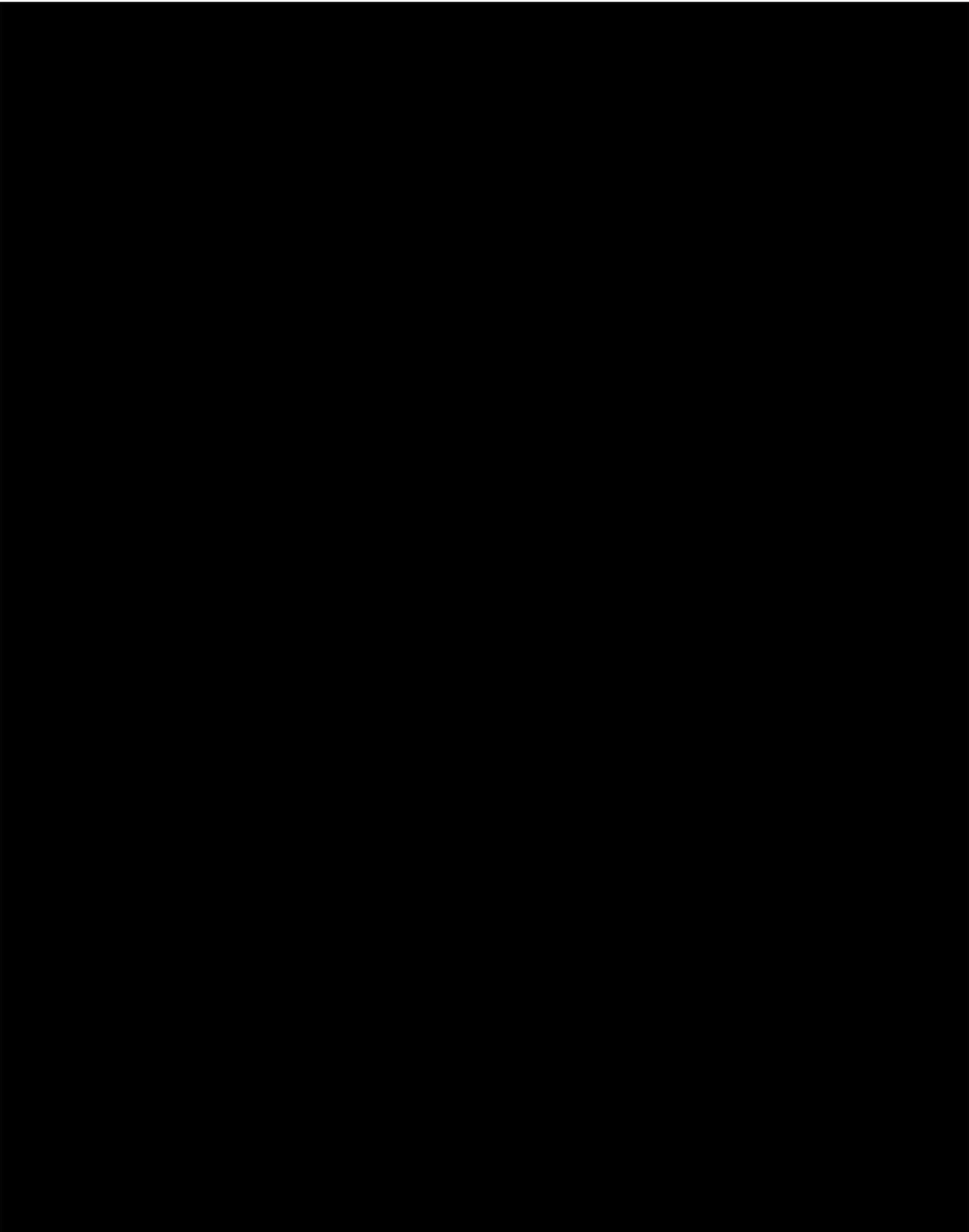


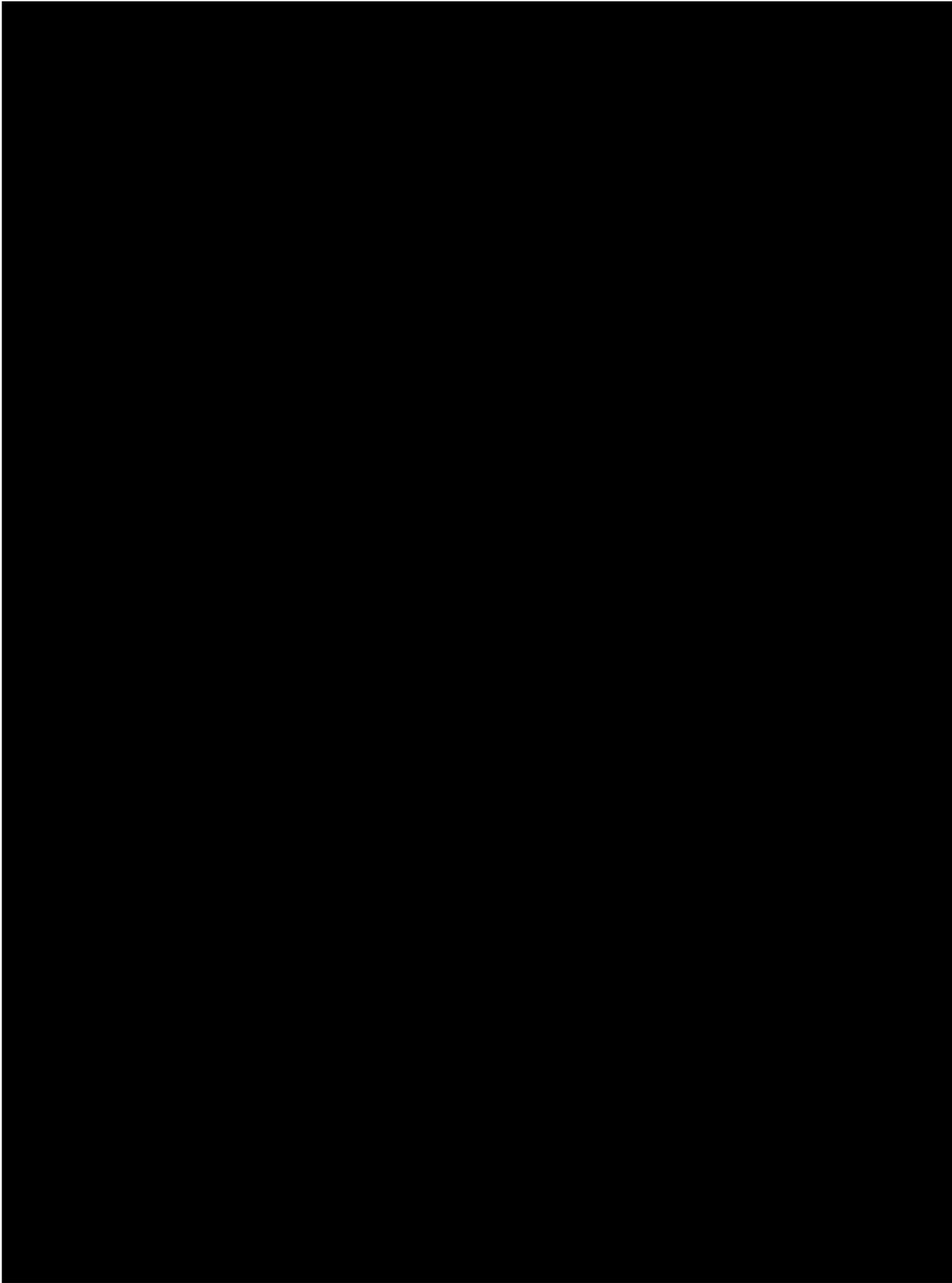


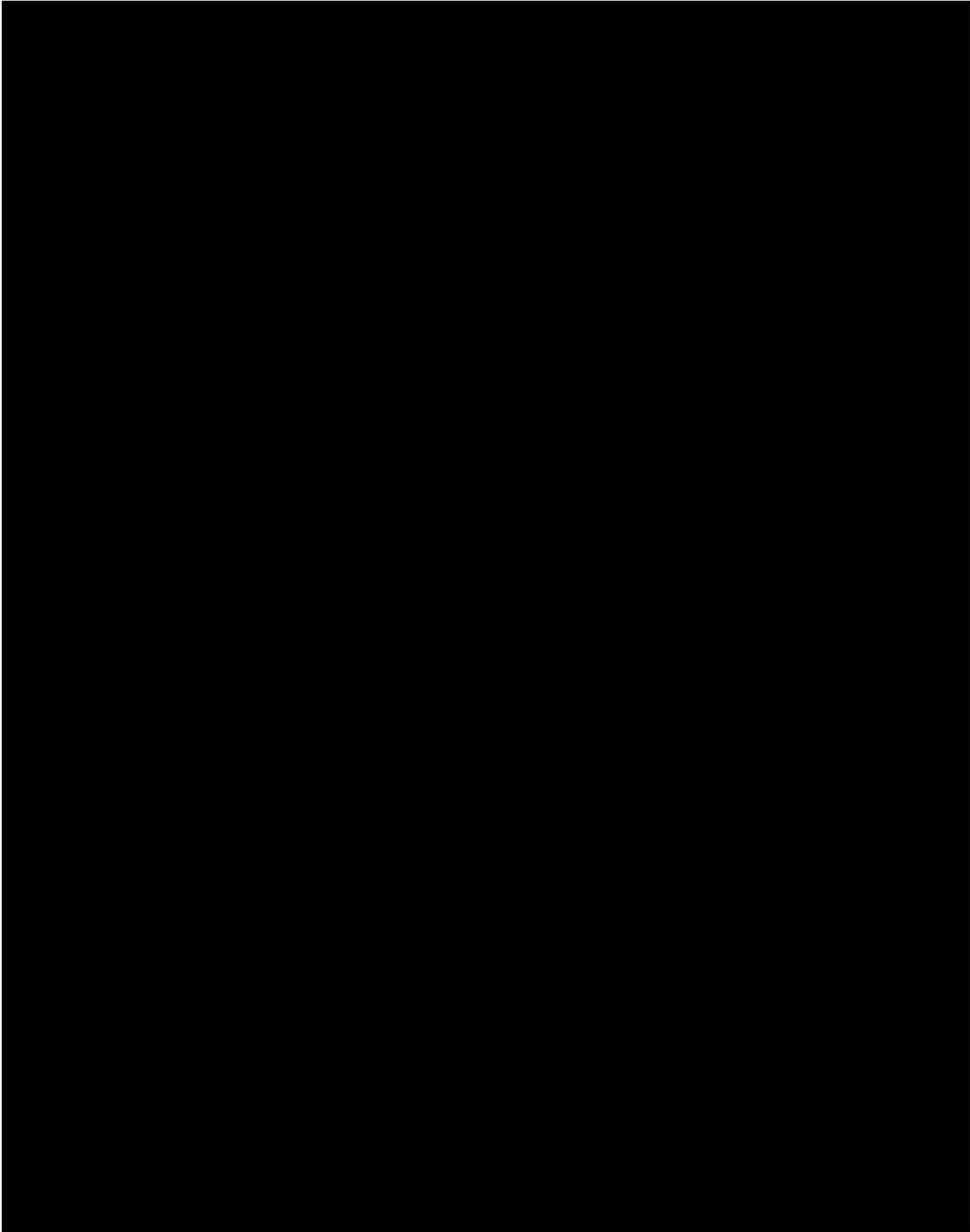


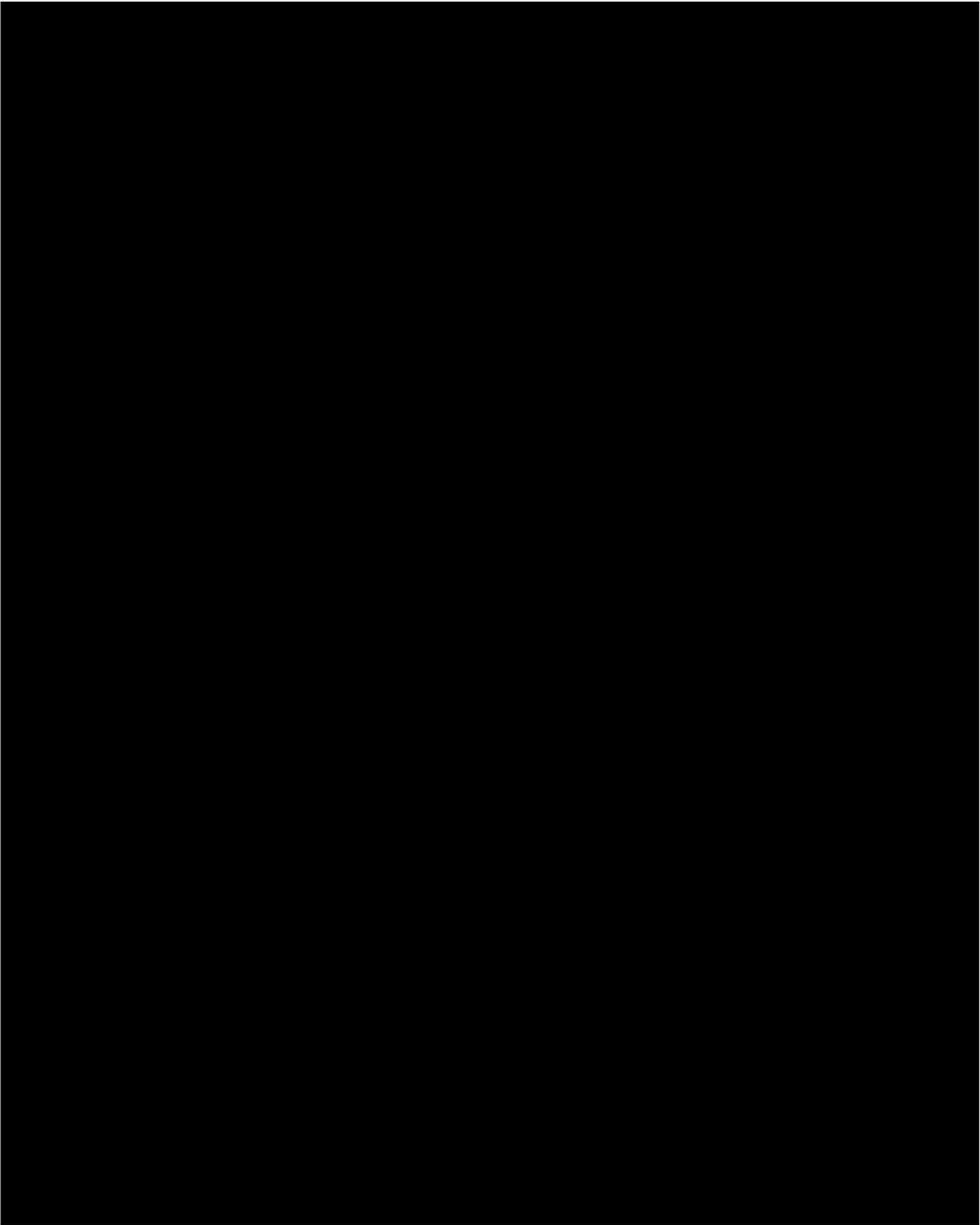


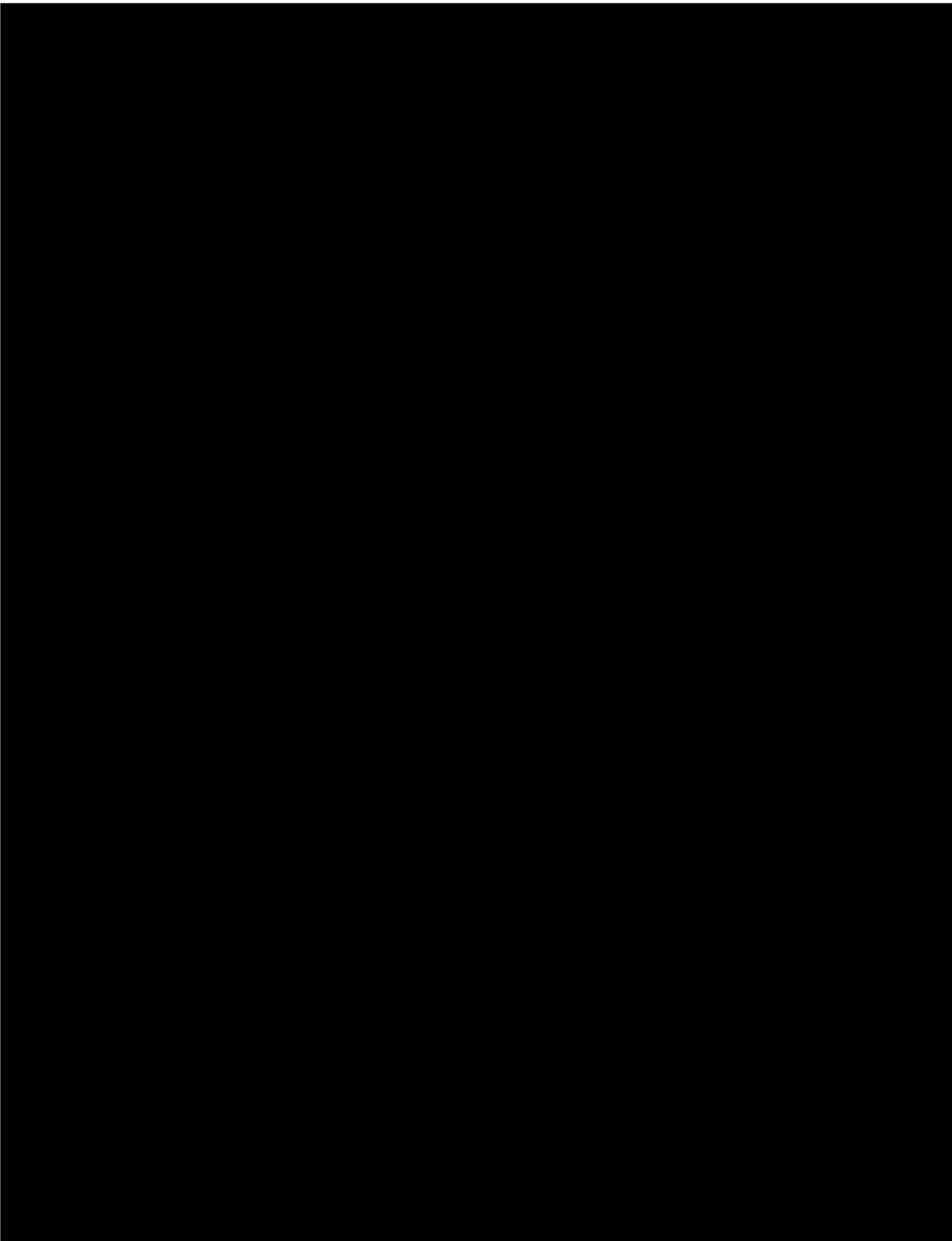


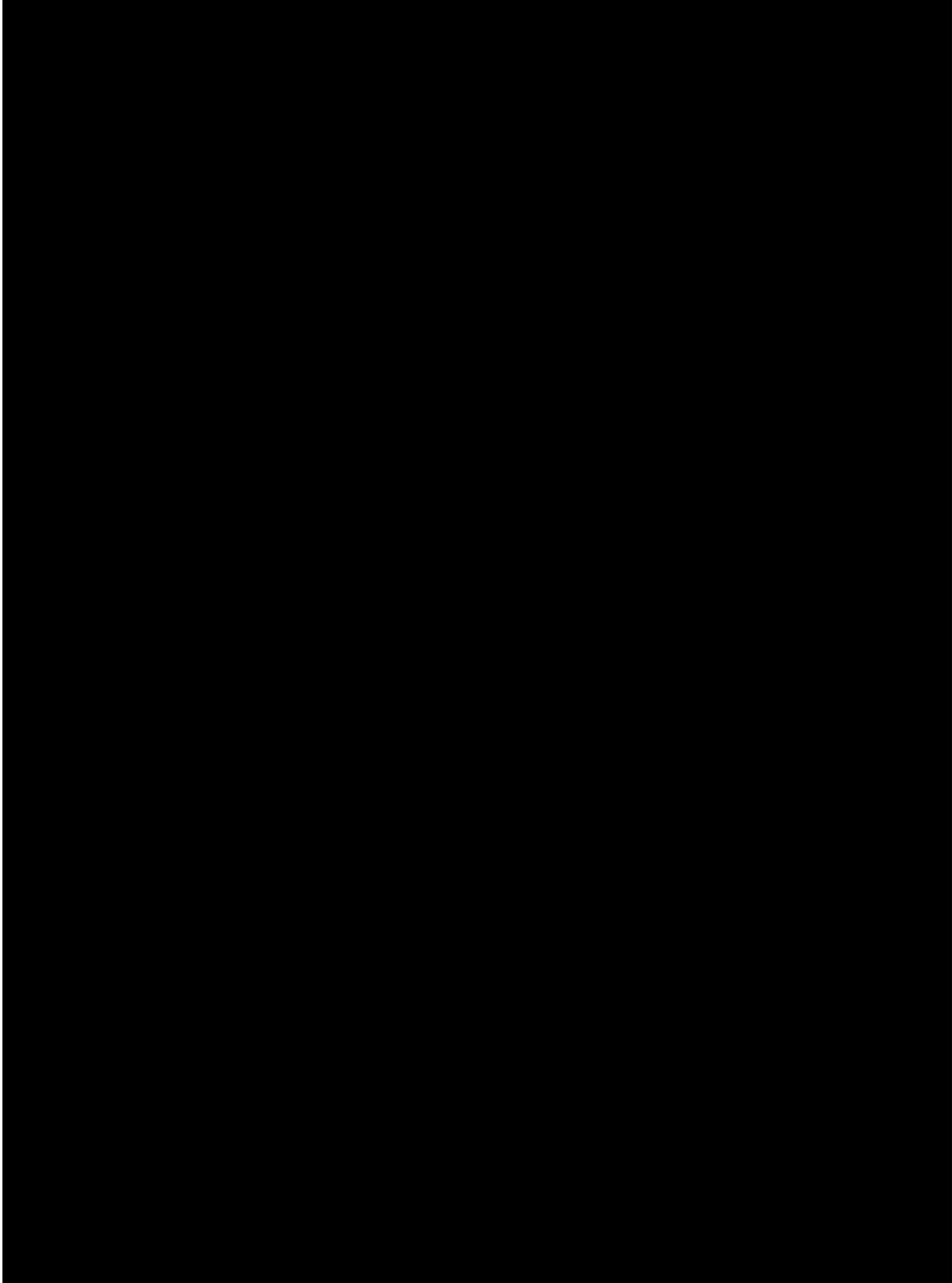


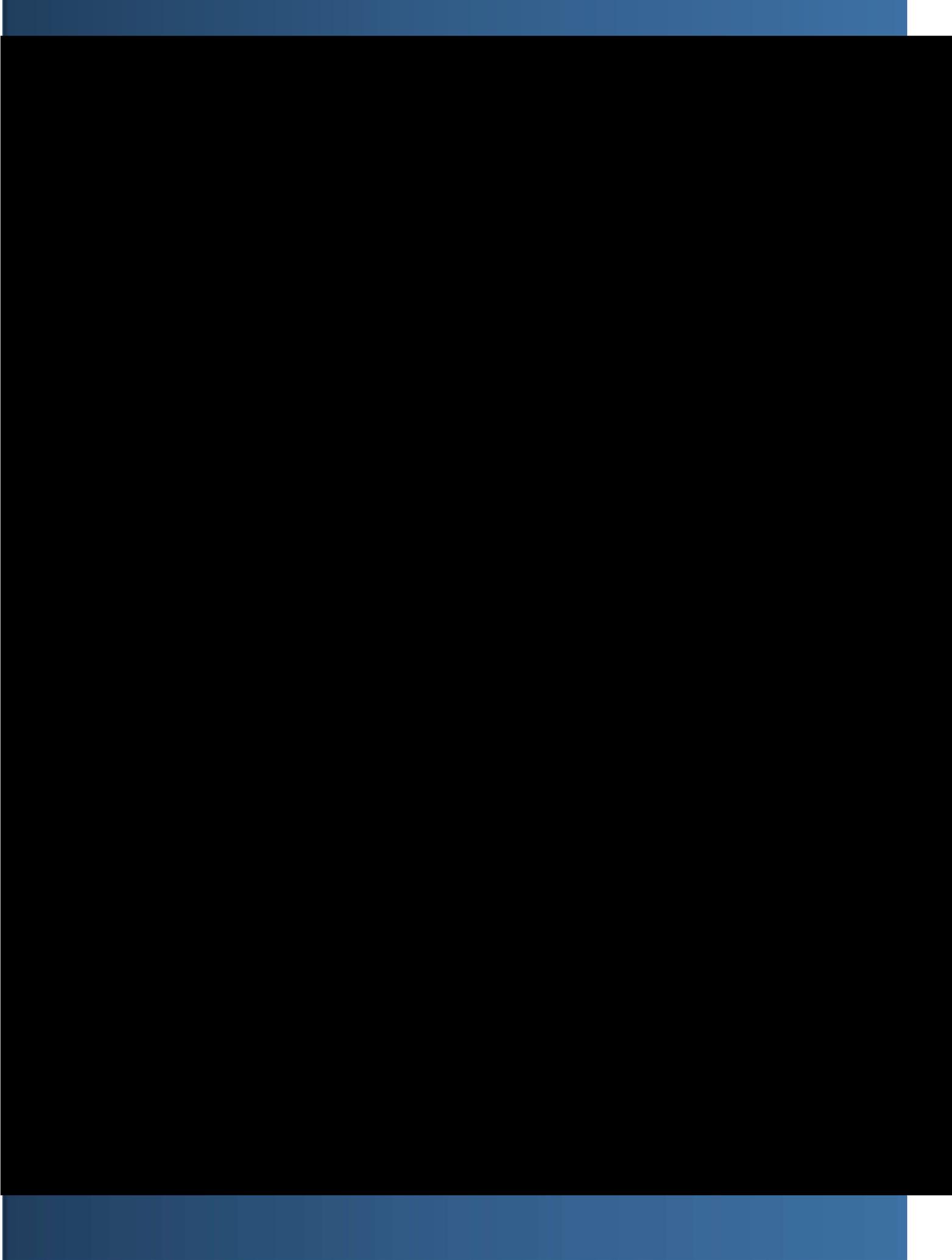


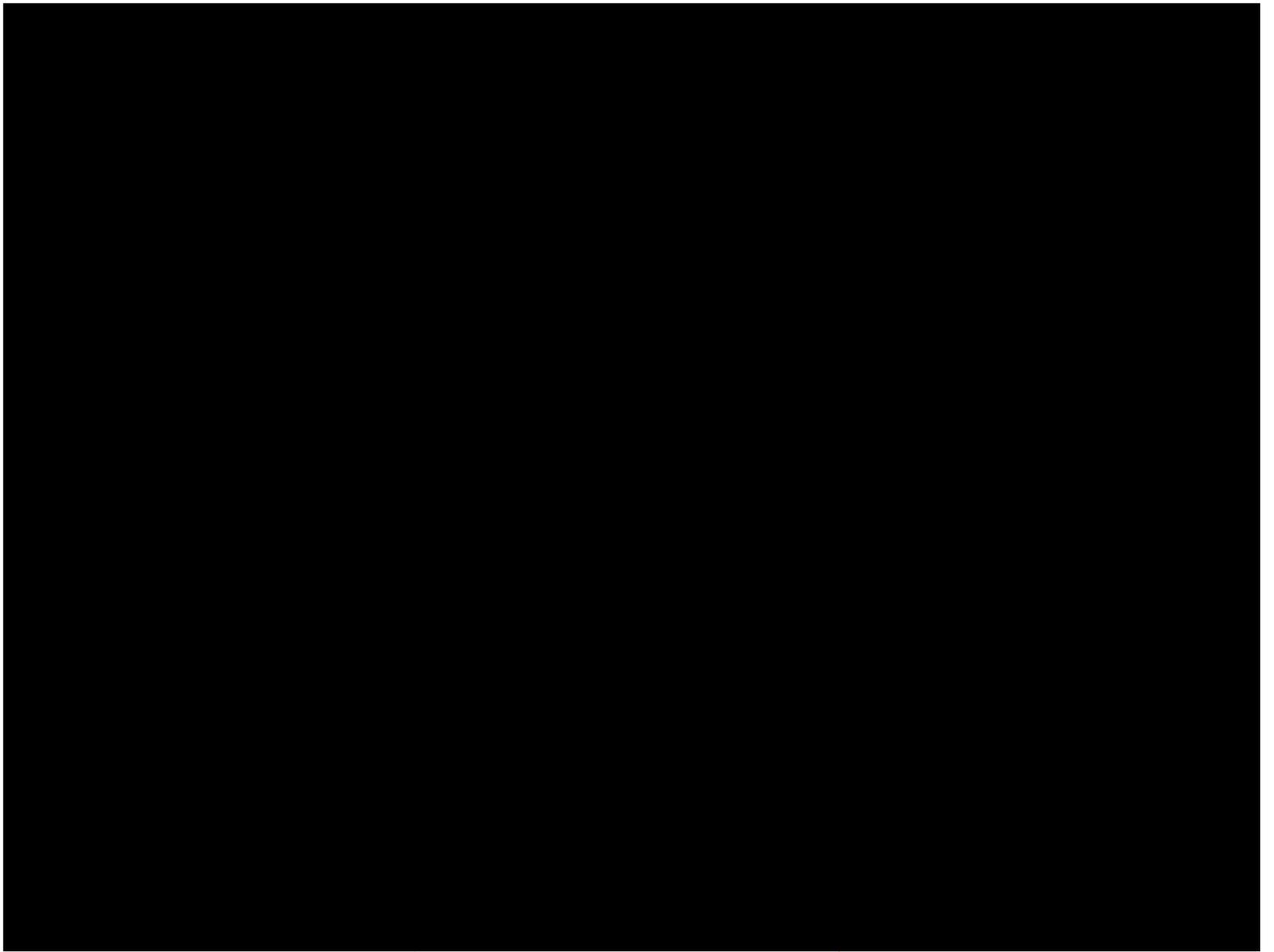






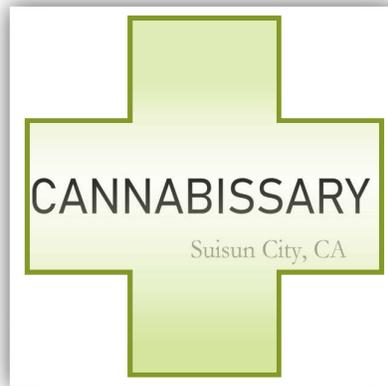










# Summary of Operations

# Summary of Operations

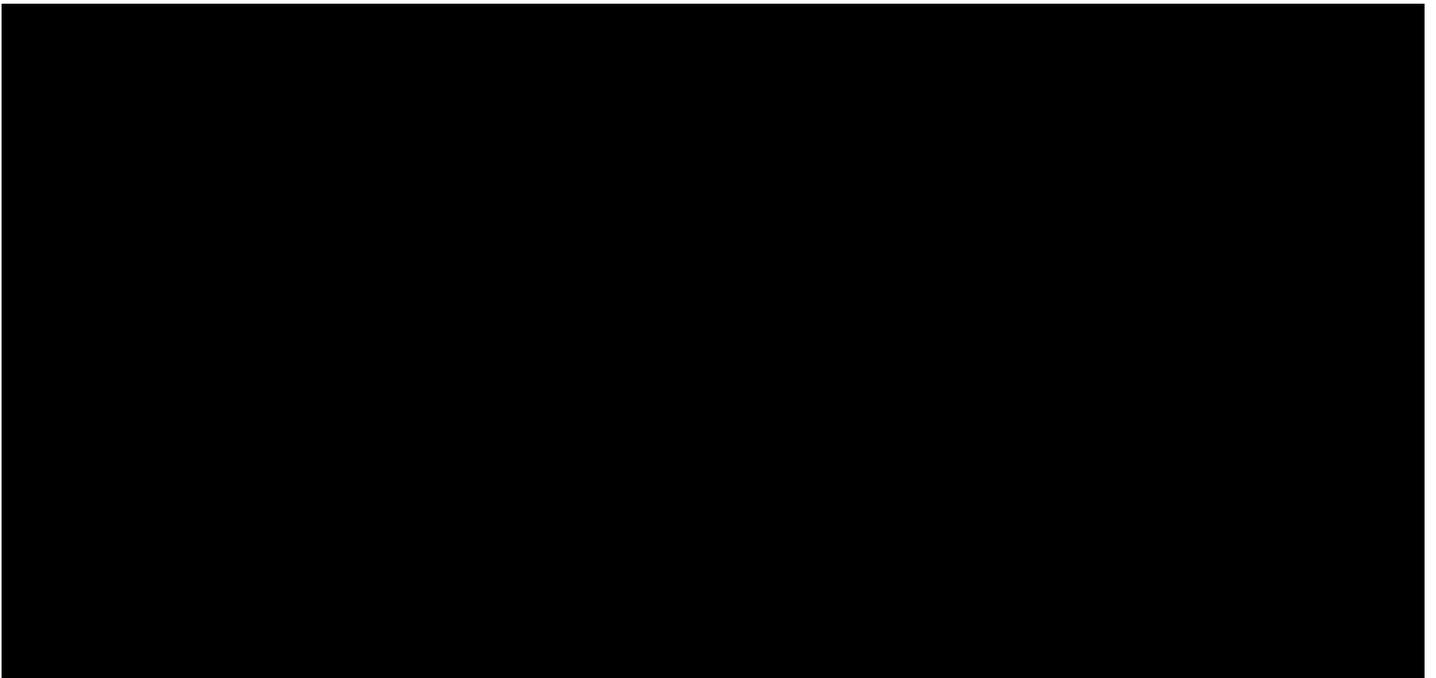
## Operating Hours

- 10am-8pm
- Hours may change based on community need

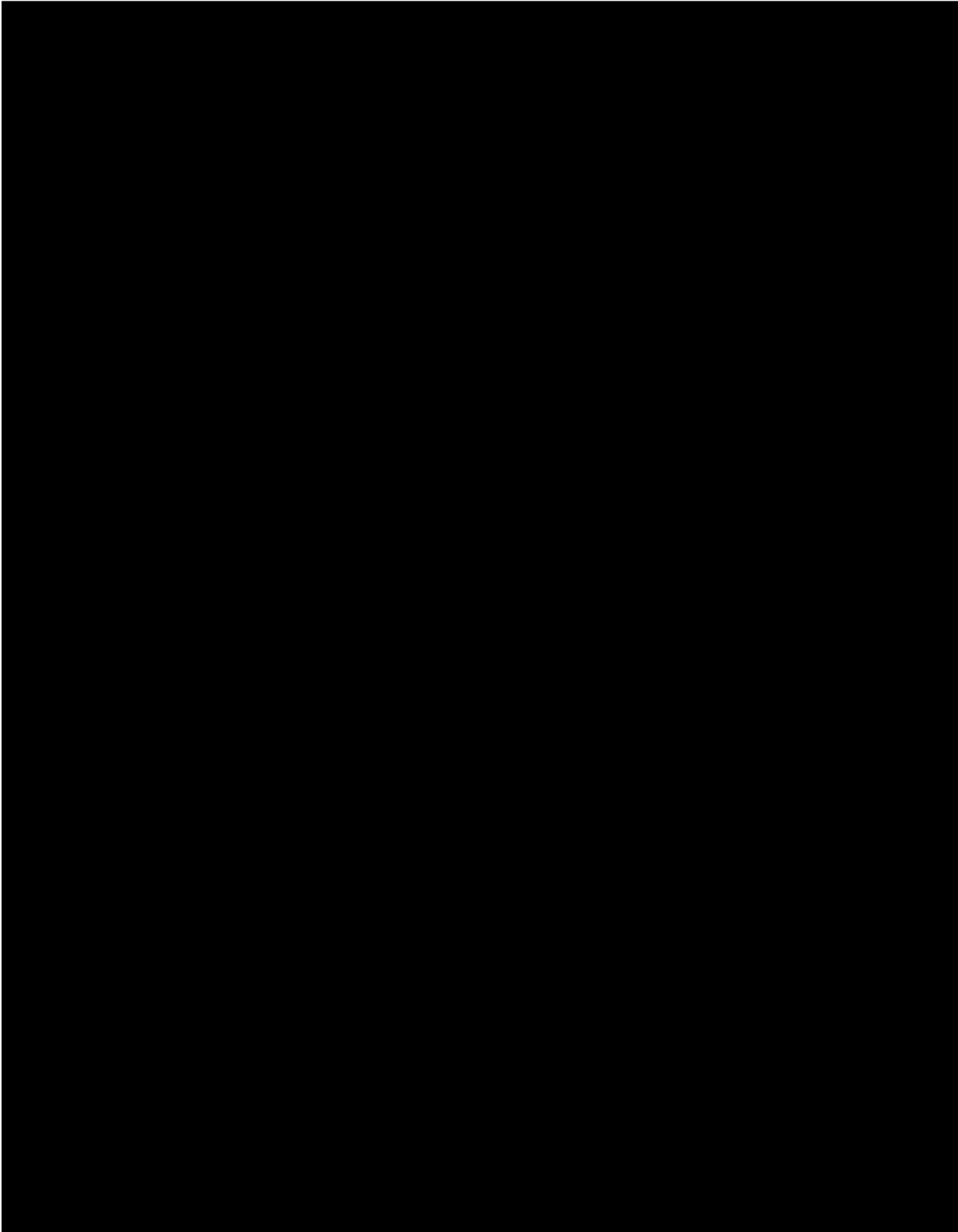
## General Security Measures

- Background checks for ID badges for all employees
- High Security limited-access areas within the facility
- Security personnel
- 24 hours HD video surveillance of all areas indoors and out, with increased security measures in areas containing cannabis or cash
- Alarm system
- Commercial grade doors with ID badge access
- Secure storage of all cannabis products

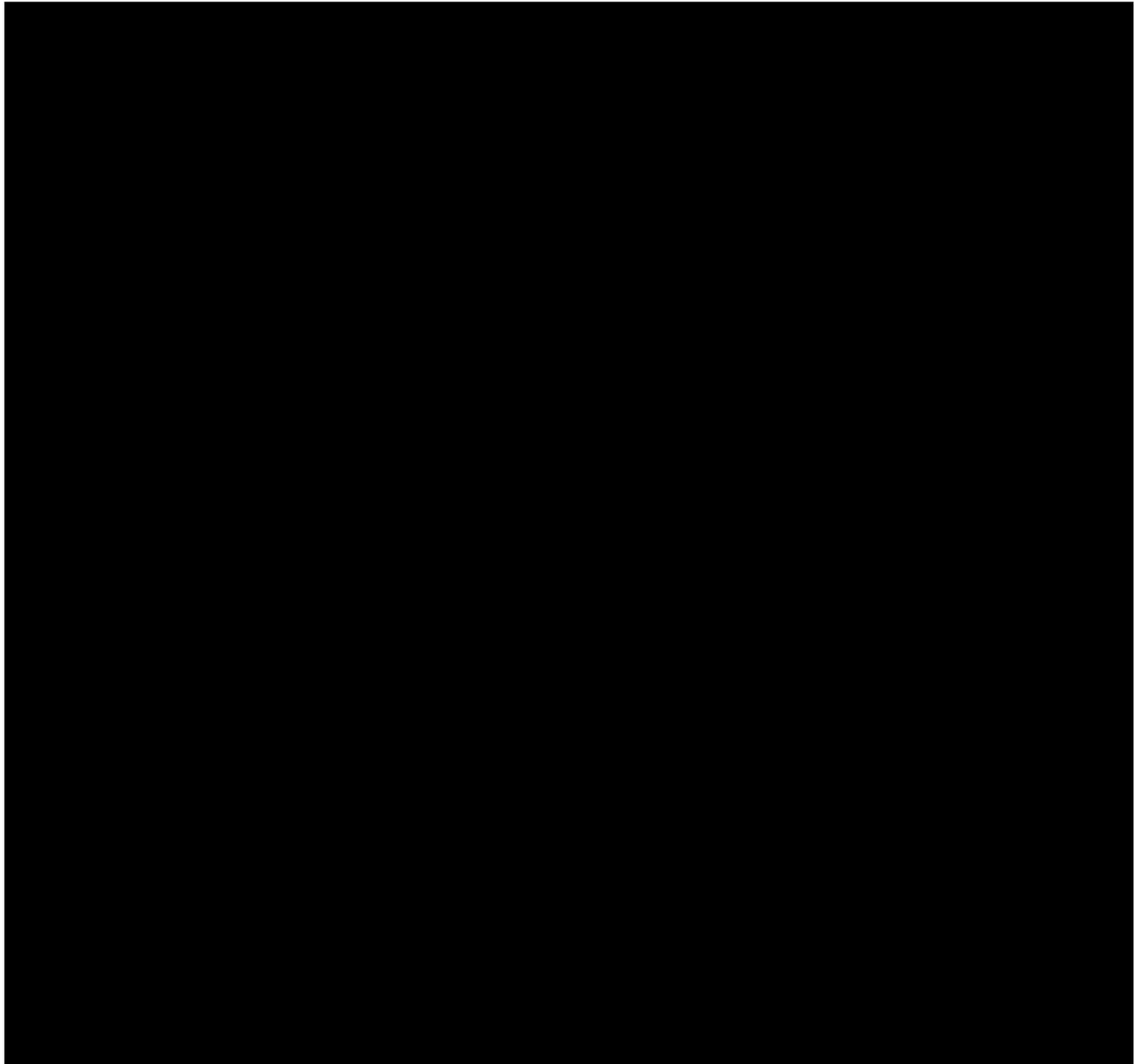
## Physical Security Plan

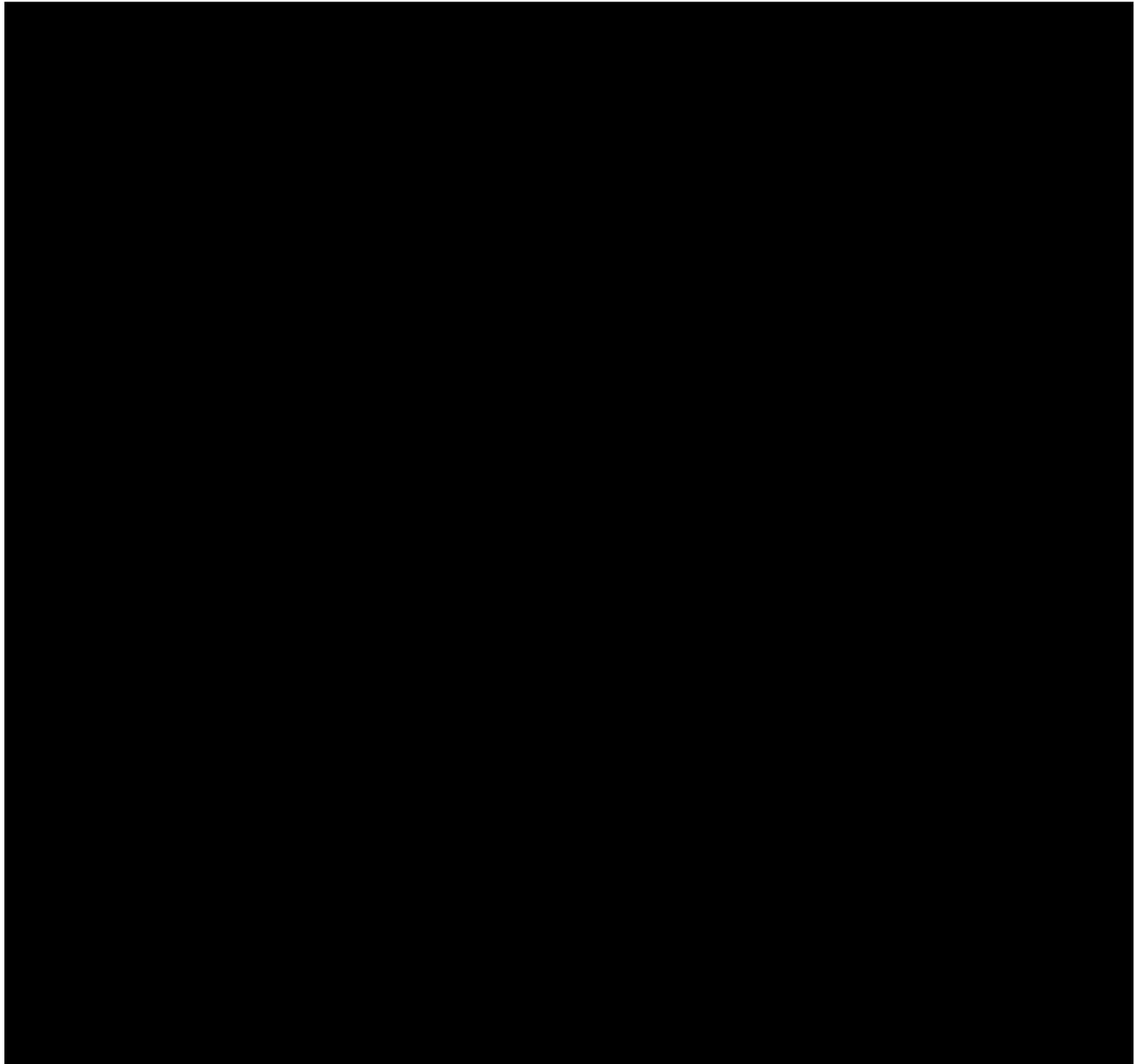














## Organizational Structure

# Organizational Structure

Cannabissary is a business that will be built on a solid foundation. From the outset, we have decided to recruit qualified people to man various job positions in our company. We hope to leverage on their experiences and diverse backgrounds, coupled with extensive employee training to build our business and brand.

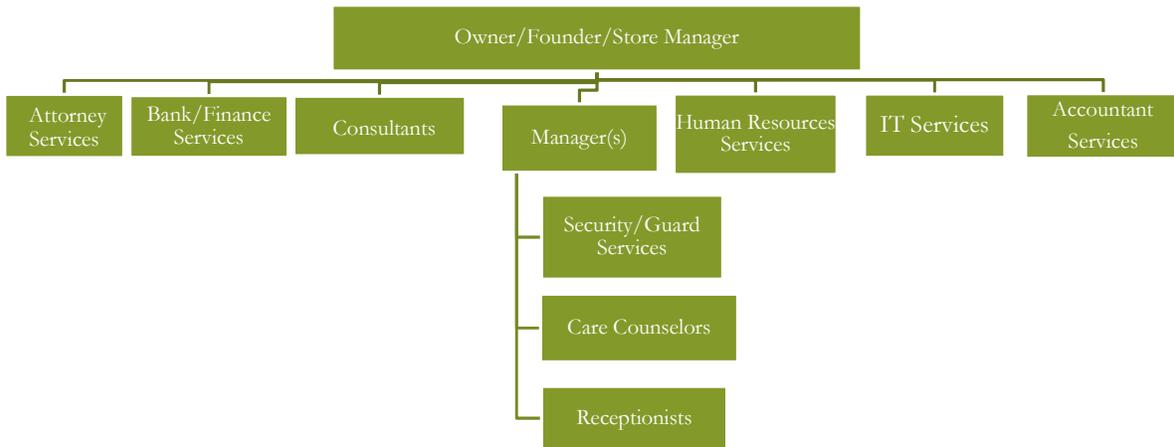
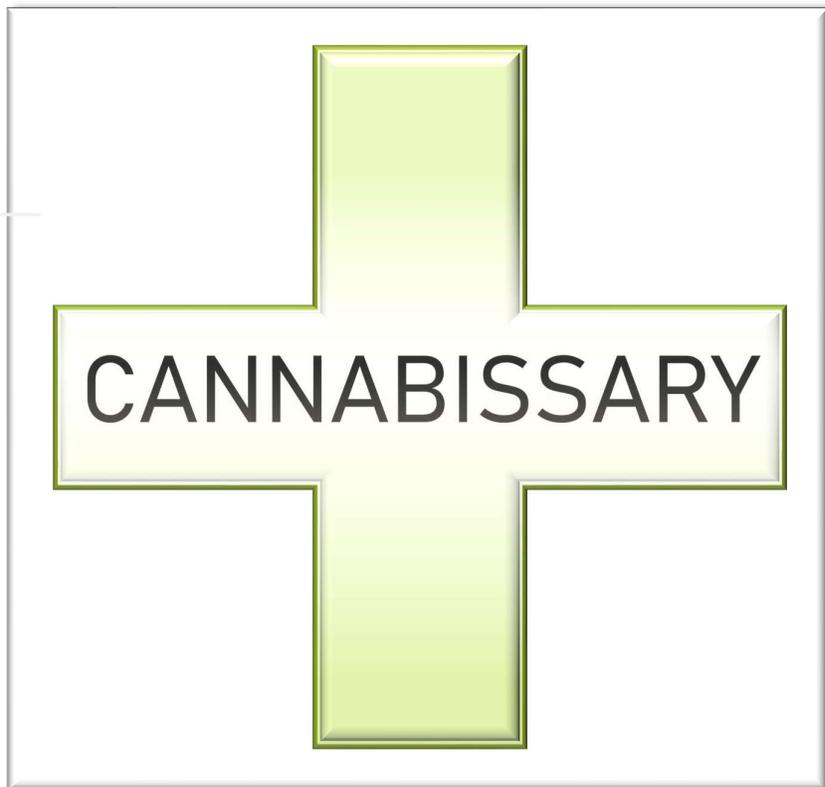


Figure 1. Organizational structure

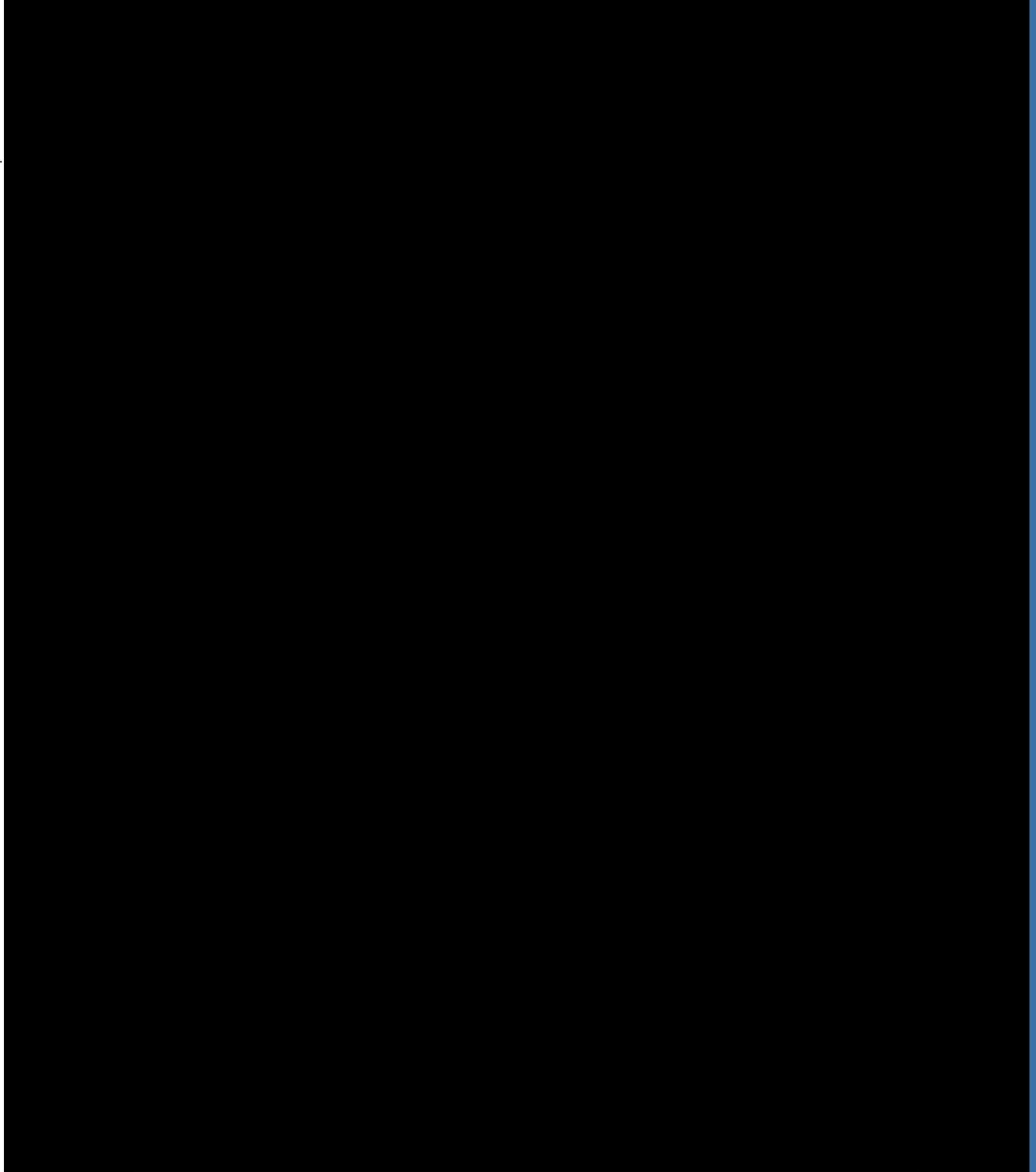
Table 6. Personnel plan

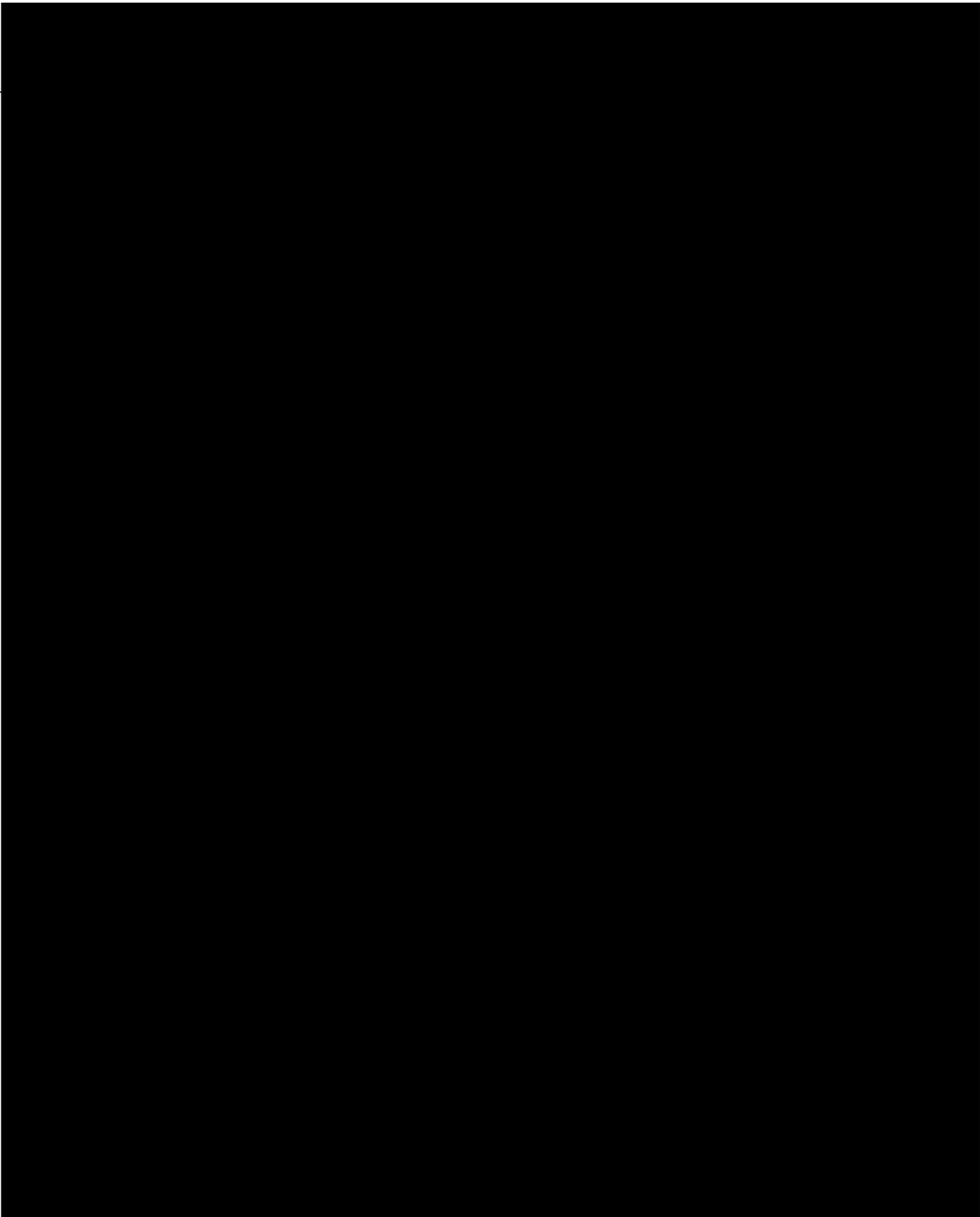
Position (minimum pay at least living wage after completing probationary period after hire)	Year 1	Year 2	Year 3	Wage	Annual Salary
Care Counselors (includes delivery drivers)	2-3	2-4	3-4	\$18/hr	
Manager	2	3	3	\$20.70/hr	
Security	2	2	2	\$20.70/hr	
Receptionist	2	2	2	\$18/hr	

CONFIDENTIAL – DO NOT DISTRIBUTE





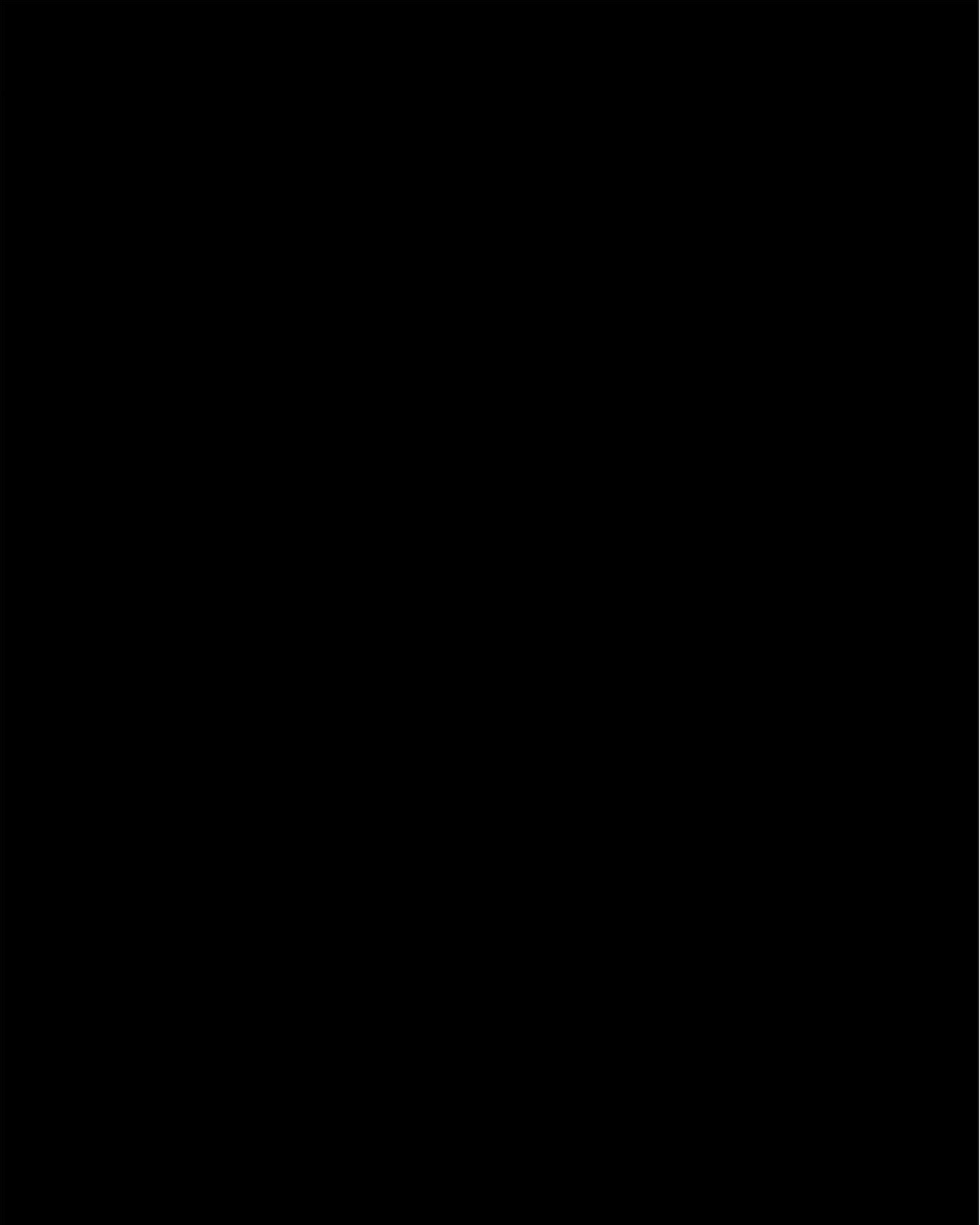


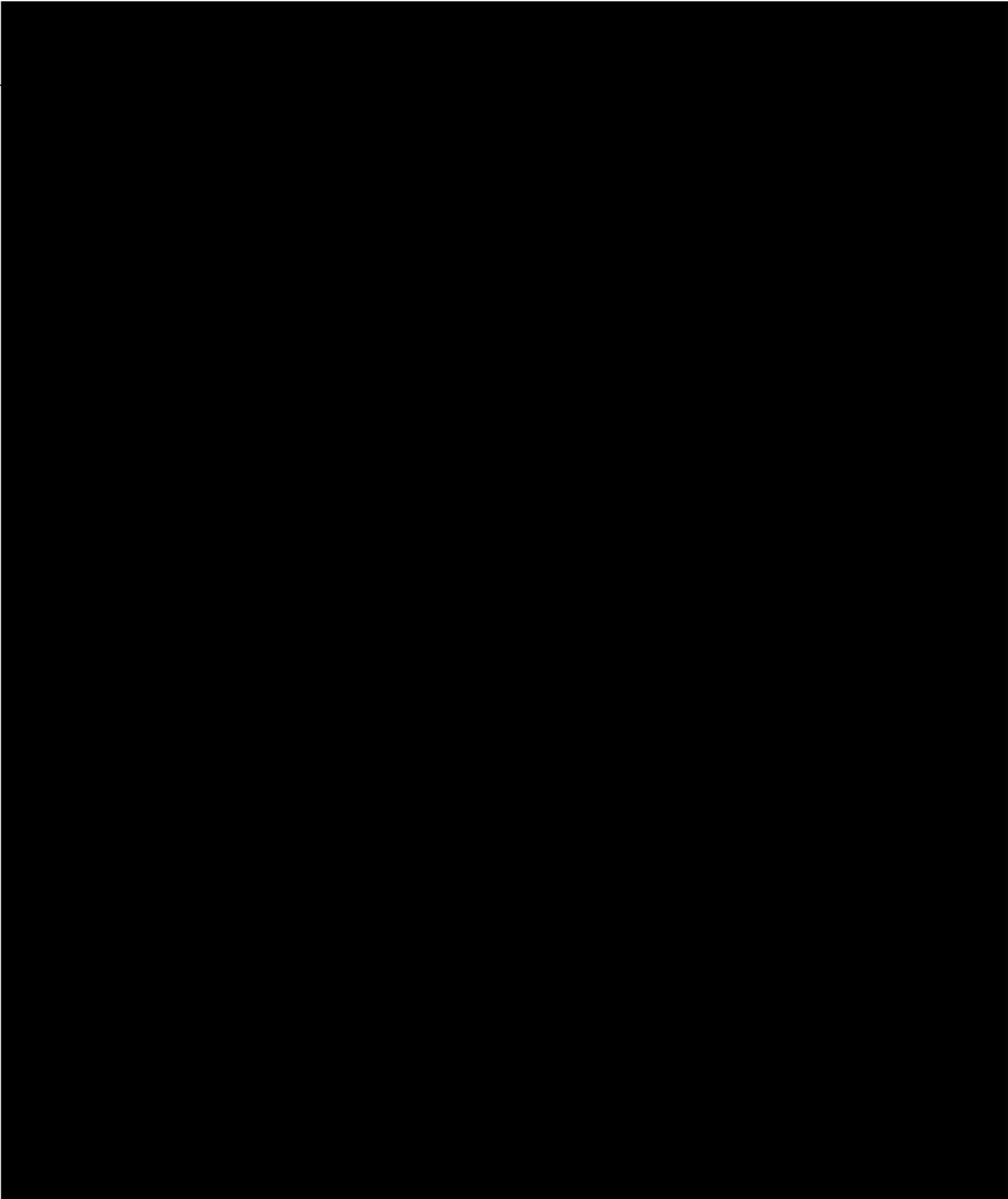




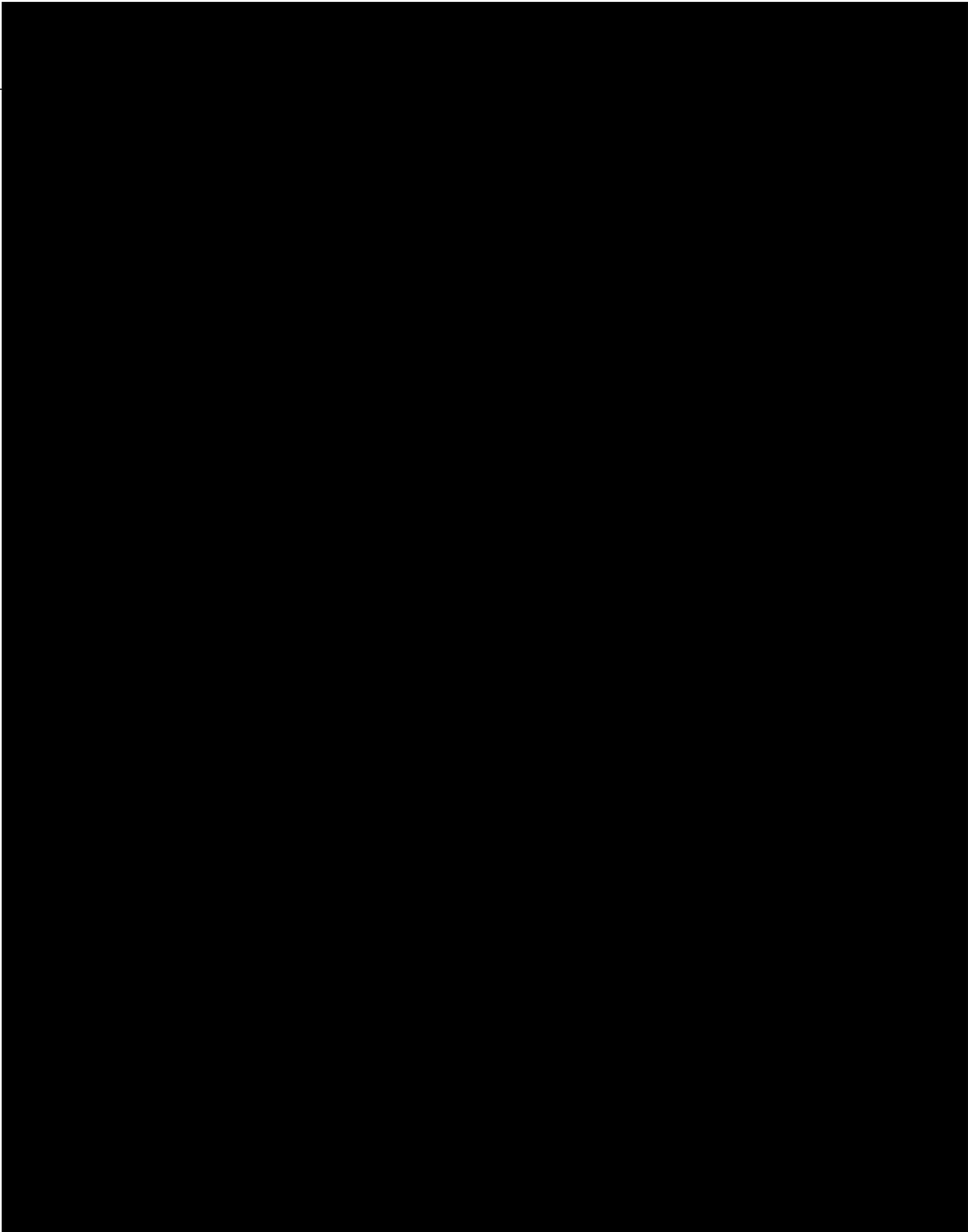


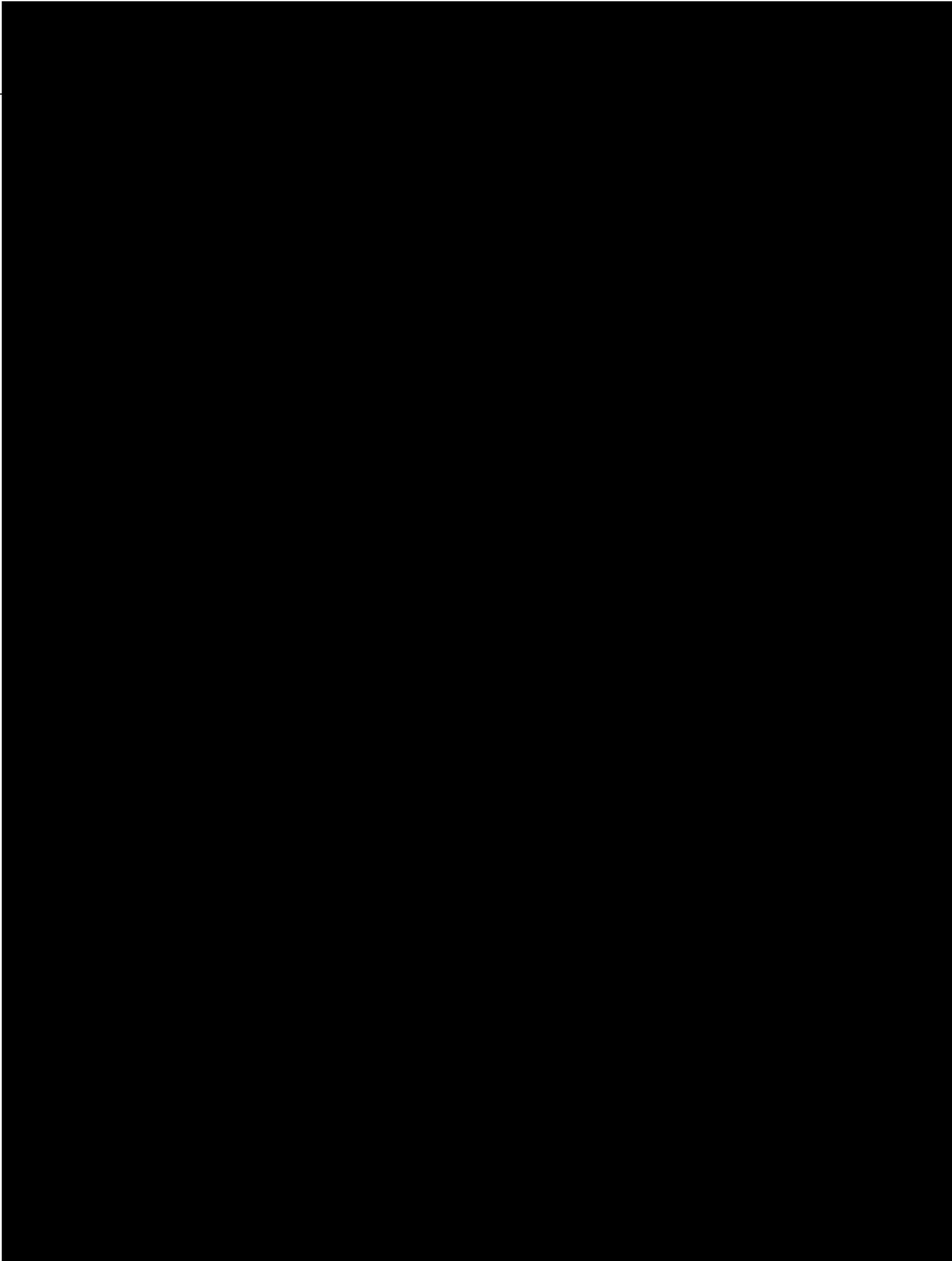


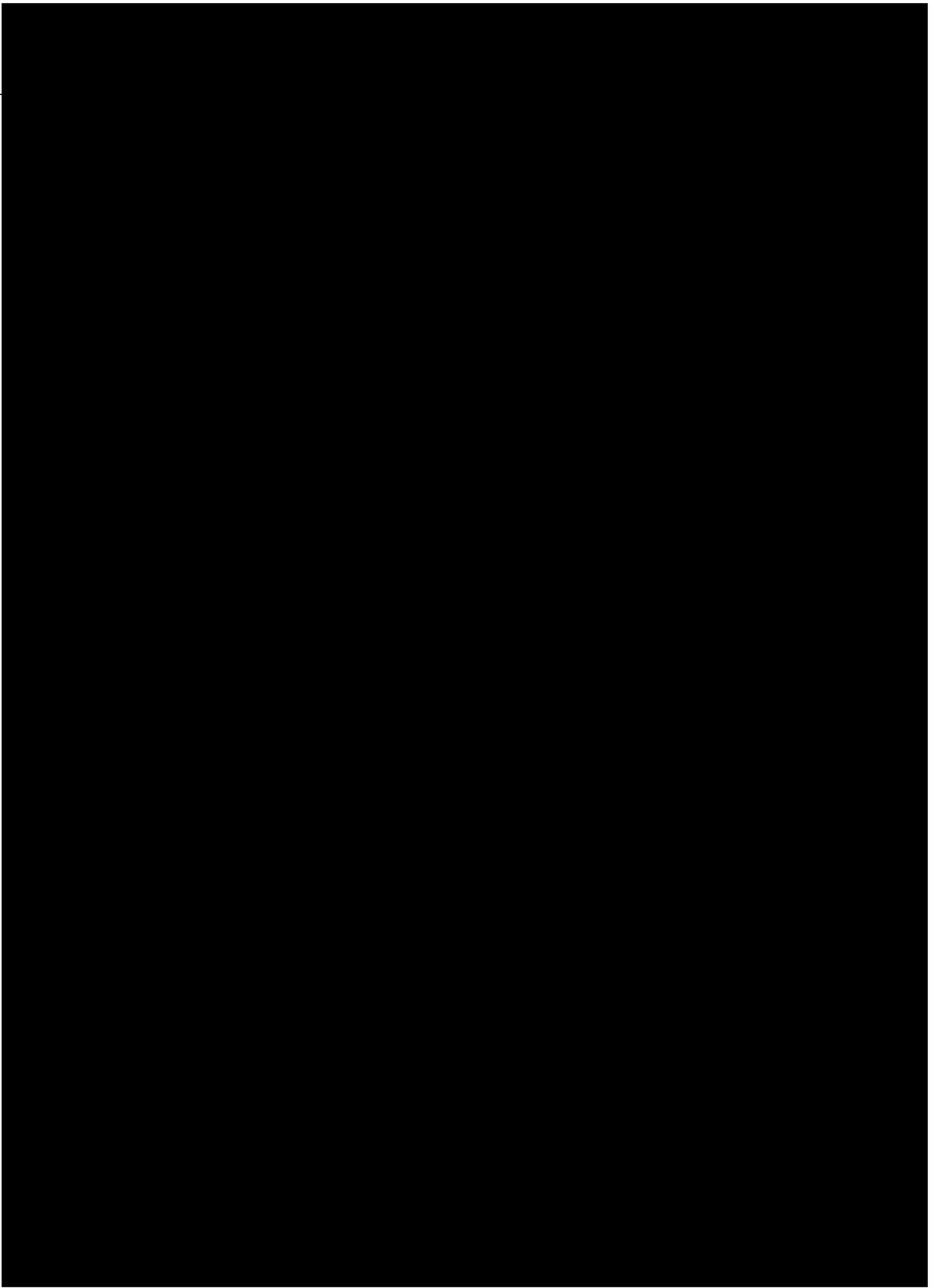


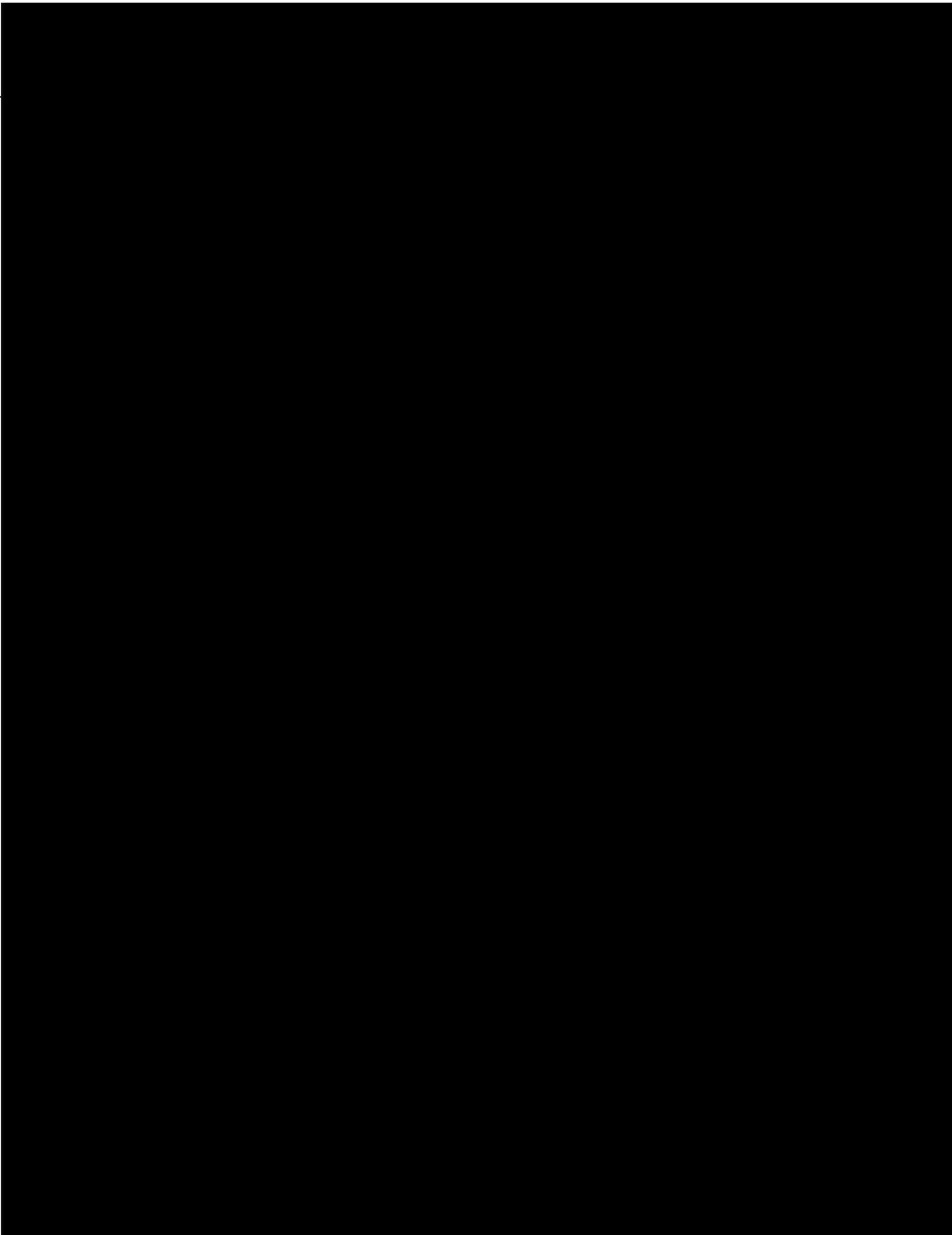


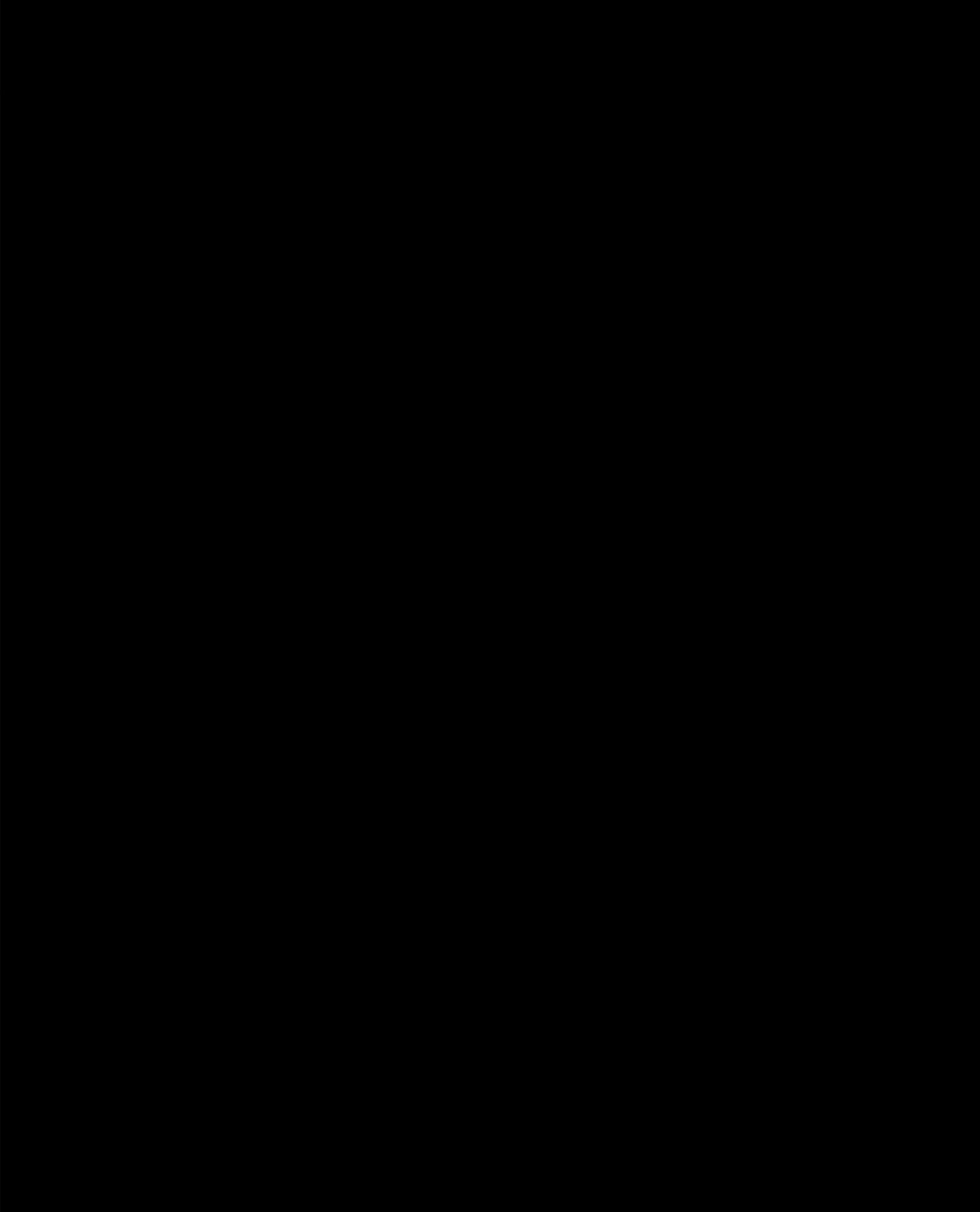


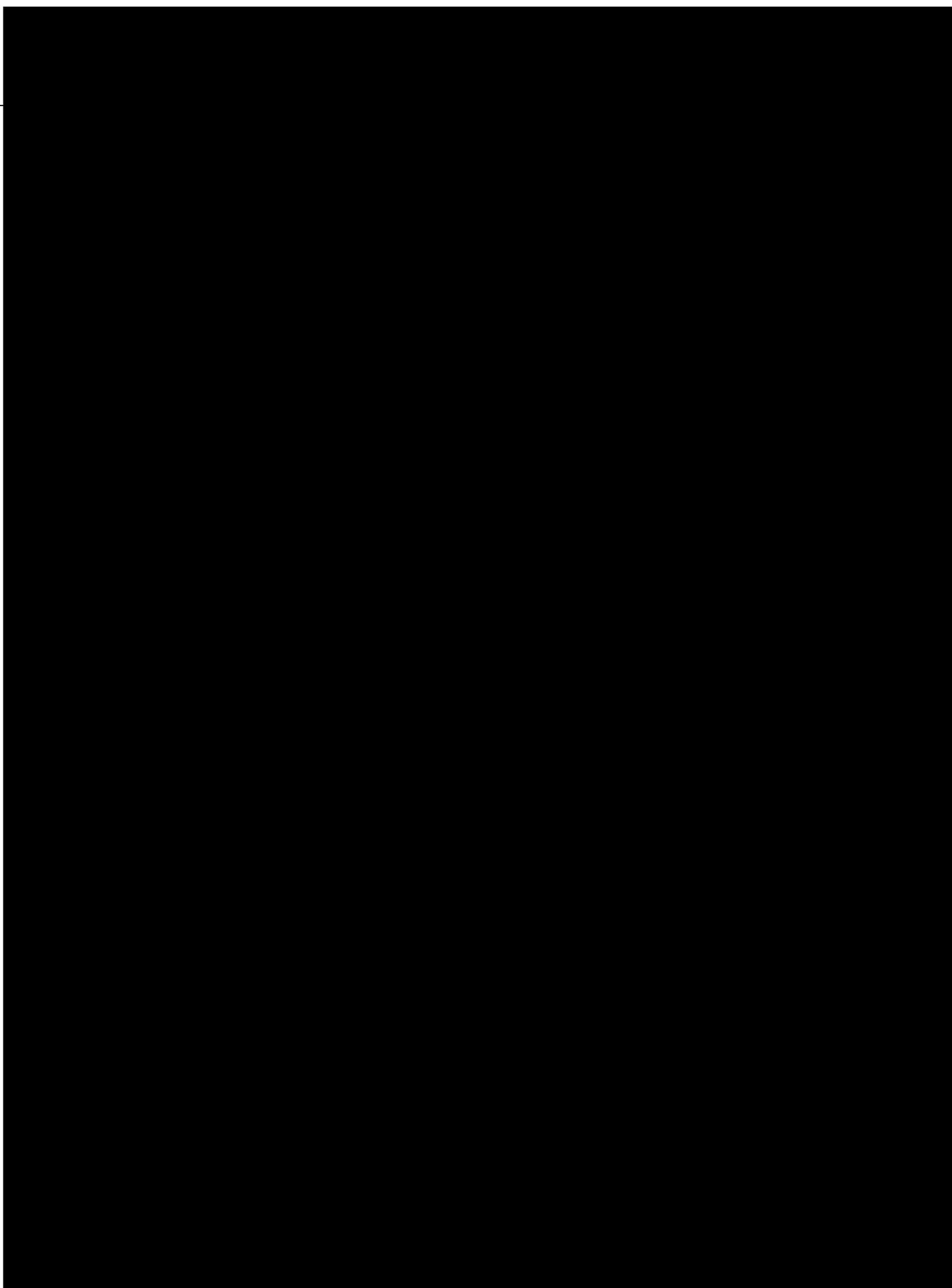


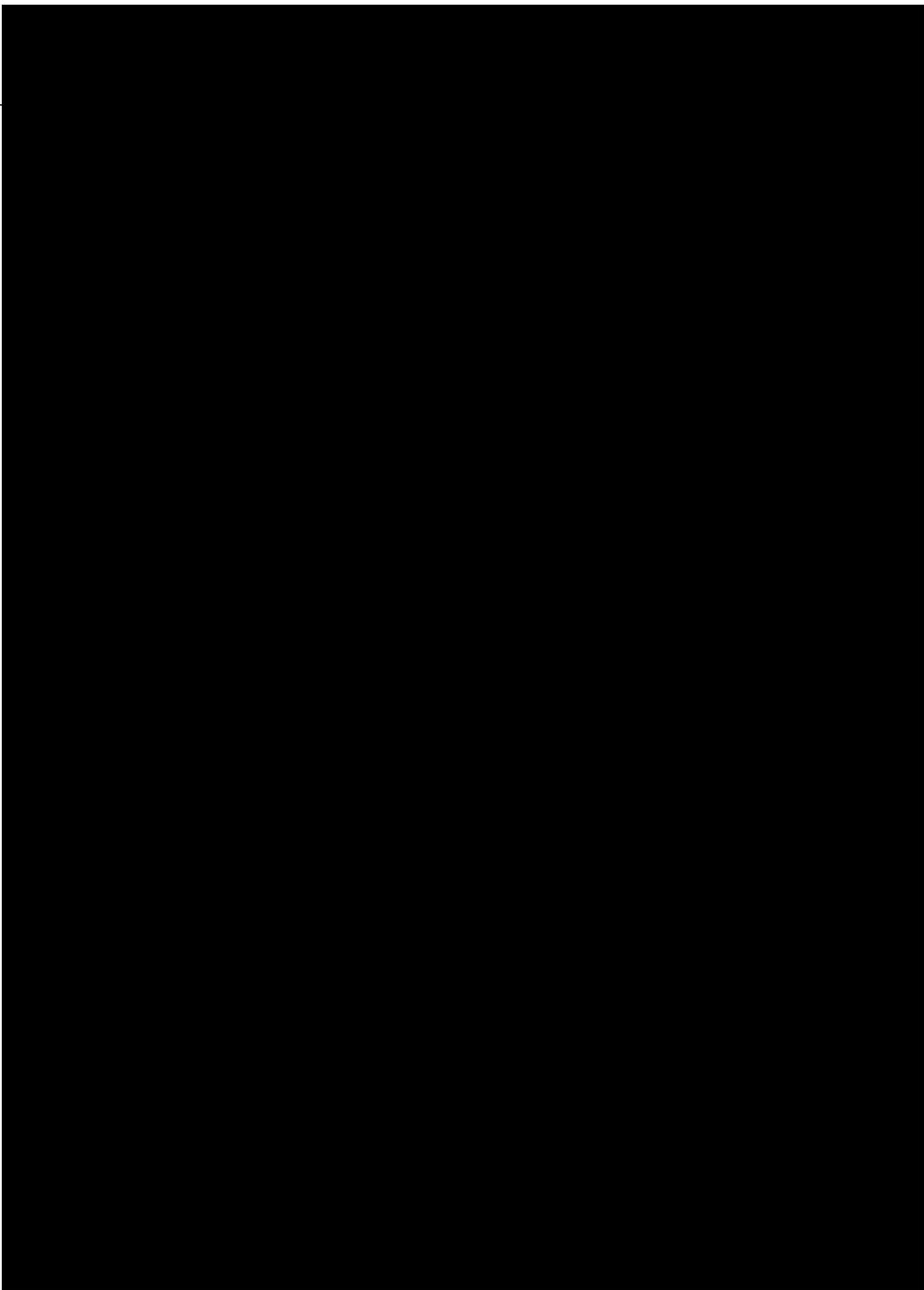


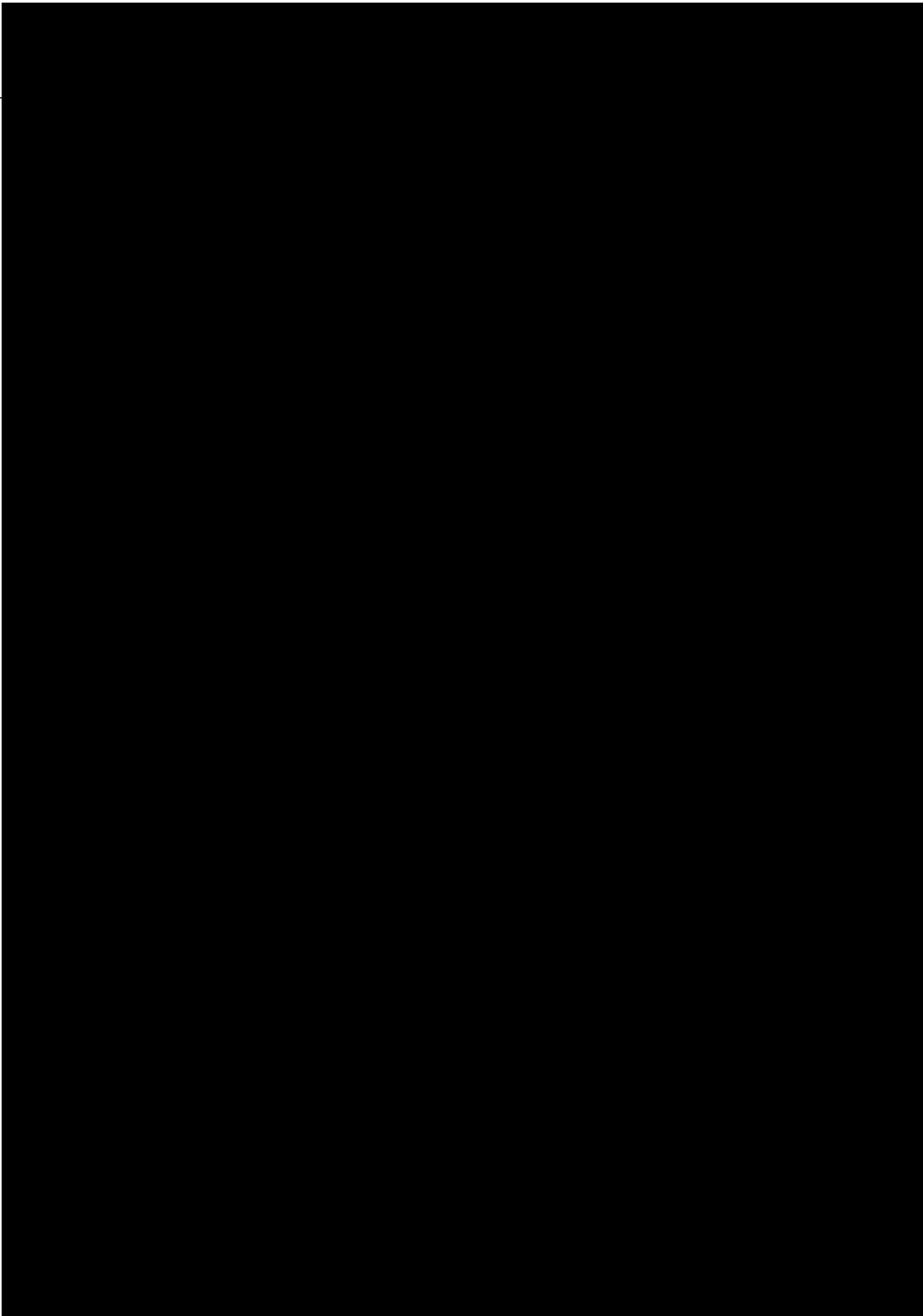


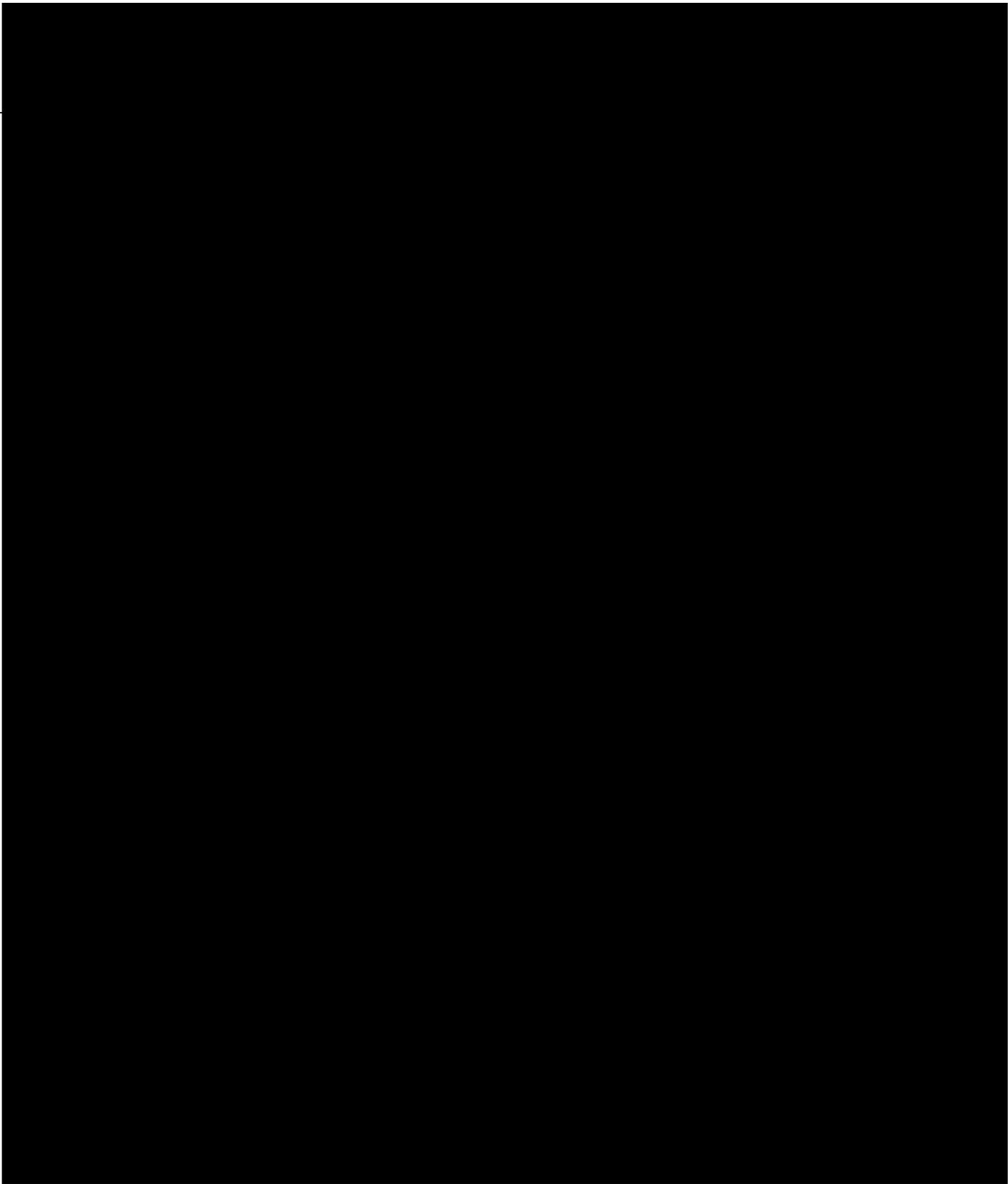




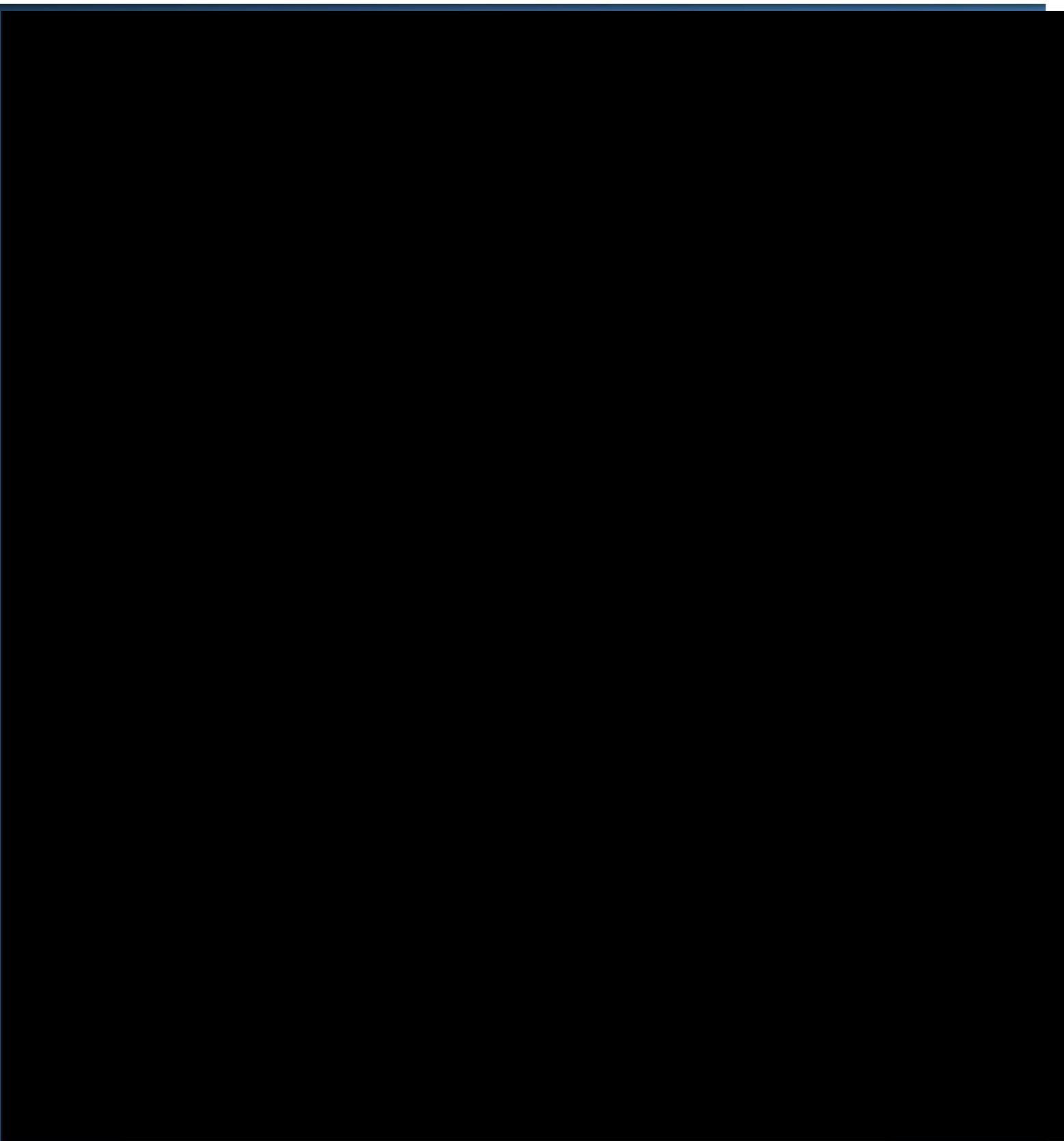


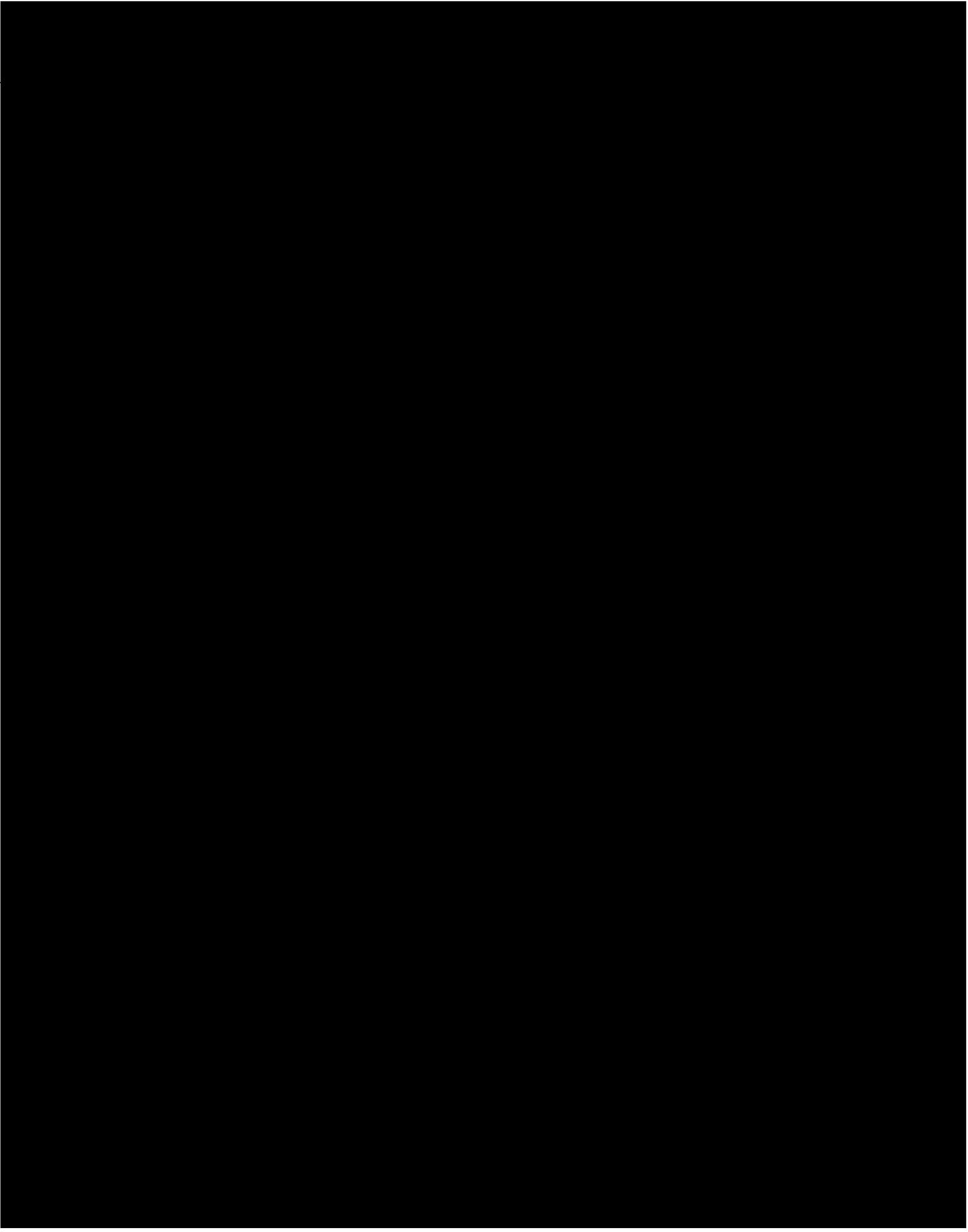


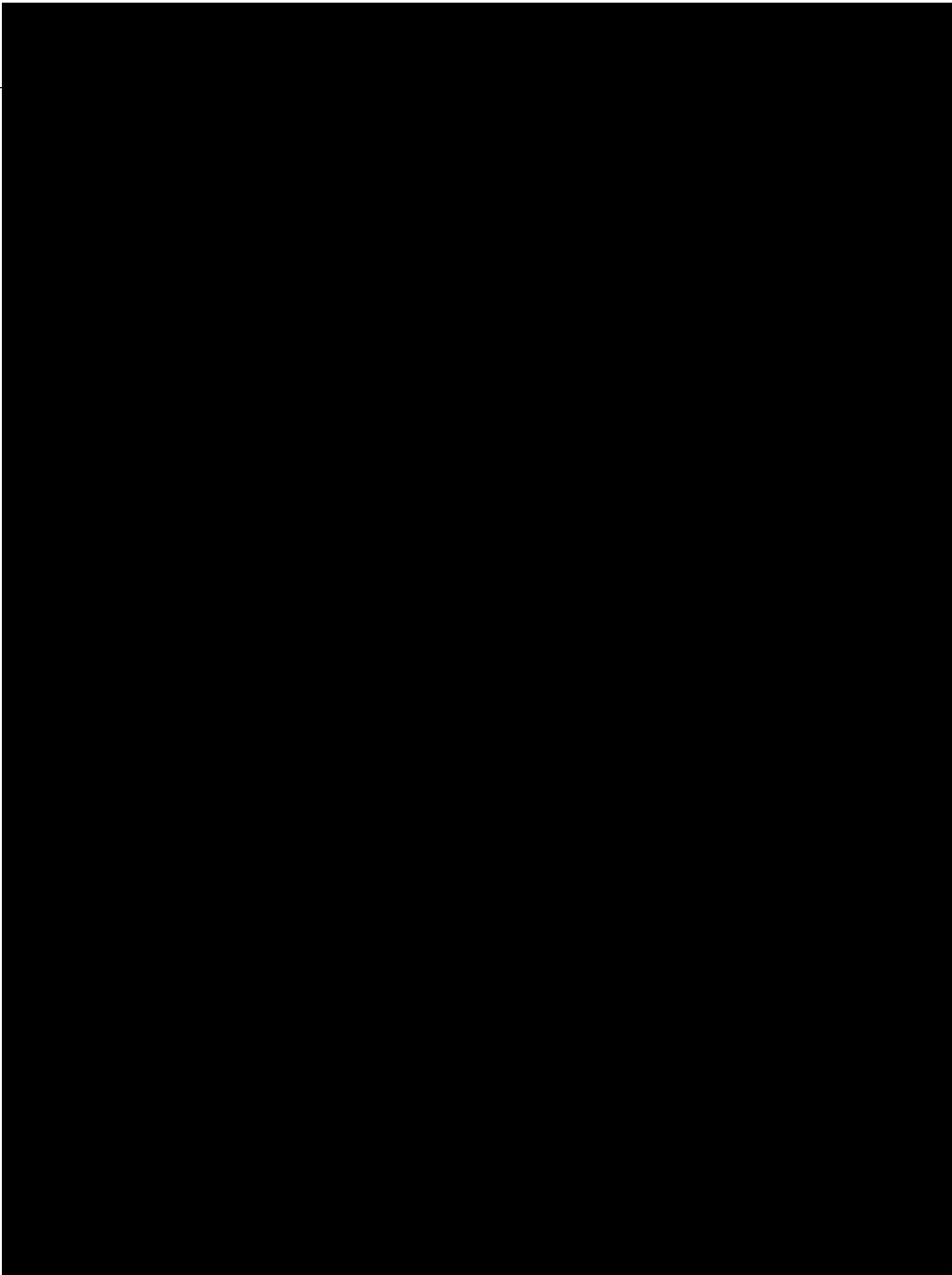


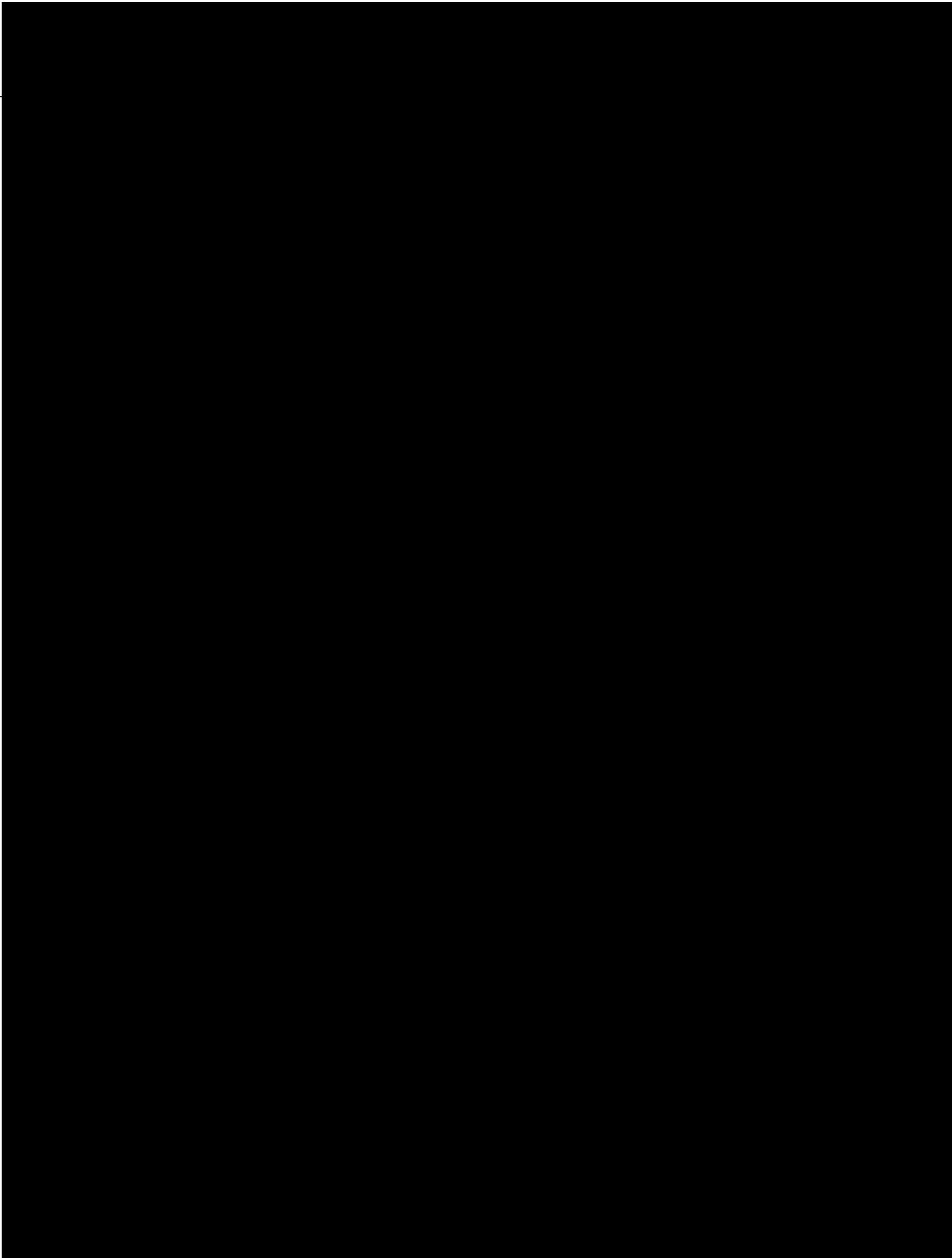


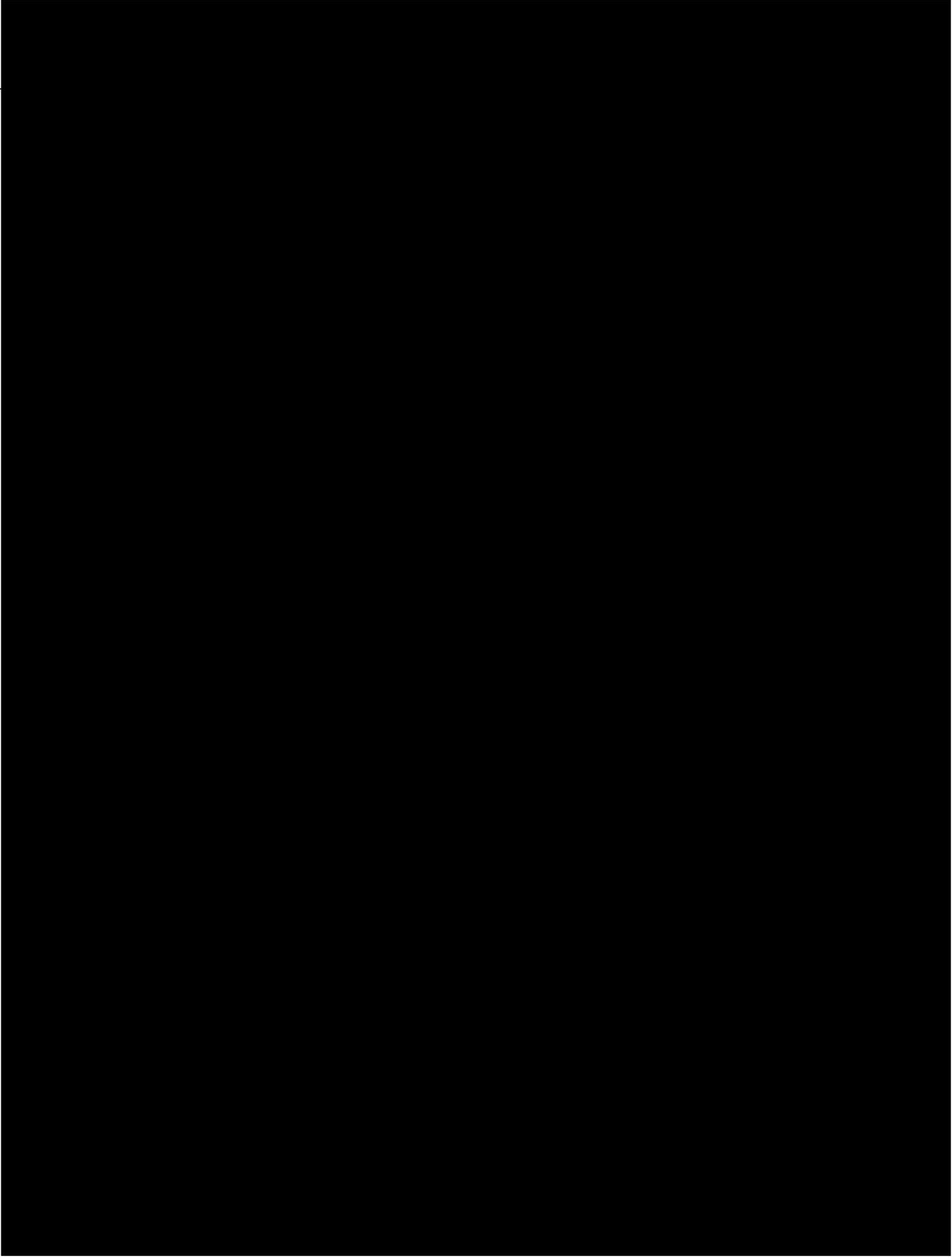


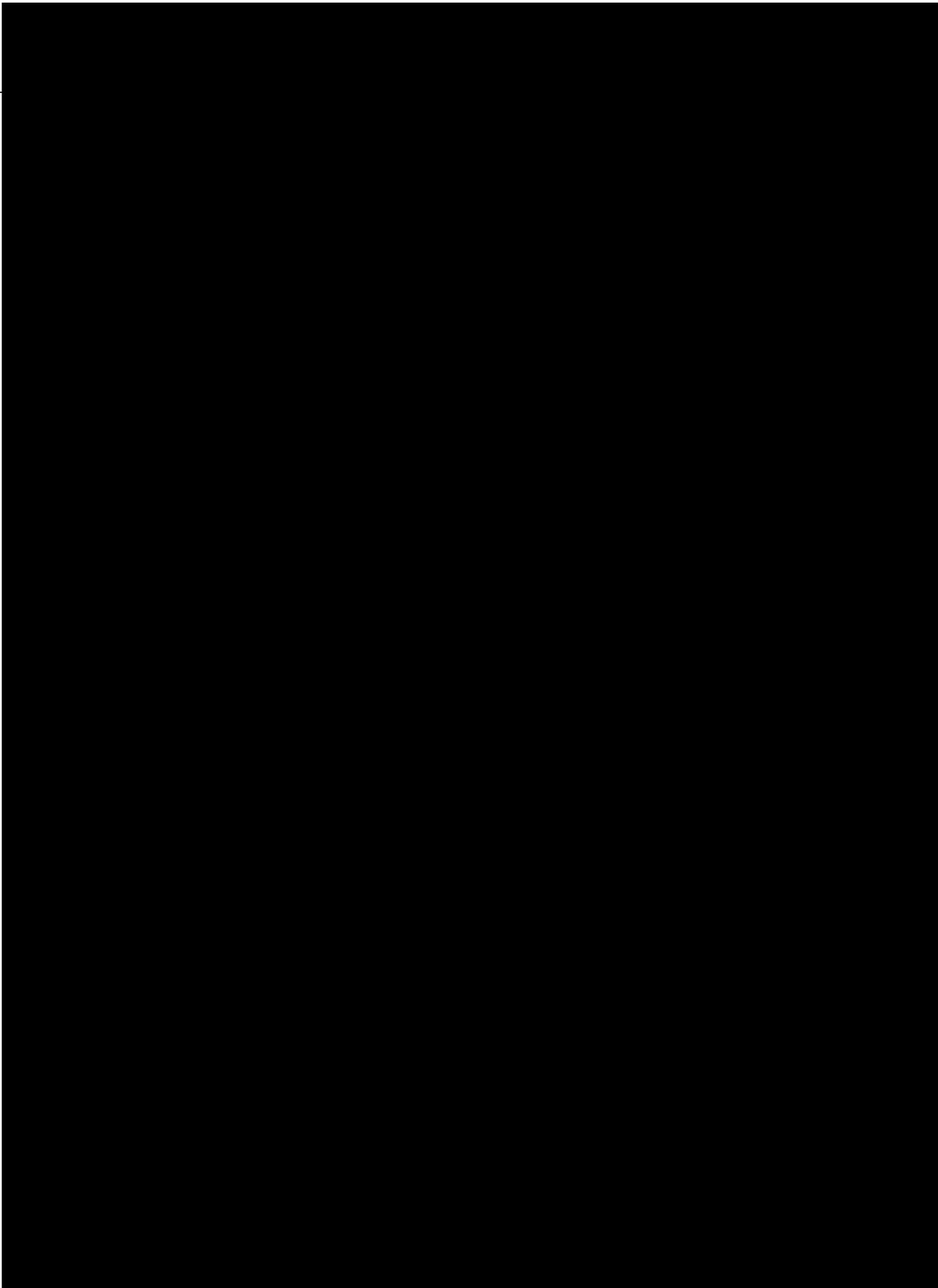


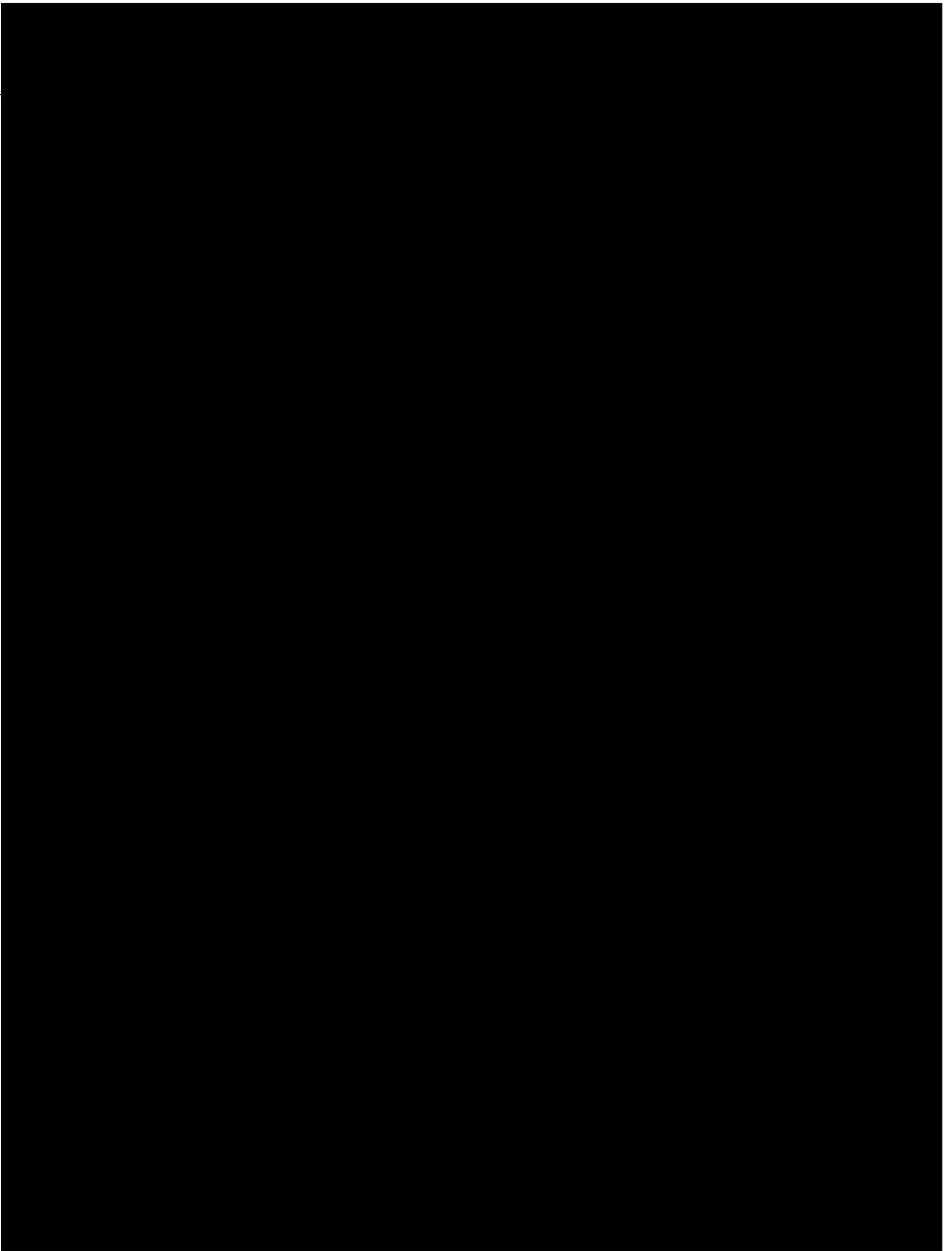


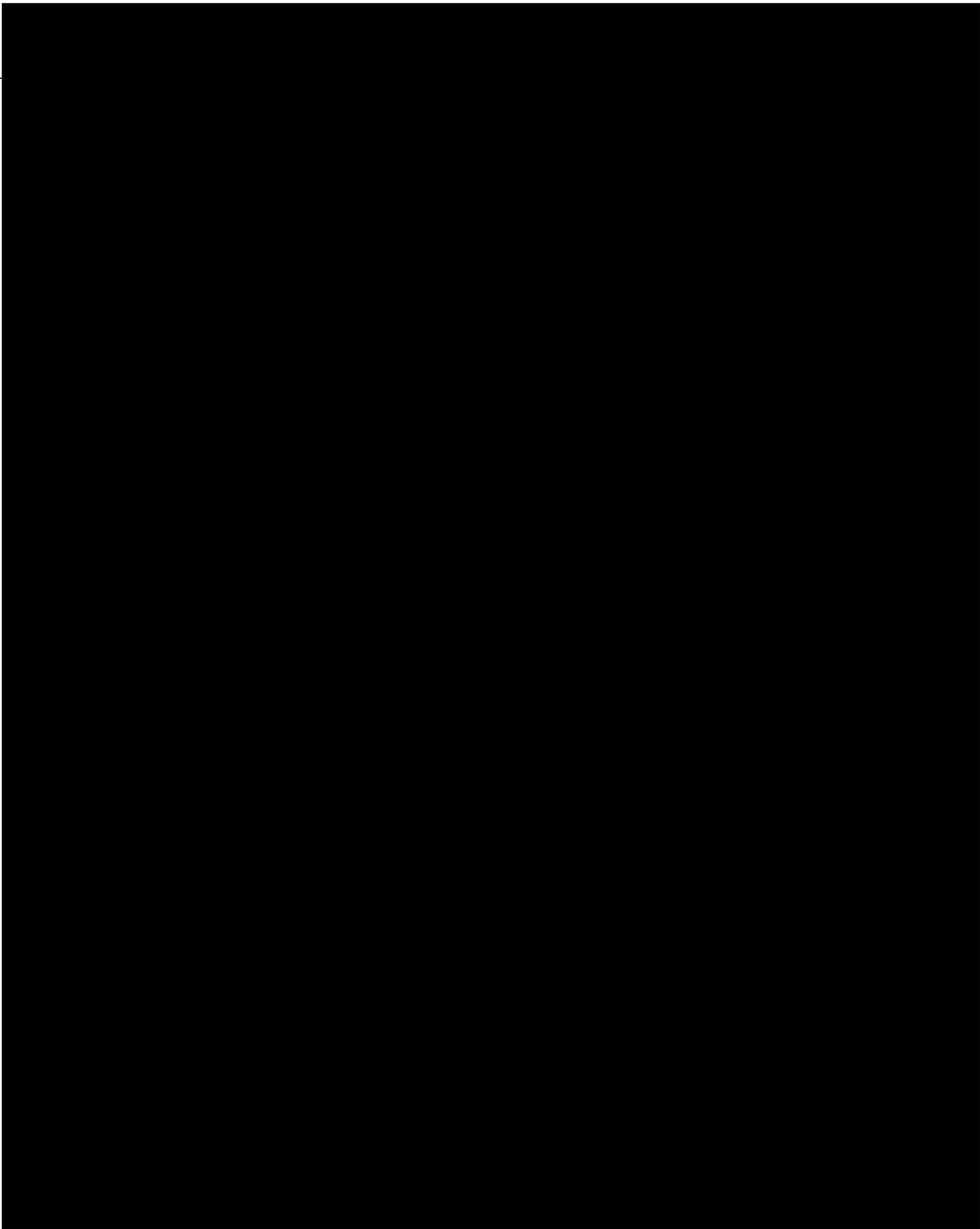


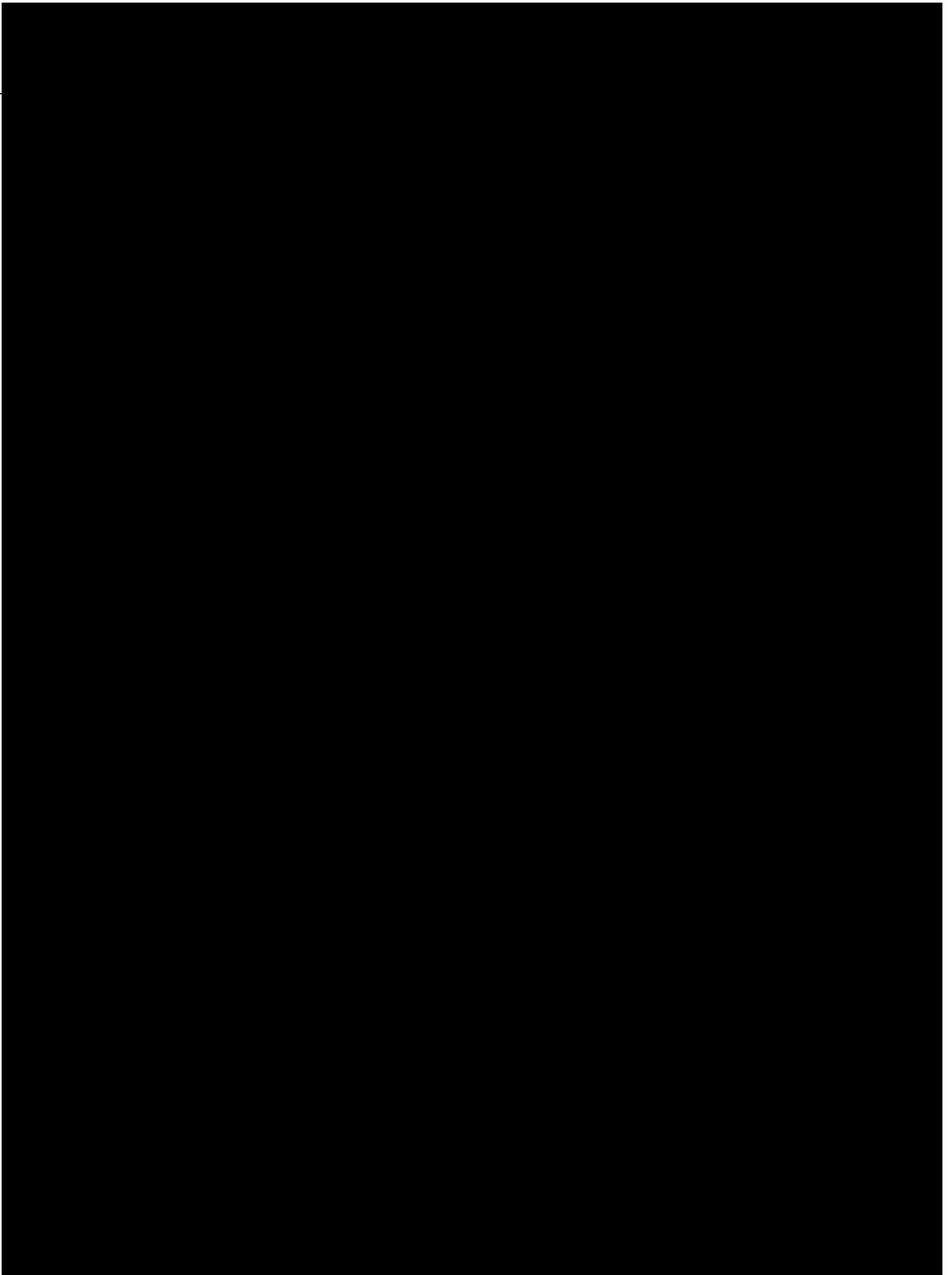


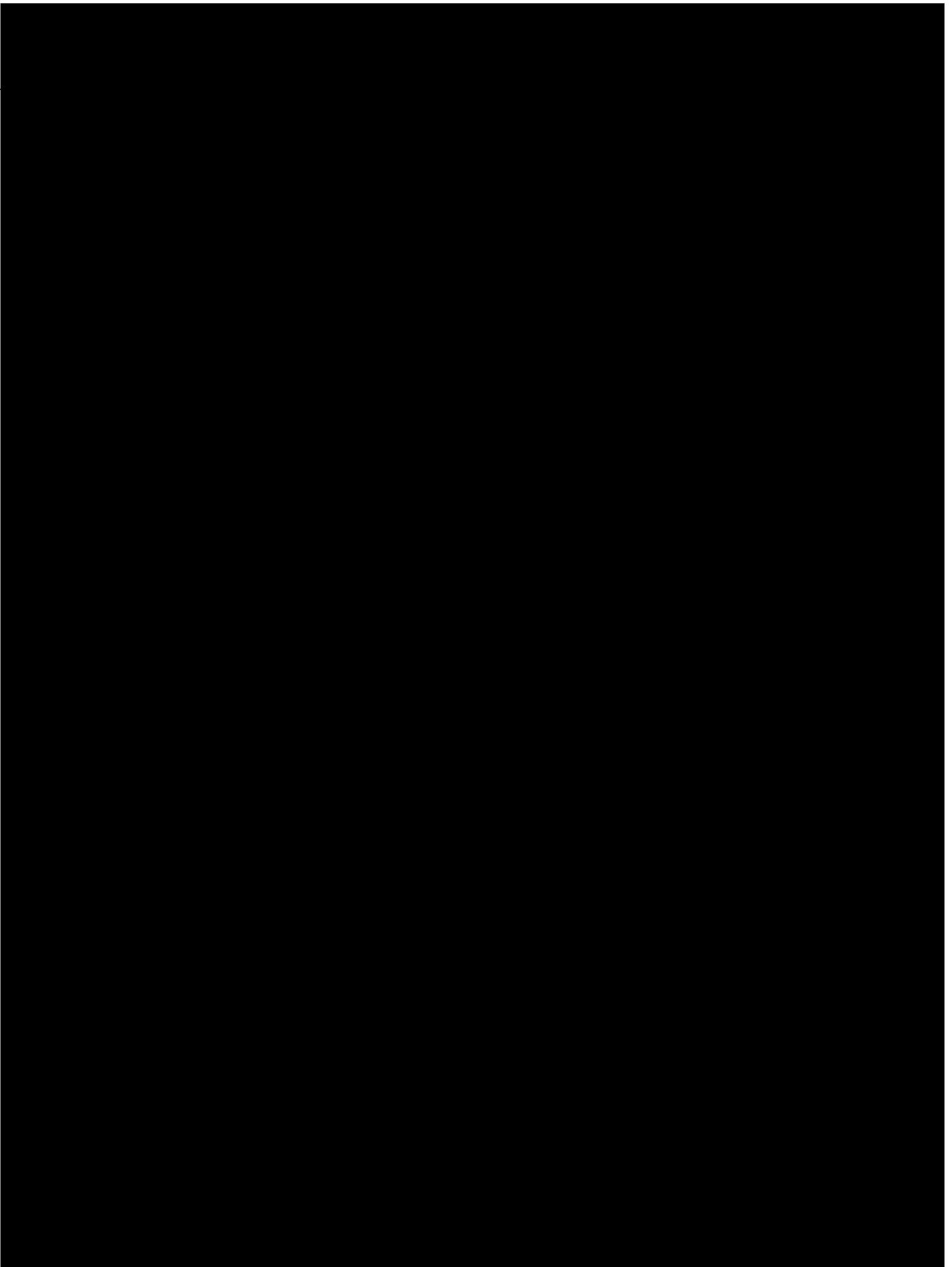


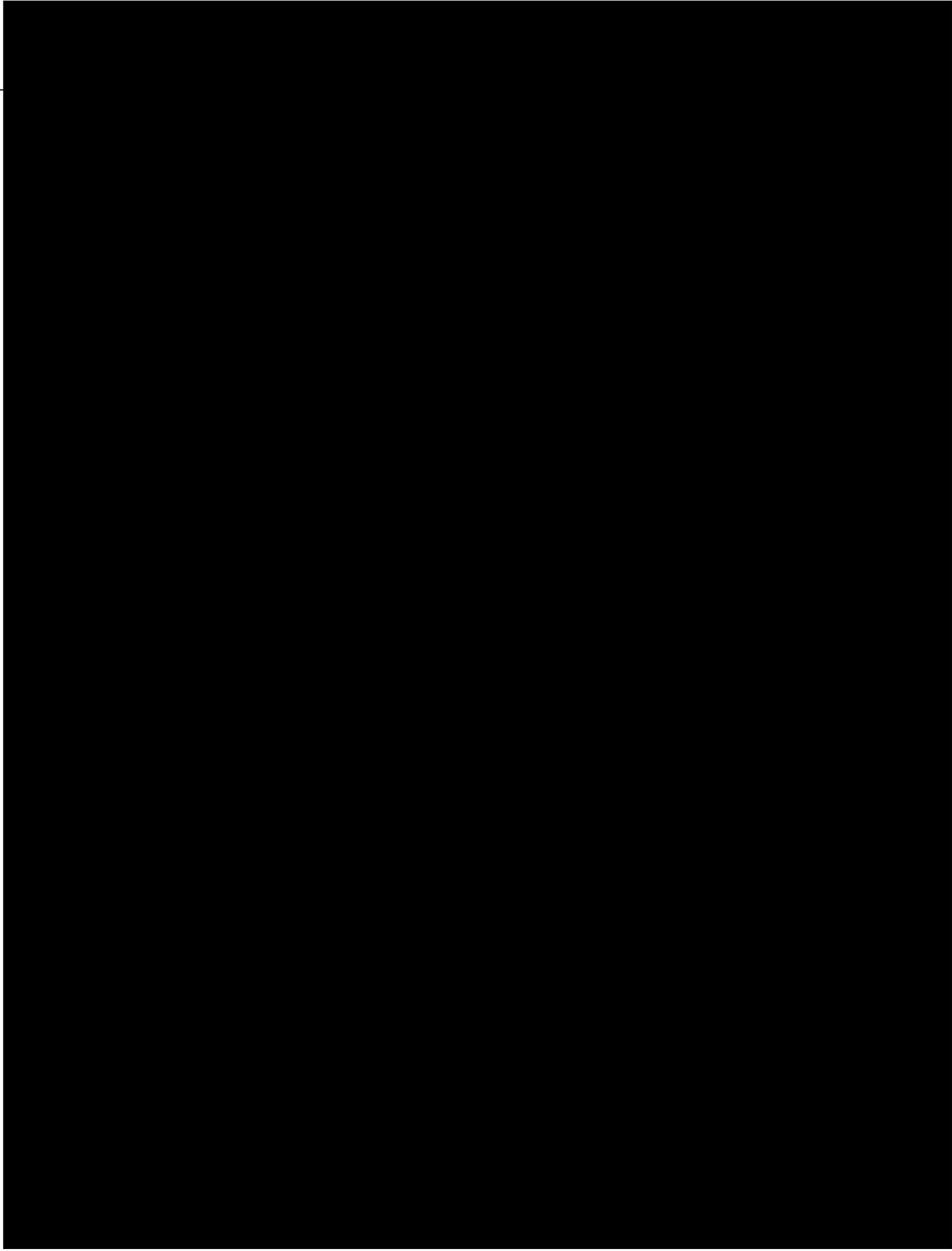


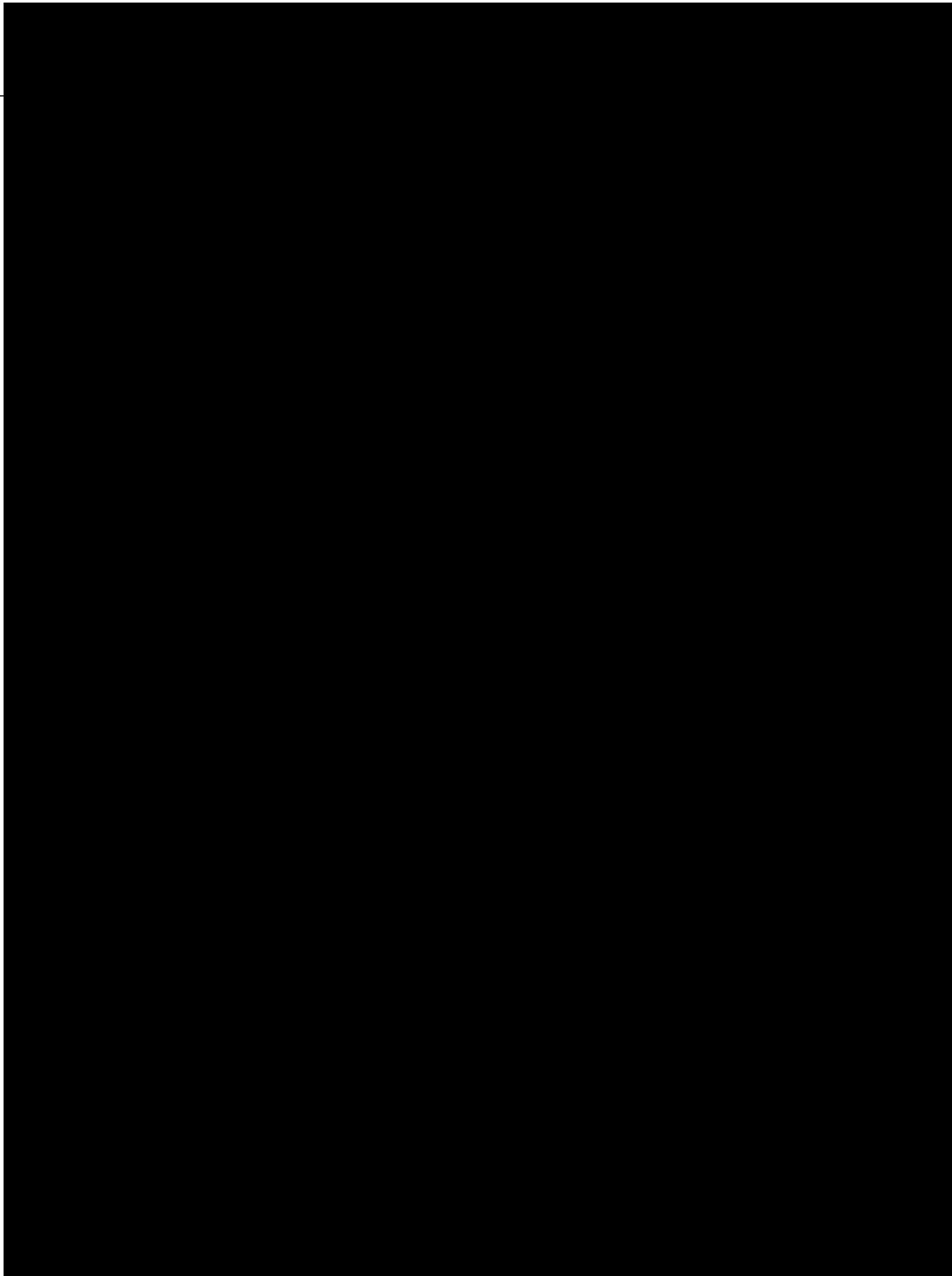


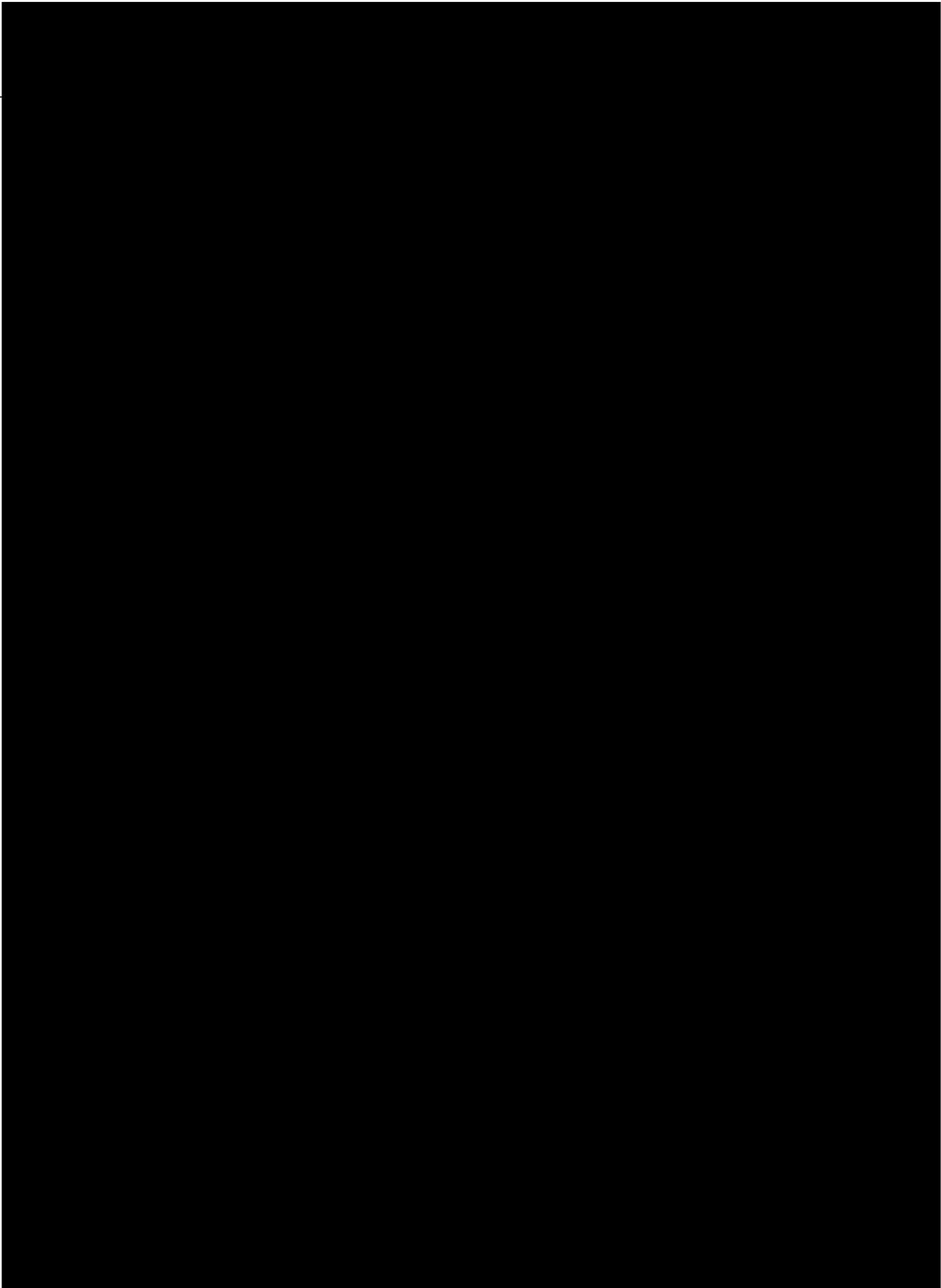


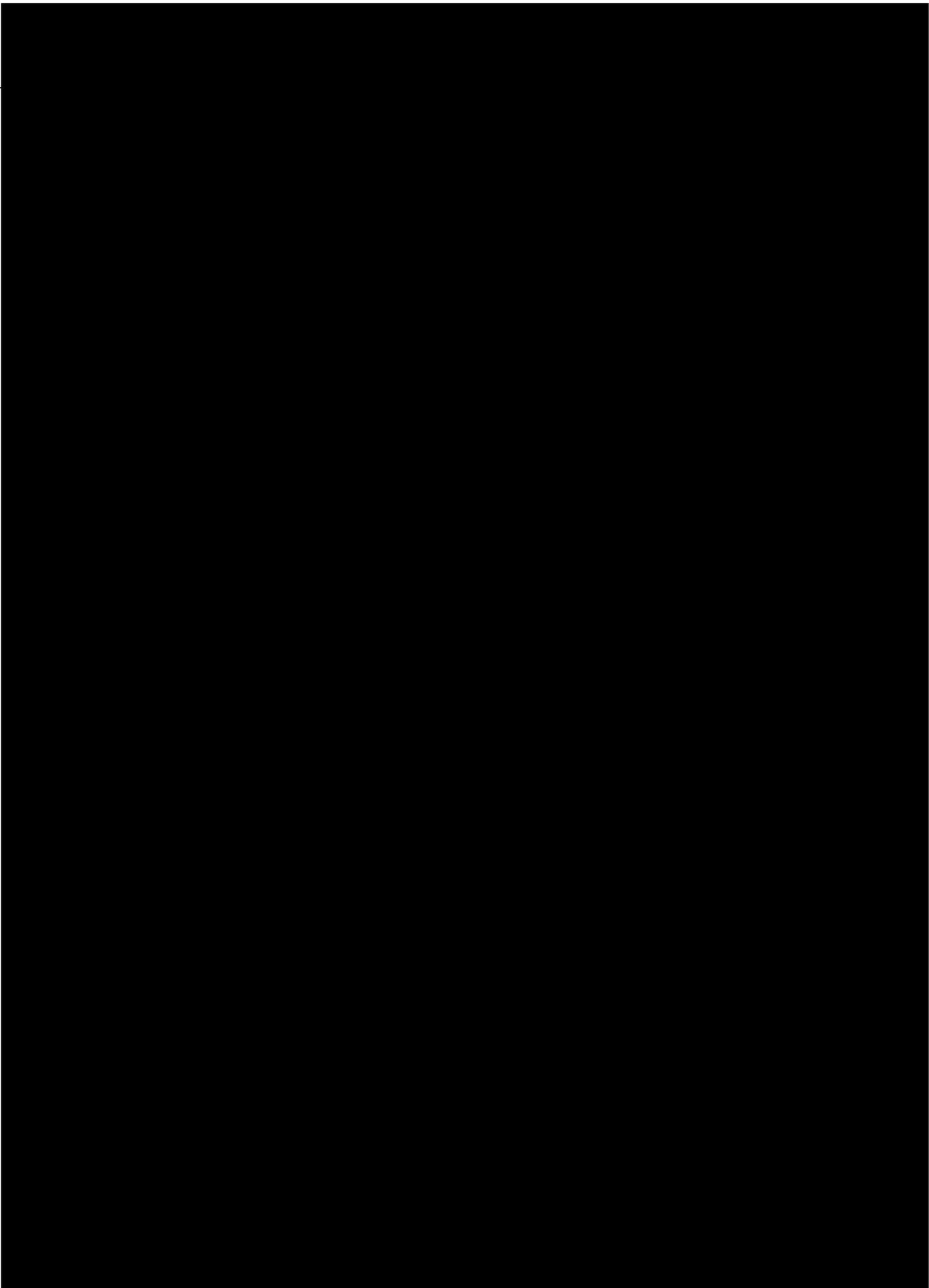


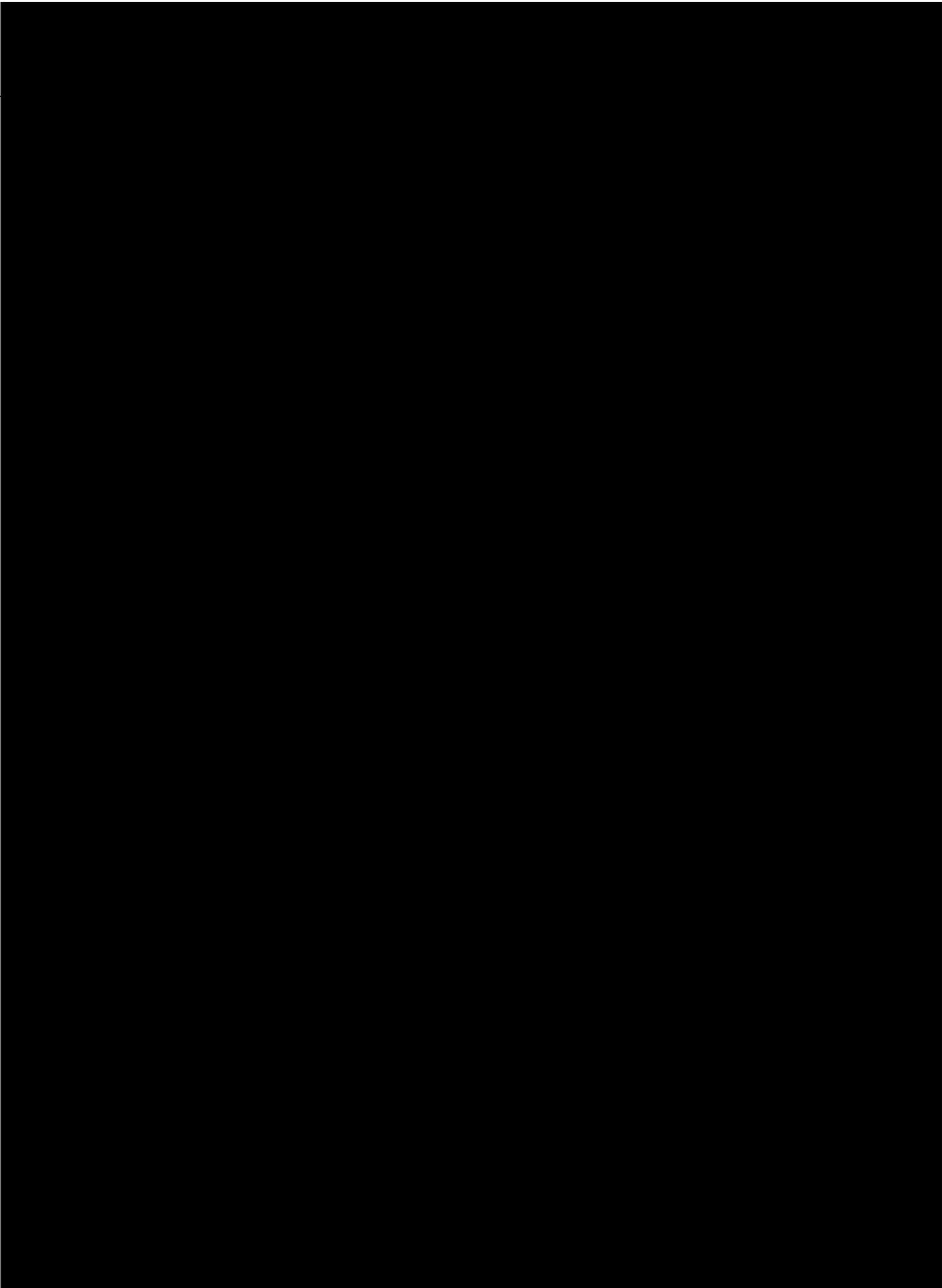


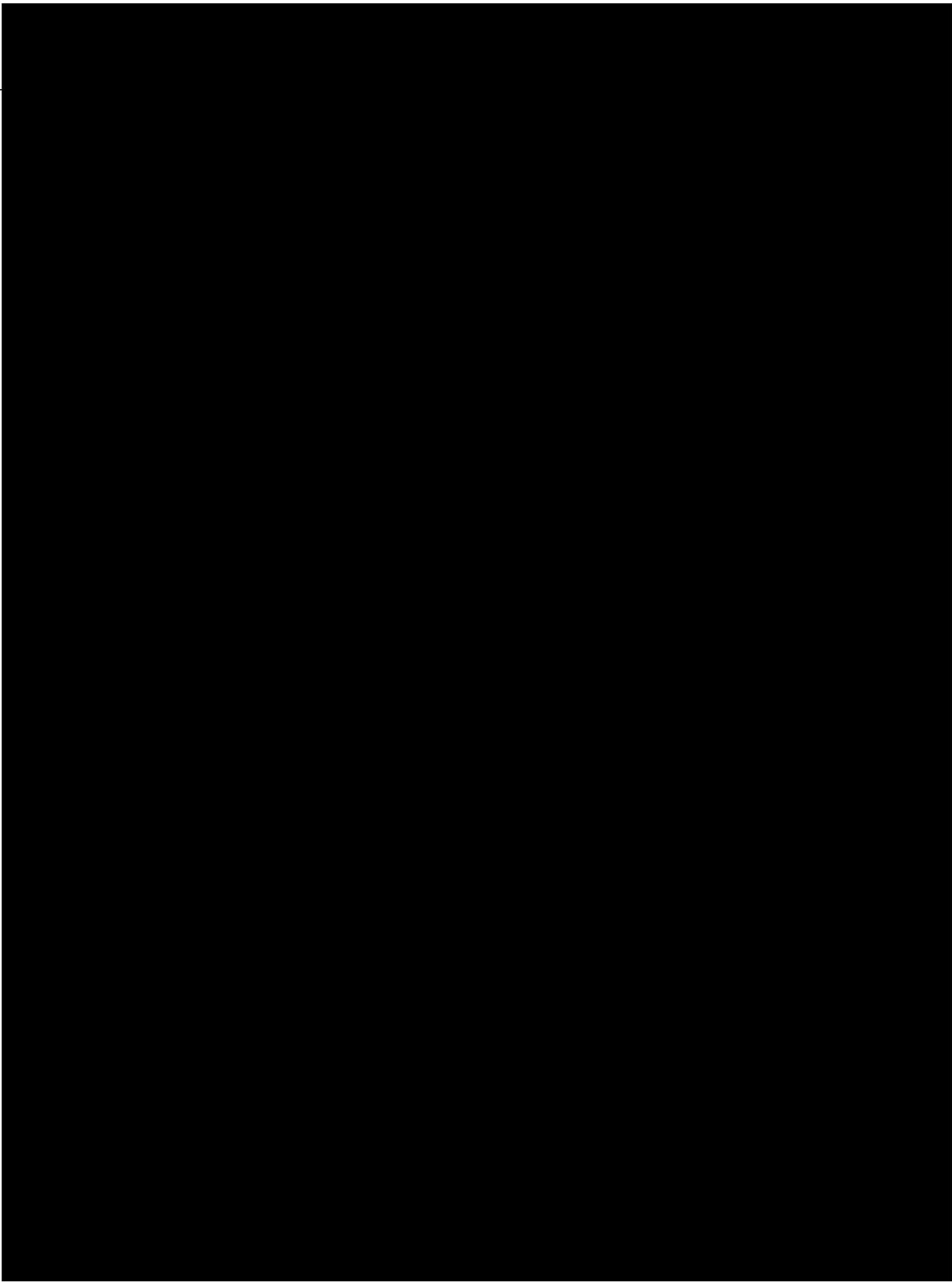


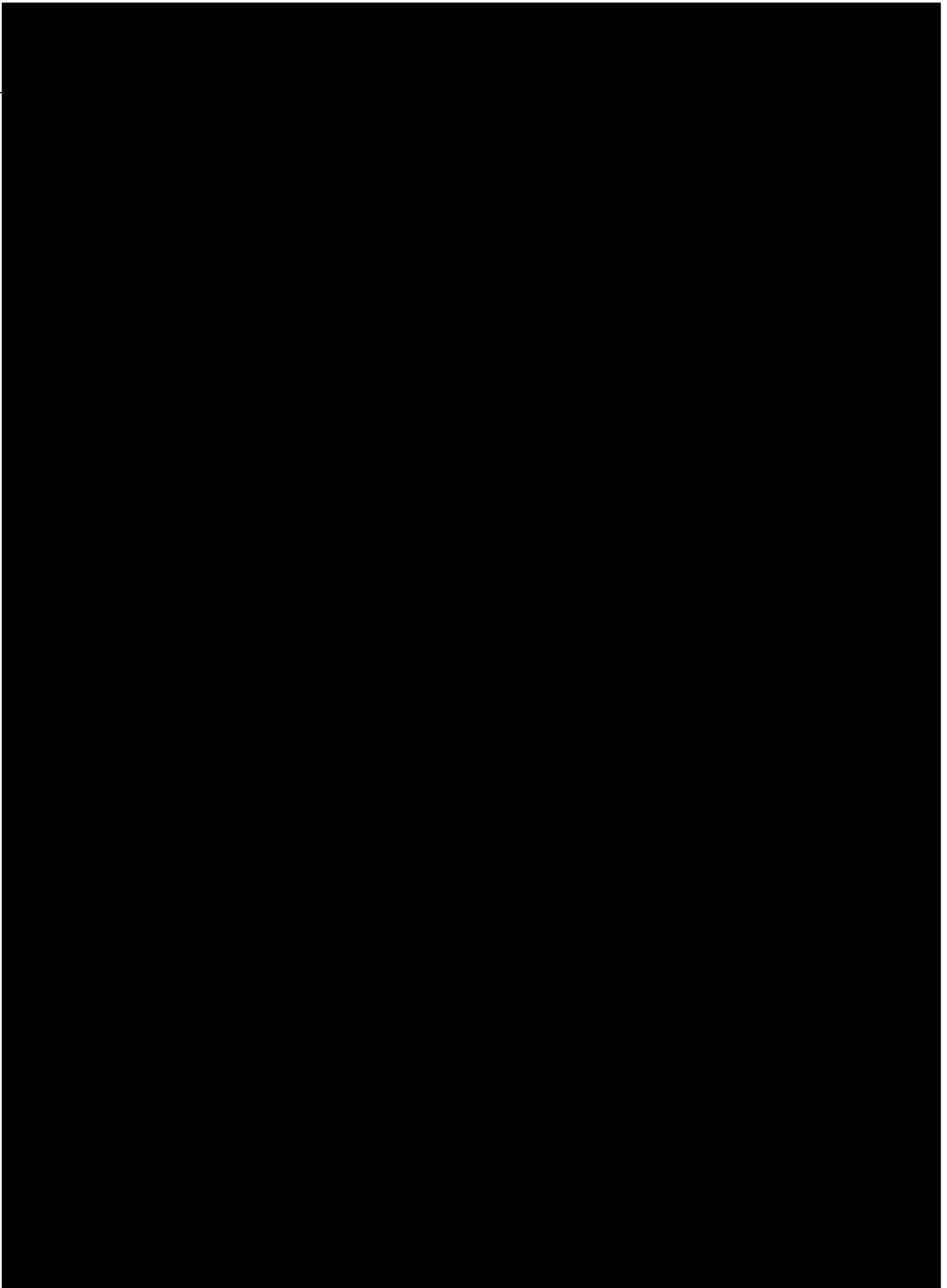


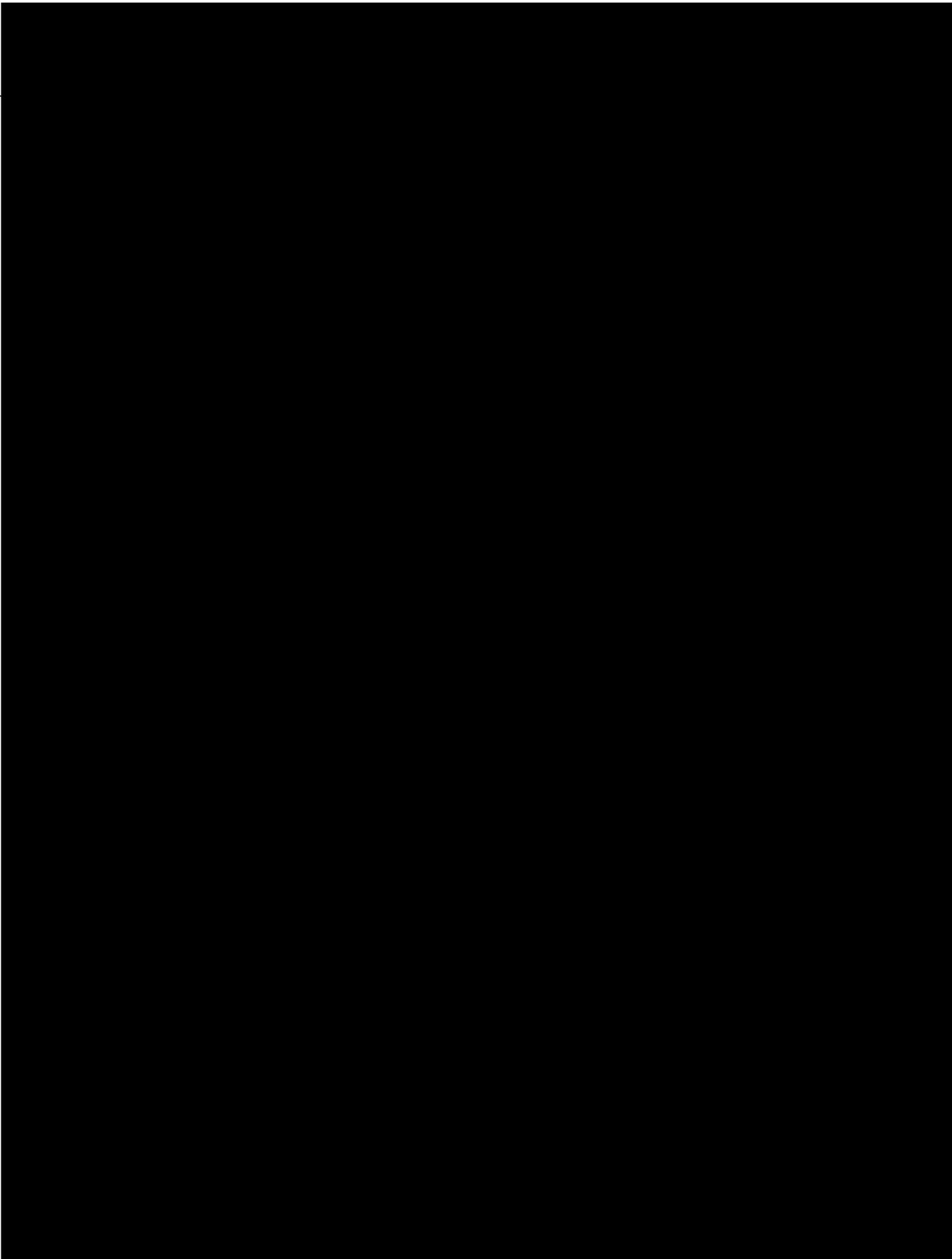


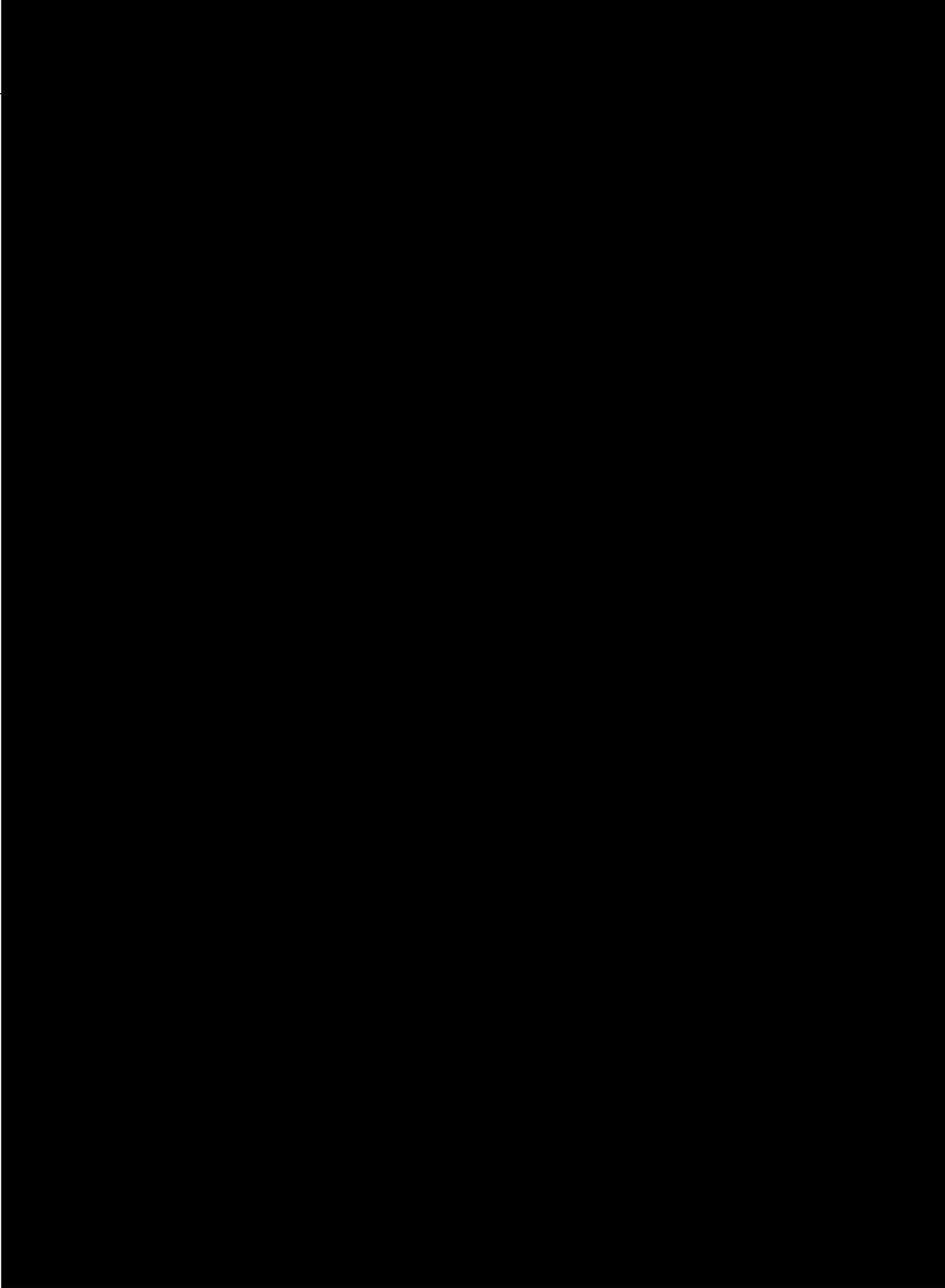


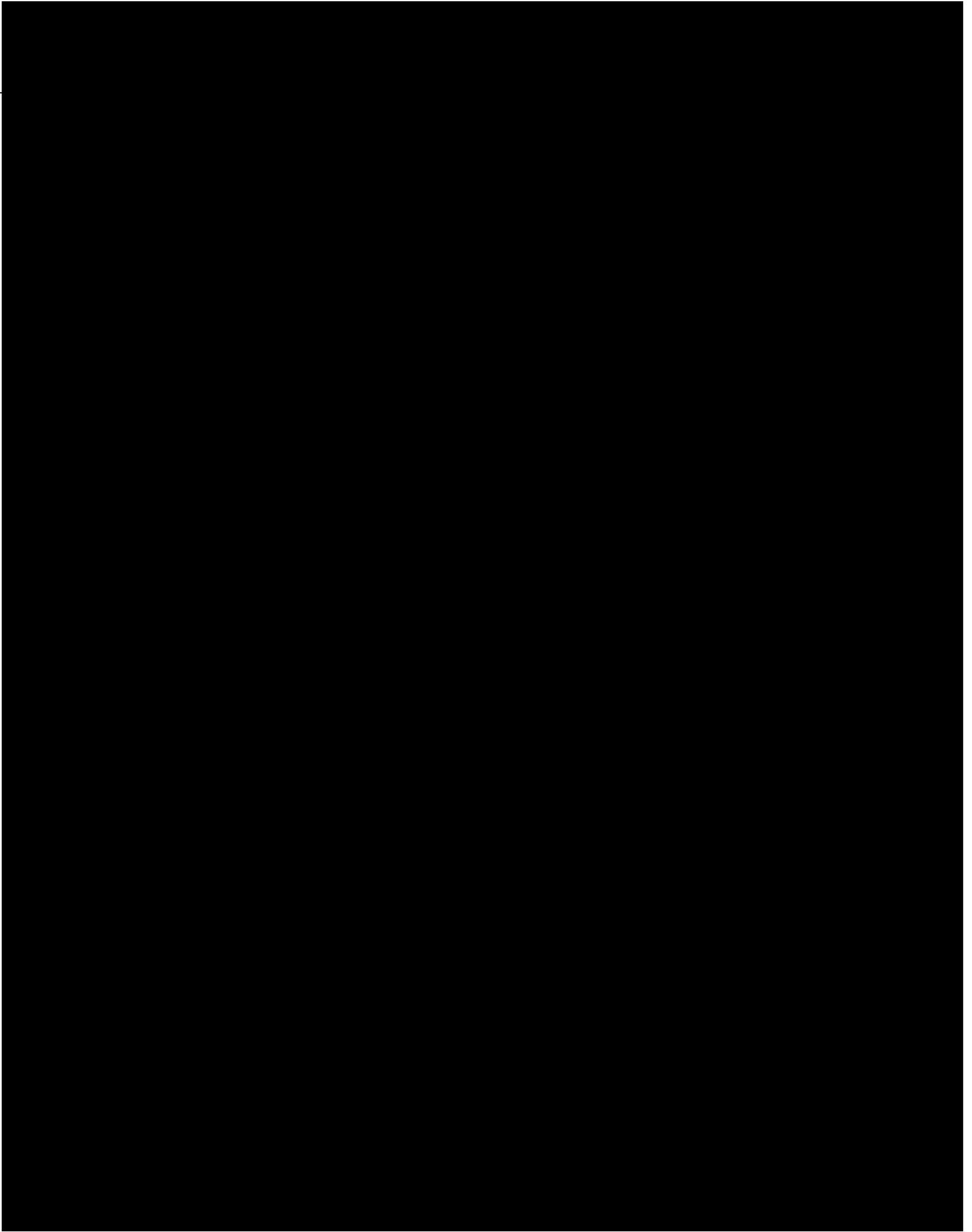


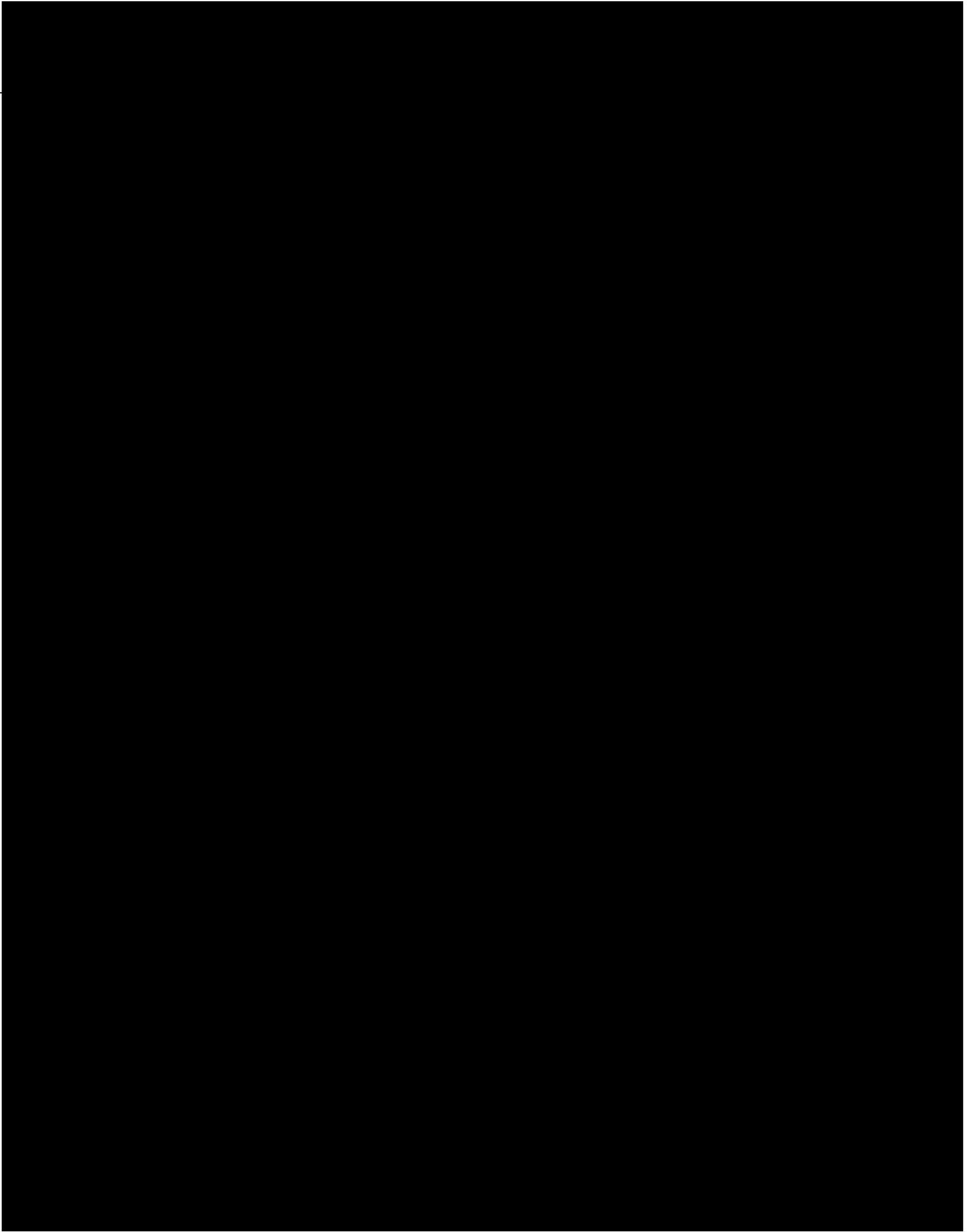


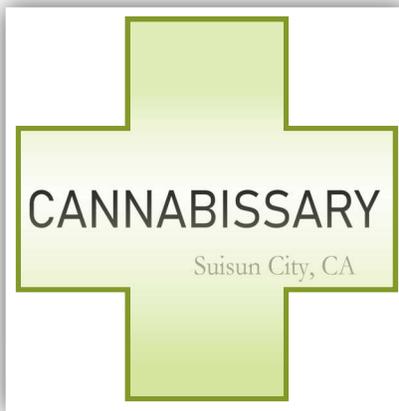












## Qualification of Applicant

## 2.9 Qualification of Applicant

The founder, Dr. Verna L. Schuetter is a health care provider, an advocate for medical cannabis and legal cannabis regulation. After completing her residency training and moving back to California, she delved straight into the industry in 2017 to get involved in the newly emerging legal cannabis landscape, since the passing of proposition 64 in 2016.

She has had many diverse career experiences that have bolstered her pivot into the cannabis industry: In her early years she worked at a highly regulated pharmaceuticals company in Vacaville, CA (Johnson and Johnson, formerly Alza pharmaceuticals) as a process operator and later promoted to lead process operator, applying skills and leadership responsibilities in the production of pharmaceuticals with unique delivery methods (transdermal patches, controlled rate oral tablets) and even participated in editing standard operating procedures(SOPs), current good manufacturing processes (cGMPs) and updating production process records and reports.

She also grew up around her family's property management business and participated in project management as well has hands on operations in repair, maintenance, design and major renovation projects in New Orleans and here in California. These property management and development experiences have given her a skillset that will helpful in the build out and construction—creating a functional, esthetic cannabis space—completed in a timely manner.

Dr. Schuetter has had an extensive educational background, receiving 4 associates degrees at Solano Community College (Biology AS, General Science AS, Chemistry AS, Liberal Arts AA), majored in Environmental Toxicology, Biomedical Emphasis at UC Davis and received both dental and medical degrees (DDS, MD) from University of California, Los Angeles and Louisiana State University, respectively. She graduated with Dean Honors from her dental school and was class president as well as editor in chief of the yearbook, highlighting her organization and leadership positions and success in various roles outside of the traditional curriculum. She trained in hospital-based dentistry at the Northern California VA medical center caring for our nation's Veterans. She completed surgical internships and medical school and residencies at UC, San Francisco and Louisiana State University, New Orleans.

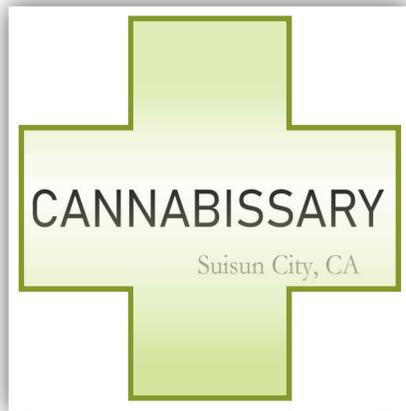
She operated a mobile dental school bus program (2 buses) in the City of New Orleans, providing dental services to low income children—she was the supervising dentist and operational management. All these involvements—shaping Dr. Schuetter's unique background, approach and skillsets to launch a successful and medically-educationally focused dispensary.

She is currently a licensed practicing local health care provider in Fairfield and Napa, CA who supports preventive, holistic and herbal approaches to wellness and good health—including the use of medical Cannabis, given its historical use for thousands of years in world history and many civilizations, the early 19<sup>th</sup> century as a U.S. medicine, and today.

She has built her industry background in learning about cannabis, the newly emerging cannabis industry and continually attends courses, seminars, and workshops on the everchanging cannabis space. She has attended the National Cannabis Industry Association (NCIA) Business Summits & Expo, participating in learning tracks of the newly emerging legal cannabis industry since 2017 (since moving back to California from Louisiana) and has attended every year thereafter. She has also attended Nor-Cal's High Times Cannabis Cups, The Emerald Cup, and various panel discussions, workshops and seminars in Oakland, Santa Rosa, Sonoma and San Jose since 2017. The founder has also visited many dispensaries in Colorado and Arizona as well as California including cities of: RioVista, Dixon, Davis, Oakland, Vallejo, Napa, Berkeley, San Jose, San Francisco, Sacramento, San Diego, Costa Mesa, Temecula, Los Angeles, Hollywood, Las Vegas, Denver and Scottsdale... From these experiences, the founder has created a solid industry background with a vast network of industry and ancillary specialists and services, consultants, legal professionals and vendor relationships to help her launch her new business. She is also in support of Doctors for Cannabis Regulation based on safety, science, liberty and god given freedoms.

All of these life experiences had led Dr. Schuetter to cannabis entrepreneurship and the founding of the Cannabissary. Dr. Schuetter also keeps up to date on cannabis—news, policy, legislation, market trends, culture and politics—through podcasts, business prints, books, magazines, medical and scientific journals—as she culminates in her approach to entrepreneurship and advocacy.

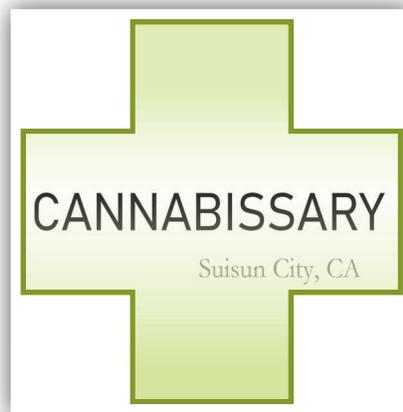
The founder will seek the best afforded local talent, create and implement an ongoing comprehensive continual training program for all employees; including regular educational sessions and workshops, in store training, written manuals and courses including online and videos, safety, security and crisis preparedness. Our training will be centered on our standard operating procedures, adhering to local and state compliance, cannabis education and training and implementing best industry practices.



Site Control

## **2.10 Site Control**

The cannabis business applicant, Verna L. Schuetter maintains property ownership and title of the proposed retail site, located at 1540 Humphrey Drive, Suisun City, CA 94585.



## Neighborhood Compatibility

---

## Table of Contents

<b>2.11</b>	<b>Neighborhood Compatibility &amp; Good Neighbor Policy .....</b>	<b>167</b>
2.11.1	Outreach.....	167
2.11.2	Good Neighbor Policy.....	168
2.11.1	Community Outreach Representative .....	168
2.11.2	Neighborhood Meet and Greet Notes.....	168
2.11.3	Safe Access to Lab Tested Cannabis Medicine Pamphlet (attached).....	171
<b>2.12</b>	<b>Community Benefits .....</b>	<b>174</b>

## 2.11 Neighborhood Compatibility & Good Neighbor Policy

Cannabissary will be managed to avoid undesirable impacts to neighbors and the community. Owner, managers, staff and security personnel will work directly with the neighborhood and surrounding community and will be proactive with any community concerns. Cannabissary's goal: zero nuisance problems due to the presence of a legal medical and recreational cannabis retail outlet; and making a positive impact in the community.

### 2.11.1 Outreach

Cannabissary reached out to our neighbors, our point of view and why we believe cannabis is medicine and the importance of "Safe Access to Laboratory Tested Cannabis Medicine," an information pamphlet distributed to our neighbors. We wanted to create an open communication with the surrounding businesses and neighbors—highlighting cannabis benefits, importance of safe access and benefits to the community.

During our outreach, it was found that most of our neighbors were very supportive of a legal cannabis dispensary in the neighborhood and all agreed with our action plan and good neighborhood policies to keep the community safe and clean. There was one concern about children getting access to cannabis products—we addressed the neighbor's concern—the dispensary is well within buffer zone for schools and patrons are checked for ID verification and products leave the store in childproof sealed, opaque exit packaging. One neighbor, in response to our outreach initiative and receiving our pamphlet, put a week survey out to his customers and whether or not they would support a dispensary in the neighborhood and—all their customers were supportive of the dispensary coming to the area.

Also discussed during the neighborhood outreach are the many benefits of having a dispensary in town: jobs, tax revenues, safer neighborhoods, increased property values and bolstering neighboring business activity in the area—many neighbors were supportive of legal regulated cannabis in town versus illegal sales on the street corner without appropriate regulations.

Some of the neighbors were unaware of medical therapeutics of cannabis and this was a great opportunity to share how cannabis can be used for many ailments and diseases when used appropriately. Several of the neighbors or their family members reported using cannabis (home made and store bought products) for various medical reasons as well as less side effects and natural remedies.

Detailed notes on neighbor outreach can be found in Neighborhood Meet and Greet Notes.

Community outreach is always ongoing, and any issues or suggestions for improvement are always encouraged to bring to the attention of Cannabissary's management at any time.

Cannabissary will stay engaged and proactive with our community, its leaders and fellow neighbors with continual community outreach and education.

### 2.11.2 Good Neighbor Policy

After meeting with our neighbors and hearing their dialogue to make our communities safer, our good neighbor policy will include the following:

- Adequate outside lighting
- 24-hour video surveillance and monitoring
- Security personnel on site during business hours
- Areas around business kept clean: regular parking lot sweeps and trash removal from surrounding public sidewalks for beautification while monitoring for suspicious activity
- A no cannabis consumption or smoking; loitering, littering or trespassing policy that is enforced by management, staff and security personnel, and signage
- Signs stating: Keep neighborhood peaceful
- Signs to keep driveways clear
- Products in childproof, opaque exit packaging

Please see the Safety and Security Plan outlining additional measures that will be taken to as part of our standard operating procedures (SOPs) to keep the neighborhood safe—as well as—Odor Mitigation Plan with complaint form to report and address any odor nuisances.

### 2.11.1 Community Outreach Representative

Community Outreach representative currently is Dr. Verna L. Schuetter. Additional outreach personnel will be added with the growth of the Cannabissary.

### 2.11.2 Neighborhood Meet and Greet Notes

**Community Outreach Representative:** Dr. Verna L. Schuetter, Applicant, Owner and Operator of Cannabissary

#### Notes:

On February 2<sup>nd</sup>, I had met with [REDACTED] [REDACTED] discussed our good neighbor policy. He was open to having the dispensary and commented that it will bring more business for which he is not opposed. I had discussed full video surveillance of the business for 24 hours, proper lighting and security during business hours. I had also dropped off my business card during this day. On 2/24, I dropped off my Cannabis is medicine pamphlet.

I met [REDACTED] who were welding in their shop located at [REDACTED]. They were both very receptive and welcoming to the dispensary curious as to know when would be our opening date. In fact, [REDACTED] had mentioned that he is a supporter of medical cannabis and uses it chronically and medicinally himself. [REDACTED] wanted to know when we would open and I also discussed with them our good neighbor policy and outreach plan. They had no other recommendations.

I met with [REDACTED] on 2/4/2020. They told me they support the business and wanted to know where located, how many businesses were the city allowing and they are accepting of a dispensary and had no additional comments to our good neighbor policy. I also visited them on 2/24 and dropped off our Cannabis is Medicine and Good Neighbor pamphlet.

[REDACTED] I was not able to speak to this business on 2/4 as they were not available. I dropped off a pamphlet at their address.

[REDACTED] on 3/5 as church services were over in the parking lot, I introduced myself and let him know that there are plans to be submitted to the city for the building of the dispensary at the adjacent lot. His main concern was that he did not want to see the stereotypical users that is typically depicted in society in the neighborhood. I educated him that cannabis users come from all parts of society and many different people, young and old use it medicinally, to avoid pharmaceutical medicines and take a botanical and natural approach to wellbeing. I gave him an educational pamphlet, including our good neighborhood policy and advised him to feel free to contact us should he have any other suggestions to be good neighbors. He said he is okay with having a dispensary nearby and would talk to the elders should there be any concerns.

[REDACTED] I met with [REDACTED] on 3/4, who works as an [REDACTED] who supported the cannabis movement. He also shared with us that he makes his own cannabis medical rub for which he uses for his skin condition. He was very supportive and would forward my business card and information regarding the dispensary and any additional comments to add to our good neighbor policy.

[REDACTED] was working in his workshop on 3/4 when I had met him. During our discussion, I introduced myself and my belief in cannabis therapeutics. He was not aware of the many medical uses of cannabis and we discussed different medical uses and new emerging research of the medical cannabis and he was not well aware of. I also showed him our pamphlet on Cannabis is Medicine and showed him that cannabis had been a longstanding used safe medicine for many conditions and we

were building a dispensary. He was open and supportive to a dispensary opening down the street but was not aware of the medical therapeutics of cannabis.

██████████ managing the storage facility/commercial businesses. ██████████ was very supportive of medical cannabis and despite not using cannabis herself. She was very supportive of a medical dispensary in the area so that patients can have access to medicine. In fact, she shared with me that she was a Type I diabetic and if she did not have access to her medicine she can have serious complications and consequences. We had a touching meeting and shared with her our pamphlet outlining our good neighbor policy and community outreach plan. She was very supportive, and we were very happy to receive her perspective.

██████████ and introduced myself and the planned dispensary to be built in the area. He was indifferent to a cannabis dispensary and had no opinion. I reviewed our good neighbor and community outreach policy, along with our pamphlet and he had no other recommendations to contribute.

██████████ and introduced myself. She was very supportive of the cannabis industry and in fact had worked in Humboldt county around many people in the industry and has some friends that cultivate and have cannabis businesses. She was very supportive and mentioned that earlier in her life she didn't believe cannabis was medicine but after seeing how it can be used, she truly believes it is medicine and is very supportive of cannabis businesses and the industry. She had no extra comments to add to our good neighbor and community outreach policy. I left her with our pamphlet so she can give to the manager/owner and for them to feel free to contact us.

On 3/4, I met with the ██████████. He was not a proponent of cannabis and felt that children are at risk and his other concern was of security of the site. I reported to him that we would incorporate and implement various aspects for security, safety and safety to children, including 24-hour video surveillance, security guard on site during business hours, enhanced lighting, enhanced enforcement of loitering, double parking, banned activities. After our discussion he wished me luck. I also dropped off a good neighbor pamphlet on 3/3/2020 and left it with the manager ██████████.

I went to ██████████ I left them a pamphlet regarding building the dispensary nearby and they notified me the owner would be in the office next week and they would pass on the inform to the owner. On 3/16, ██████████, called me and while I learned he also speaks ██████████ from time to time, that he gave a survey to all customers for a couple weeks and there was not a single customer that was opposed to

having a dispensary in the neighborhood. Most of the customers were very supportive of it. In fact he also told me that his wife uses cannabis topicals for her eczema skin condition and she does not like to take pharmaceutical drugs if given the choice. I asked him to feel free to let his [REDACTED] to feel free to contact me as well.

On 3/4, I met [REDACTED], [REDACTED], and introduced myself and our good neighbor policy and she had no further suggestions to add and that she would pass our information to the owner.

2.11.3 Safe Access to Lab Tested Cannabis Medicine Pamphlet (attached),

2.11.3.1 Given to neighbors during neighborhood and community outreach

Safe Access to Laboratory Tested Cannabis Medicine

CANNABISSARY HEALTH AND WELLNESS  
Cannabis is Medicine.

Good Neighbor Policy

We at the Cannabissary want to be good neighbors and we plan on striving to keep our community safe and clean by incorporating around our business:

- Strong outside lighting
- 24 hour video surveillance and monitoring
- Areas around business kept clean
- Banning loitering and littering (plus signage)
- Signs to keep the neighborhood peaceful
- Signs to keep driveways clear
- Signs banning cannabis consumption/smoking/vaping and asking patrons to stop.
- Security staff onsite during business hours
- Products with child proof, opaque exit packaging

If there are any other suggestions or comments to add to our good neighbor policy, please contact the owner and founder of the Cannabissary, Dr. Verna L. Schuetter. We are more than happy to receive your feedback to keep our neighborhood clean and safe!

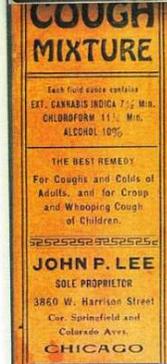
Charity and Community Outreach

We plan on donating a proceed of sales toward the community through local: veteran groups, non-profits organizations, charities and educational programs. We plan on supporting our local community with food and toy drives, fundraising activities and city clean ups to have a positive impact on our community.





From 1850 to 1937, cannabis was used as the prime medicine for more than 100 separate illnesses or diseases in U.S. Pharmacopoeia.



### Cannabis in History and Medicine

Cannabis has been used for over 4000 years as a medicament for both mind and body, from cultures worldwide. It was the leading analgesic for 60 years before rediscovery of aspirin. It made up half of all medicine sold from 1842-1900. From 1850-1937, cannabis was prescribed as the prime medicine for more than 100 separate illnesses. The American Medical Association was against the Marijuana Tax Act of 1937—beginnings of cannabis prohibition—as cannabis was used widely in medicine with no reported death or overdose. Headed by Henry Anslinger, the Federal Bureau of Narcotics used prohibition tactics based on racism, misinformation and propaganda, combined with pressure from competing special interests from the synthetic fiber, lumber, pharmaceutical and petrochemical industries at the time. The war on drugs has hurt U.S. cannabis research and medical advancements and put many people in prison over this plant. The war on drugs is a war on people—a failing war—more harm done than good. We need support a regulated industry based on education, safety and common sense.

Since THC was discovered in 1964, more than 400 different compounds have been isolated from cannabis with research studies showing its therapeutic potential and medical use for:

- Acne
- Autoimmune disease
- Asthma (bronchodilator)
- Anti-inflammatory
- Arthritis, rheumatism
- Anti-cancer/tumor
- Anti-bacterial
- Appetite stimulate
- Adjunct: HIV/AIDS, chemo
- ALS
- Anxiety
- Alzheimer's disease
- Chronic pain
- Crohn's disease
- Depression
- Epilepsy/Seiz
- Fibromyalgia
- Glaucoma
- Harm reductio
- Huntington disease
- Inflammatory Bowel
- Insomnia
- Migraine/headache
- Neuropathy
- Nausea and vomiting
- Palliative care
- PTSD
- Premenstrual syndrome
- Parkinson disease
- Restless leg syndrome
- Stroke rehabilitation
- Spasm (muscle relaxant)
- Multiple Sclerosis
- Sexual dysfunction

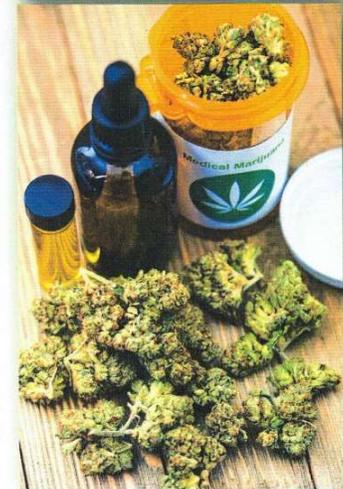
### Access to safe, lab tested medicine

Over two thirds of Solano County Voters voted in favor of Prop. 64 and Prop. 215, approving medical and recreational marijuana. The closest dispensaries are located in Vallejo, Dixon and Rio Vista which are not accessible to many of our residents making it difficult to obtaining education and access to safe, consistent and reliable medicine. The residents and patients are underserved in our region and we want to provide an informed educational approach and quality, lab tested cannabis in a comfortable and safe environment. Our medicine, and cannabis products are responsibly produced by Californian licensed cannabis growers, manufacturers and distributors.

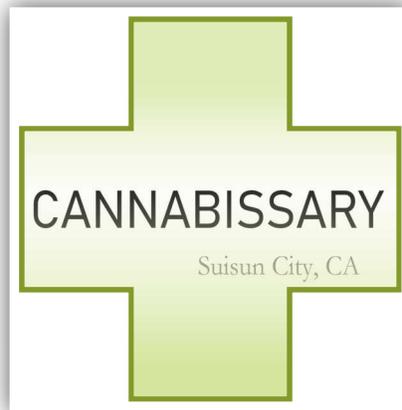
### Benefits to the community

Supporting a regulated legal cannabis market allows increased tax revenue for the community to pay for public initiatives including: public safety, schools, parks, roads and more. Residents have convenient, safe, legal access to lab tested "clean" cannabis, free of mold, mildew, pesticides and heavy metals.

Studies show that dispensaries: revitalize neighborhoods; reduce crime; bring new customers to surrounding businesses; add jobs; property values increased in legal states; cities that regulate MJ facilities show a greater increase in values; crime decreases in areas with dispensaries due to high security measures (video surveillance and security personnel). In couples who consume cannabis, interpersonal domestic violence between couples decrease. Retail cannabis is associated with reduced opioid consumption by the general public. In cities that implement a medical marijuana program there is no uptick in teen use. Licensed cannabis retailers are not selling to minors and their products are not diverted to the underage market.



Medical cannabis oil, tincture and flowers.



## Community Benefits

## 2.12 Community Benefits

Cannabissary intends to positively contribute to the community both directly and indirectly through local employment, community involvement, volunteering, fundraisers and local initiatives. Cannabissary's goal is to be a positive, beneficial presence in the community. We plan to participate in any citywide clean ups, hold food drives and toy drives, and clothing drives for those in need during the winter months and holidays.

Raising money for the homeless, volunteering at local marsh conservatory projects, and assisting in other community causes will always be explored as a direct way to give back to the community.

Under the Dennis Peron and Brownie Mary Act recently passed in 2019, a Compassionate Care cannabis program will be implemented per state regulations for medical cannabis patients with challenges obtaining medication.

Monthly employee meetings will include food ordered from local restaurants.

Surrounding businesses will see an increase in economic activity due to exposure from customers via traveling by car and foot traffic, many of whom may not be aware that certain businesses were in the area. The store will boost the local economy in Suisun City.

Customer educational workshops and vendor store visits will be regularly scheduled and posted on our bulletin board for those seeking more information about cannabis and cannabis products. Cannabissary will hold scheduled workshops exploring uses of cannabis for pain, sleeping aid, anxiety reducer, and much more. Other educational workshops will be organized to discuss CBD, Terpenes, and a beginner's guide to cannabis.

Pamphlets about cannabis will be on an information rack posted in the lobby and made available to all customers for customer to learn more about cannabis.

Electronic display/Videos about cannabis: the industry, its medical uses, scientific research for the purposes of community education will be played in the waiting area as clients await entry to the product floor.

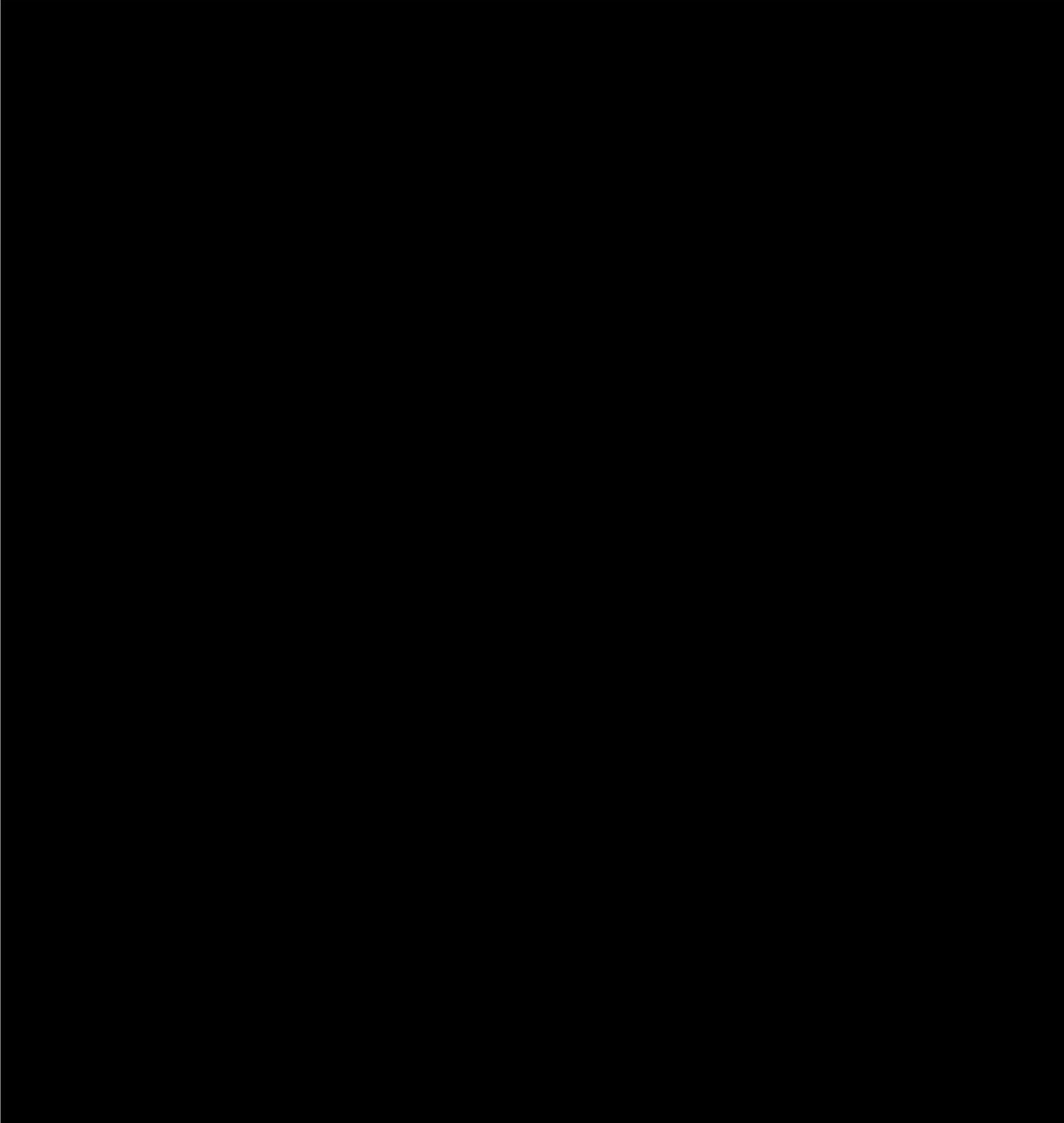
Commonly raised issues at town hall meetings centered around: smells/smoke, crime and the fear of children being endangered, the erosion of the family-friendly culture, and an increase in crime. Security protocols, state regulations, local municipal codes, and our own Cannabissary company policies have been designed to address these areas of concerns. A few examples include requirements for child-safe exit packaging; thorough background checks prior to any offer of employment; testing requirements for all products; and a zero tolerance policy of anyone under the age of 21 entering the premises unless they are 18 and older with a valid California medical marijuana card. Cannabissary pledges to follow all policies to keep Suisun City family-friendly, child safe, low-crime.

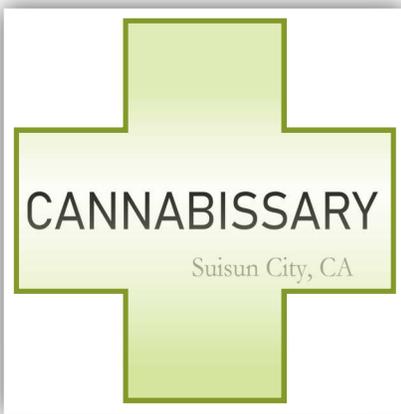
[Redacted]

[Redacted]

[Redacted]

**2.13 Criminal History Check**





## Labor and Employment

## Table of Contents

**2.14 Labor and Employment ..... 179**

**Introduction ..... 179**

**Background Checks/Live Scans ..... 179**

**Payroll Practices and Use of Payroll Consultants ..... 179**

**Opportunities for Continuing Education and Training ..... 179**

**Living Wage ..... 179**

**Premium Pay After Designated Hours ..... 180**

**Labor Peace Agreement ..... 180**

**Locally Managed Enterprise ..... 180**

**Appendix: ..... 180**

**Employee Background Check Authorization Form ..... 181**

**EMPLOYEE HANDBOOK ..... 183**

## 2.14 Labor and Employment

### Introduction

Cannabissary prides itself on finding and retaining the best local talent for our business and want to offer to our employees' competitive wages, benefits and opportunities for education and advancement with our company.

### Background Checks/Live Scans

All employees will have background checks and/or Live Scans prior to consideration for hire (see background check authorization form in Appendix).

### Payroll Practices and Use of Payroll Consultants

Cannabissary will incorporate cannabis payroll consultants and services with integrative software for operational support. This will assist the Company in:

- Managing human capital and scheduling
- Human Resources
- Online payroll processing
- Distributing pay and direct deposit, managing worker compensation
- Protecting data
- Preparing statements and reports
- Compliance
- Paying Taxes

The HR/Payroll services and software will meet cannabis best industry standards and compliance. Examples of such services and software include, Wurk, 420 Payroll, PeopleGuru, Greenleaf, Zenefits, AdaptiveHR...)

### Opportunities for Continuing Education and Training

Cannabissary values all our employees and their contributions to the Company. We will compensate our employees to heightened pay and benefits and support our employees to further their education when such improvement is in the best interest of the Company. Please see the attached **Employee Handbook**, for proposed business policies and procedures regarding continuing education and training and policies for employees.

### Living Wage

Cannabissary is proud of our employees and their contributions to the Company and will compensate our employees to heightened pay and benefits and practices. The minimum starting wage for employees at Cannabissary will be \$18.00, reflective of 150% of California's Minimum Wage for 2020 for employers with 25 employees or less. Wages will increase following annual performance reviews and with increased responsibilities.

Any work in excess of eight hours in one workday, in excess of 40 hours in one workweek, or in the first eight hours worked on the seventh day of work in any one workweek shall be at the rate of one and one-half times the regular rate of pay. Any work in excess of 12 hours

in one day or in excess of eight hours on any seventh day of a workweek shall be paid no less than twice the regular rate of pay. California Labor Code section 510. Exceptions apply to an employee working pursuant to an alternative workweek adopted pursuant to applicable Labor Code sections and for time spent commuting. (See Labor Code section 510 for exceptions).

**Premium Pay After Designated Hours**

Daily: 8 Over 12 (double time), Weekly - 40; on 7th day: First 8 hours (time and half) Over 8 hours on 7th day (double time). The overtime premium rate is one and one-half times the employee's regular rate, unless otherwise specified

**Labor Peace Agreement**

Shall Cannabissary be blessed to employ 20 or more employees, Cannabissary will enter into a Labor Peace Agreement with the Union (e.g. the United Food and Commercial International Union, UFCW); per current California law, Cannabissary will provide a notarized statement as a part of cannabis retailer state license application indicating that the applicant will “enter into and abide by the terms of a labor peace agreement within 60 days of employing its 20th employee.”

The labor peace agreement will at minimum contain a commitment by the union and its members to not engage activities that may interfere with business, a commitment to our employees not to disrupt Union efforts to organize employees, and to give the Union access at reasonable times to the work area for discussions with employees regarding their rights under state law.

**Locally Managed Enterprise**

The proposed business is to be a locally managed enterprise whose owner resides within Suisun City, the Qual Glen subdivision. At all times possible, preference for hiring will be toward residents of Suisun City and Solano County. Local contractors will be hired for the construction of the store as much as possible. Other business to business commerce will preferentially be local as well.

**Appendix:**

**Employee Background Check Authorization Form**

**Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

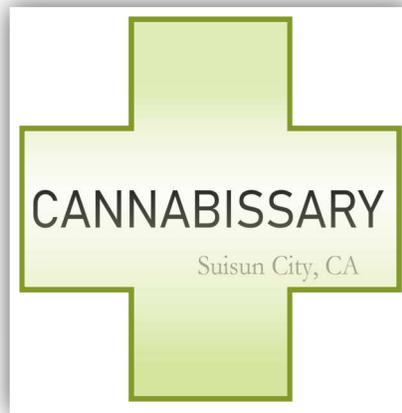
Telephone Number: \_\_\_\_\_

Drivers License Number/State: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge.

I hereby authorize \_\_\_\_\_ and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to \_\_\_\_\_ or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. \_\_\_\_\_ and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.



# Employee Handbook

Created 4/24/2020, Revised: 4/26/2020

# Employee Handbook

## Table of Contents

<b>EMPLOYEE HANDBOOK</b> .....	187
<b>INTRODUCTORY STATEMENT</b> .....	187
<b>I. REQUIRED POLICIES</b> .....	188
<b>AT-WILL EMPLOYMENT STATUS</b> .....	188
<b>EQUAL EMPLOYMENT OPPORTUNITY</b> .....	188
<b>RIGHT TO REVISE</b> .....	189
<b>UNLAWFUL HARASSMENT</b> .....	189
<b>II. HIRING</b> .....	191
Regular Employees .....	191
Temporary Employees .....	191
Full-Time Employees .....	191
Part-Time Employees .....	191
New Hires .....	191
Job Duties .....	191
Inactive Status .....	192
Health Benefits Extension .....	192
<b>III. LEAVE OF ABSENCE</b> .....	192
Jury Duty and Witness Leave .....	192
Volunteer Civil Service Personnel .....	192
Victims of Crime Leave .....	192
Temporary Transfers .....	193
Time Off for Voting .....	193
Extended Medical Leave .....	193
Pregnancy Disability Leave .....	194
<b>IV. BENEFITS</b> .....	195
Workers' Compensation .....	195
External Employee Education .....	196

Holidays ..... 197

Insurance Benefits..... 197

Medical Insurance ..... 197

Disability Insurance ..... 197

Unemployment Compensation..... 197

Social Security ..... 197

Workers' Compensation ..... 197

**V. MANAGEMENT ..... 198**

Personnel Records ..... 198

Performance Evaluations ..... 198

Open-Door ..... 198

Names and Addresses ..... 199

Employment of Relatives ..... 199

Employee Property ..... 200

**VI. COMPANY PROPERTY ..... 200**

Electronic and Social Media..... 200

Social Media ..... 200

Nondisclosure or Use of Trade Secrets ..... 201

Customer Lists ..... 201

Guests and Visitors ..... 201

Solicitation and Distribution of Literature..... 201

Smoking ..... 202

Parking ..... 202

Surveillance Monitoring ..... 202

Off-Duty Use of Facilities..... 202

Housekeeping ..... 202

Employer Property ..... 202

Bulletin Boards ..... 203

**VII. EMPLOYEE CONDUCT ..... 204**

Other Employment ..... 204

Prohibited use of Company Cell Phone While Driving ..... 204

Safely Pull off the Road ..... 205

No Solicitation of Customers or Employees ..... 205

**Prohibited Camera Phone .....205**

**Punctuality, Attendance and Scheduling .....205**

**Prohibited Conduct .....207**

**Off-Duty Conduct .....209**

**News Media Contacts.....209**

**Drug and Alcohol Abuse.....209**

**Dress Code and Other Personal Standards ..... 211**

**General Requirements ..... 211**

**Grooming and Hygiene ..... 211**

**Customer Relations ..... 212**

**Conflicts of Interest ..... 212**

**Notice ..... 212**

**Confidentiality ..... 213**

**Conducting Personal Business ..... 213**

**Business Conduct and Ethics ..... 213**

**Employee Purchases ..... 213**

**Discounting ..... 213**

**Stop and Search Policy ..... 214**

**VIII. WAGES ..... 215**

**Work Schedules ..... 215**

**Timekeeping Requirements..... 215**

**Payment of Wages ..... 216**

**Biweekly Payments ..... 216**

**Pay for Mandatory Meetings/Training ..... 216**

**Overtime for Non-Exempt Employees ..... 216**

**Meal and Rest Periods..... 217**

**Expense Accounts ..... 218**

**Deductions for Exempt Employees ..... 218**

**Advances ..... 218**

**IX. SAFETY AND HEALTH ..... 219**

**Workplace Violence ..... 219**

**Heat Illness ..... 219**

**Security ..... 220**

**Recreational Activities and Programs .....220**  
**Health and Safety .....220**  
**Ergonomics.....220**  
**Employees Who Are Requested to Drive ..... 221**  
**X. TERMINATION ..... 221**  
**Voluntary Resignation ..... 221**  
**Reductions in Force ..... 221**  
**Involuntary Termination and Progressive Discipline .....222**  
**Employee References .....222**  
**XI. CONFIRMATION OF RECIEPT ..... 222**

# Employee Handbook

## Introductory Statement

Welcome to our family at the Cannabissary!

On behalf of your colleagues, I welcome you to the Cannabissary (the "Company") and wish you every success here.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between Cannabissary and some individuals may supersede some of the provisions of this handbook. Employees should familiarize themselves with the content of the employee handbook as soon as possible, for it will answer many questions about employment with Cannabissary.

This handbook summarizes the policies and practices in effect at the time of publication.

This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

We hope that our experience here will be rewarding, challenging and enjoyable. Again, welcome!

# I. Required Policies

## **At-Will Employment Status**

Cannabissary personnel are employed on an at-will basis. Employment at-will may be terminated or disciplined with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Managing Member of Cannabissary has the authority to make any such agreement, which is binding only if it is in writing.

## **Equal Employment Opportunity**

Cannabissary is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers.

To comply with applicable laws, Americans with Disabilities Act (ADA) and to ensure equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your Manager, Store Manager, Owner/Operator. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Verna L. Schuetter, the Owner/Operator. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

### **Right to Revise**

This employee handbook contains the employment policies and practices the Cannabissary in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements, or memoranda are superseded.

Cannabissary reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the owner/operator/manager of Cannabissary. Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Cannabissary as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee

### **Unlawful Harassment**

Cannabissary is committed to providing a work environment free of unlawful harassment. Based on Title VII of the Civil Rights Act of 1964, the federal law that protects employees against discrimination, the Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful.

The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by company policy.

If you believe that you have been unlawfully harassed, bring your complaint to your own or any other Company management or owner/operator, as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It is mandatory to communicate your complaint in writing. Supervisors will refer all harassment complaints to the personnel administrator, investigative officer or the president of the Company. The Company will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the Company determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Company encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

## II. Hiring

### **Regular Employees**

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

### **Temporary Employees**

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

### **Full-Time Employees**

Regular full-time employees are those who are scheduled for and do work 32 hours per week. Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook.

### **Part-Time Employees**

Part-time employees are those who are scheduled for and do work fewer than 32 hours per week. Part-time employees are not eligible for Cannabissary benefits unless authorized by the Management.

### **New Hires**

The first 90 days of continuous employment at Cannabissary is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees, and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Upon completion of the introductory period, Cannabissary will review your performance. If the Company finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected from you. At that time, you may express suggestions to improve the Company's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by Cannabissary for any definite period of time, but rather allows both you and the Company to evaluate whether or not you are right for the position. After completion of the trial period, eligible employees will receive the benefits described in this handbook.

### **Job Duties**

During the introductory period, your manager will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may

change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Cannabissary. Your cooperation and assistance in performing such additional work is expected.

### **Inactive Status**

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status. After 60 days of inactive status health benefits will be suspended.

### **Health Benefits Extension**

Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Contact management for information.

## **III. LEAVE OF ABSENCE**

### **Jury Duty and Witness Leave**

Cannabissary encourages employees to serve on jury duty when called. Non-exempt employees may retain any mileage allowance or other fee paid by the court for jury services. Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You will be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

### **Volunteer Civil Service Personnel**

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. You are also eligible for unpaid leave for required training. If you are an official volunteer firefighter, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

### **Victims of Crime Leave**

An employee who is themselves a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- You must be the victim of a crime, or you must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

The absence from work must be in order to attend personal needs, hospitalization and/or judicial proceedings related to a crime listed above.

If you are absent for such a reason, you must provide documentation. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Any absence from work to attend judicial proceedings will be unpaid.

### **Temporary Transfers**

Employees who request a temporary transfer for medical and/or family medical leave reasons will be considered for that transfer if a position exists at the time the transfer is requested, and the employee is qualified to perform the job. The employee will be paid in accordance with the responsibilities and duties of the temporary job.

### **Time Off for Voting**

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

### **Extended Medical Leave**

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to four months with a doctor's written certificate of disability. Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, Cannabissary is not required to pay you for lost wages but you may file through state disability

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work or after a total of

four months of leave, whichever occurs first. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Cannabissary makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

### **Pregnancy Disability Leave**

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave. Cannabissary is not required to pay for Pregnancy Disability Leave but an employee may file through state disability.

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Employees who need to take pregnancy disability must inform Cannabissary when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary, to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;

- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee’s physician. The employee must provide Cannabissary with a certification from a health care provider. The certification indicating disability should contain:
  - The date on which the employee became disabled due to pregnancy;
  - The probable duration of the period or periods of disability; and
  - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Leave returns will be allowed only when the employee’s physician sends a release;
- Duration of the leave will be determined by the advice of the employee’s physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee’s pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

## IV. BENEFITS

### **Workers' Compensation**

Cannabissary in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers’ compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.
- To ensure that you receive any workers’ compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee’s Claim for Workers Compensation Benefits (DWC Form 1, available upon request) and return it to Lauren Gordon; and
- Provide the Company with a certification from your health care provider regarding the need for workers’ compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers’ compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers’ compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers’ compensation leave would have been laid off had he or she not gone on leave, or if the employee’s position has been eliminated or filled in order to avoid undermining the Company’s ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee’s return depends on his or her qualifications for any existing openings. If, after returning from a workers’ compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company’s obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

### **External Employee Education**

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Cannabissary or the individual employees. Attendance at such activities, whether required by the Company or requested by individual employees, requires the written approval of the general manager. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by the Company, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the general manager in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee’s voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Cannabissary encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not

qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

### **Holidays**

For each calendar year, Cannabissary observes the following un-paid holidays:

- January 1 (New Year's Day)
- Thanksgiving Day
- Christmas Day

### **Insurance Benefits**

#### **Medical Insurance**

Cannabissary provides a comprehensive medical insurance plan for eligible employees and their dependents. Those employed full-time for more than 3 months will be eligible for an employee contribution to medical benefits. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the personnel office.

#### **Disability Insurance**

Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the Company. An additional tax funds the state's Paid Family Leave program and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the personnel manager.

#### **Unemployment Compensation**

Cannabissary contributes thousands of dollars each year to the California Unemployment Insurance Fund on behalf of its employees.

#### **Social Security**

Social Security is an important part of every employee's retirement benefit. Cannabissary pays a matching contribution to each employee's Social Security taxes.

#### **Workers' Compensation**

You are protected by the Company's workers' compensation insurance policy while employed by Cannabissary at no cost to you. The policy covers you in case of occupational injury or illness.

## V. MANAGEMENT

### **Personnel Records**

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Company representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file. Any request for employee files must be made in writing. Cannabissary will restrict disclosure of your personnel file to authorized individuals within the Company. Any request for information contained in personnel files must be directed to the personnel manager. Only the personnel manager is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Cannabissary will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

### **Performance Evaluations**

Each employee will receive periodic performance reviews conducted by his or her supervisor. Your first performance evaluation will take place after completion of your 90 day introductory period. Subsequent performance evaluations will be conducted bi-annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Cannabissary and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

### **Open-Door**

Suggestions for improving Cannabissary are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the Company. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within 48 hours of the occurrence, bring the situation to the attention of your immediate supervisor who will then investigate and provide a solution or explanation.
- If the problem persists, you must describe it in writing and present to the store manager and/or owner operator. If you need assistance with your complaint, contact management. We encourage you to bring the matter to management as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- If the problem is not resolved, you may present the problem in writing to the president of Cannabissary who will attempt to reach a final resolution. If you need assistance with the written complaint, contact the owner and operator, Verna Schuetter for help.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, Cannabissary values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

### **Names and Addresses**

Employees are required to keep a current their phone number, mailing address, and email address on file.

Cannabissary is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a change in their name or contact information.

Employees are responsible for checking their email for notifications from Cannabissary at least 2 times per week. You will be held accountable in the event you miss a memo sent out via email from the Company.

### **Employment of Relatives**

Cannabissary may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. The Company defines "relatives" as spouses, domestic partners, children, siblings, parents, in-laws, and step-relatives.

If two employees marry, become registered domestic partners, or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with the Company, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with the Company. If this decision is not made within the time allowed, the president of Cannabissary will make the decision, taking the employment history and job performance of both employees into account.

### **Employee Property**

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of

## **VI. COMPANY PROPERTY**

### **Electronic and Social Media**

Electronic media is defined as desktop computers, laptops, handheld devices, or any other electronic devices on the premises of Cannabissary. These items and all data transmitted through Cannabissary servers are Company property and must be maintained according to Company rules and regulations. Prior authorization must be obtained before any Company property may be removed from the premises.

They must be kept clean and are to be used only for work-related purposes. The Company reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

The Company may periodically need to assign and/or change "passwords" and personal codes for all company-owned electronic media. Electronic media and related storage media and databases are to be used only for Company business and they remain the property of the Company. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Employee's own electronic media may only be used during breaks. All other company policies, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace apply. The Company reserves the right to adjust this policy on a case by case basis as it deems appropriate.

### **Social Media**

The Company does not use nor does it condone the personal use of social media in the workplace for any purpose. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. Use of Internet based programs such as Facebook, Linked In, and Twitter (this is not meant to be an exhaustive list – if you have specific questions about which programs the Company deems to be social media, consult with your supervisor or HR) is a violation of Company policy and use of these programs either on Company owned property or on your personal property during work hours on the work premises can result in discipline up to and including termination.

### **Nondisclosure or Use of Trade Secrets**

During the term of employment with Cannabissary may have access to and become familiar with information of a confidential, proprietary, or secret nature, which is or may be either applicable or related to the present or future business of the Company, its research and development, or the business of its customers. For example, trade secret information includes, but is not limited to, devices, inventions, processes and compilations of information, records, specifications, and information concerning customers or vendors. Employees shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of their employment or at any time thereafter, except as required in the course of employment with the Company. The above agreement should not be construed as constituting a promise of continued employment for at-will employment purposes.

### **Customer Lists**

The employee understands that customer lists of Cannabissary, for which the employee has or will have access to during the employee's employment, are trade secrets and shall be solely the property of the employer.

The employee agrees that he/she shall neither directly nor indirectly solicit business as to products or services competitive with those of the Company based on information from the customer lists.

### **Guests and Visitors**

Visits from friends and family are to be kept to a minimum, in order to preserve an appropriate work environment. It is extremely important that the impression left with Cannabissary visitors is that of a professional organization with the highest standards of conduct. Prior written or verbal approval by management is required for visitors.

Children under the age of 18 are not permitted on the premises of Cannabissary.

The Company reserves its right in its sole discretion to deny such a request for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

### **Solicitation and Distribution of Literature**

In order to ensure efficient operation of the Company's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. Cannabissary has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas.

All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

### **Smoking**

Smoking is not allowed in any area on the premises or within 200 feet of Cannabissary Smoking/using cannabis products while working or within 200 feet of any Cannabissary location is prohibited conduct and can result in termination of employment.

### **Parking**

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of Northern California Small Business Assistants, Inc. property. Employees may not use parking areas specifically designated for neighboring businesses unless approved by the neighboring business and Cannabissary management. Cannabissary is not responsible for any loss or damage to employee vehicles or contents while parked on Company property.

### **Surveillance Monitoring**

Parking areas may be monitored with video or other surveillance for purposes of protecting Company property only. This surveillance system is in no way intended to provide employees with personal security.

### **Off-Duty Use of Facilities**

Employees are prohibited from remaining on Cannabissary premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use without written or verbal approval from management.

### **Housekeeping**

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

### **Employer Property**

Lockers, desks, computers, vehicles, and any other company-owned item are Northern Cannabissary property and must be maintained according to Company rules and

regulations. They must be kept clean and are to be used only for work-related purposes. Cannabissary reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

Company voice mail and/or electronic mail (e-mail) are to be used for business purposes only. Cannabissary reserves the right to monitor voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on Company-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Company locker. Cannabissary may periodically need to assign and/or change "passwords" and personal codes for certain password protected devices. These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of Cannabissary. Cannabissary reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Prior authorization must be obtained before any Company property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave Cannabissary. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Employees will be held responsible if company property (in any form such as retail products to be kept behind the counter or other valuables) is left available for the public to take without authorization or payment.

### **Bulletin Boards**

Cannabissary maintains employee communication bulletin/white boards located in the employee break room.

These boards are used to provide information to employees concerning upcoming events, new policies or any other relevant announcements.

Employees may not post items on Company bulletin boards unless the following conditions are met:

- Postings may be made by Company employees only;
- Posted items will be dated and will be removed at a Cannabissary manager's discretion.

## VII. EMPLOYEE CONDUCT

### Other Employment

While employed by Cannabissary, employees are expected to devote their energies to their jobs with the Company. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee’s work schedule, duties, and responsibilities at the Company;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Company;
- Additional employment that impairs or has a detrimental effect on the employee’s work performance with the Company;
- Additional employment that requires the employee to conduct work or related activities on Company property during the employee's working hours or using Company facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the Company.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to Cannabissary explaining the details of the additional employment. If the additional employment is authorized, Cannabissary assumes no responsibility for it. Cannabissary shall not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

### Prohibited use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers, Cannabissary employees are prohibited from using cell phones while driving on Company business and/or Company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time. The Company recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law beginning July 1, 2008 and a violation of Company rules.

Writing, sending, or reading text-based communication – including text messaging, instant messaging, and e-mail – on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law beginning January 1, 2009 and a violation Company rules.

### **Safely Pull off the Road**

You must also safely pull off the road before conducting Company business.

### **No Solicitation of Customers or Employees**

The employee agrees that customer lists of Cannabissary for which the employee has or will have access to during the employee's employment, are trade secrets and shall be solely the property of the employer.

The employee agrees that he/she shall neither directly nor indirectly solicit business as to products or services competitive with those of the Company based on information from the customer lists.

### **Prohibited Camera Phone**

Cannabissary the use of personal cell phones in any area of the workplace unless approved by management. Cannabissary prohibits the use of phones as a camera on the premises.

### **Punctuality, Attendance and Scheduling**

As an employee of Cannabissary, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees, your supervisor, and flow of business. When you are absent, your assigned work must be performed by others. Employees are expected to report to work as scheduled, on time, and prepared to start work. Additionally, Employees are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

Cannabissary allows 6 occurrences [absences or late arrivals] per year, NOT to exceed 4 occurrences in one month. An absence will count as 1 occurrence. A tardy/late arrival will count as a 1/2 occurrence. If you are absent for more than one day in a row, as long as there is a legitimate reason or explanation, the absences will still only count as 1 occurrence.

If you fail to punch in for arrival, you will be considered late resulting in a 1/2 occurrence.

If you fail to report for work without any notification to your supervisor, Cannabissary will consider that you have voluntarily abandoned or quit your employment.

If you walk off the job without the consent of the Manager, Cannabissary will consider that you have voluntarily abandoned or quit your employment.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call your supervisor at least 2 hours before the time you are scheduled to begin working for that day. You must call and directly speak to a supervisor. A message on the general company voicemail, phone message machine, nor a text message to co-worker or supervisor will be accepted as notice of absence. In no circumstance is a text message an acceptable form of communication with your supervisor regarding an absence or late arrival. A "no show, no call" results in voluntary resignation of your position with Cannabissary.

Manager contact numbers are posted in the breakroom. It is your responsibility to make yourself familiar with these phone numbers. If you do not directly speak to one of the Company's managers 2 hours before your scheduled time to begin work and do not arrive in time for your assigned shift, the Company will consider that you have voluntarily abandoned or quit your employment. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Excessive unexcused absenteeism or tardiness will not be tolerated. Cannabissary defines excessive absenteeism as more than 4 days absence in a one-month period.

If you need to schedule a vacation, exchange scheduled workdays, or schedule time off, you must put the request in writing. In the event where your availability changes and you would like to make a change to your work schedule, you must put in the request in writing.

- For an unpaid time off, workday schedule exchange, or vacation request, please fill out the TIME OFF REQUEST FORM located in the break room. Schedule the vacation request in the

Shift planning program and submit the TIME OFF REQUEST FORM to Human Resources Representative at your location. Employee will receive notification when time-off dates are approved or denied.

- For unpaid time off, you are required to find someone to cover your shift(s) in which overtime will not be accrued unless authorized by a manager. The form must be signed by the employee requesting time off as well as the employee(s) covering the shift(s). In the circumstance that an employee trades shifts with a co-worker that terminated employment with Cannabissary prior to shift worked, the authorized shift exchange is no longer valid and is unauthorized. In such case that an employee fails to show for a schedule shift with an unauthorized shift trade, the failure to show will be considered a "no show, no call" and result in voluntary resignation of employment with Cannabissary.
- For a more long-term schedule change, please fill out the SCHEDULE CHANGE REQUESTFORM. Please provide new availability and the reason for the requested change. Submit the SCHEDULE CHANGE REQUEST FORM to Human Resources Representative at your location. It is up to management's discretion to approve schedule change requests based on what is best for the flow of business.

### **Prohibited Conduct**

The following conduct is prohibited and will not be tolerated by Cannabissary. Engaging in prohibited conduct are grounds for disciplinary action including and up to immediate dismissal of your position with the Company. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited.

- Falsifying employment records, employment information, or other Company records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Deliberate or careless damage or destruction of any company property, or the property of another employee or client. NO ARSON.
- Removing or borrowing Company property without prior authorization;
- Unauthorized use of Company equipment, time, materials, or facilities;
- Theft or stealing of any kind. NO STEALING. Discounting a transaction for non-eligible employee/ clients or product. Putting extra items in an employee's bag or a clients bag that were not paid for, or ringing yourself up for a transaction.
- No using personal cell phones without authorization from a manager
- No handing out personal phone numbers or receiving phone numbers from clients, vendors, etc.
- No ringing up friends or family members;
- Ringing on other employee's registers;
- Use of a manger code without written permission from CEO, Dona Frank;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Provoking a fight or fighting with fellow employees or clients during working hours or on Company property;
- No touching other employees

- A physical altercation with another employee or a client that you initiate. NO throwing things, verbal threats, or violence of any kind;
- Verbal abuse, abusive language or altercation that you initiate with a employee or client at any time on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Causing, creating, or participating in a disruption of any kind during working hours on Company property;
- Engaging in criminal conduct whether or not related to job performance;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Violating any safety, health, security or Company policy, rule, or procedure;
- No entering back areas or employee only areas while on disciplinary suspension.
- Committing of or involvement in any act of unlawful harassment of another individual;
- Committing of or involvement in un-wanted sexual advances, sexual harassment, sexual assault, or a sexual or lewd act;
- Failing to lock and secure the building, safes, and products at closing;
- Leaving open doors, or any access point open without a security guard present. Leaving the building, employees, and clients vulnerable to a crime;
- Showing up for your shift under the influence of drugs or alcohol. Using drugs, alcohol, or any cannabis products while working and on Company property;
- Reckless driving of a company vehicle and/or driving under the influence of cannabis/drugs/alcohol while using a company vehicle or heavy machinery;
- Sleeping or malingering on the job;
- Deleting browsing history on Company computers;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;

- Eating at your workstation; (eating is only allowed in designated areas on your scheduled breaks/ lunches)
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
- Failing to promptly report work-related injury or illness;
- Working overtime without authorization or refusing to work assigned overtime;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to provide a physician's certificate when requested or required to do so;
- Failing to notify a supervisor or manager when unable to report to work, or any unreported absence. Not calling in for missing a shift (no call, no show) will result in immediate separation of employment. Unless you can 100% prove that you had an emergency where calling in for your shift was absolutely impossible.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or Cannabissary. remain free to terminate the employment relationship at any time, with or without reason or advance notice.

### **Off-Duty Conduct**

Cannabissary does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Company's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

### **News Media Contacts**

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Owner and Operator may comment to news reporters on Cannabissary policy or events relevant to Cannabissary.

### **Drug and Alcohol Abuse**

Cannabissary is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract

from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The company understands that there is a difference between substance use and substance abuse. Employees are free to make their own lifestyle choices when not in the workplace or otherwise on company time. However, such choices must not be allowed to interfere with job performance.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes and constitutes immediate termination:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job, and
- Employees are prohibited from reporting to work while under the influence of cannabis, alcohol, and other drugs (including prescription or non-prescription drugs) that adversely affect the employee's ability to safely or efficiently perform his or her job duties and
- Driving a Company vehicle while under the influence of alcohol or a controlled substance; and
- Manufacturing, distribution, dispensing, sale, or purchase of an illegal or controlled substance while on the job.

Cannabissary does not engage in pre-employment drug testing of employees; however, Cannabissary will perform random drug testing on employees that display visible signs of intoxication in the workplace on company property, or while performing Company business on Company time (including but not limited to, paid rest breaks) whether on Company property or elsewhere.

Violation of these rules and standards of conduct will not be tolerated. Cannabissary also may bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, Cannabissary reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Cannabissary. In addition, the Company must keep

people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. Cannabissary will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

## **Dress Code and Other Personal Standards**

### **General Requirements**

Name badges are mandatory dress code for all Cannabissary employees. Any employee missing a name badge not be allowed to clock in for their scheduled shift. Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. No open-toed shoes or any type of over-exposure. Department managers may issue more specific guidelines.

### **Grooming and Hygiene**

Because each employee is a representative of Cannabissary in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to have good hygiene and dress neatly and, in a manner, consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire. Employees are requested to not wear strong scents as some clients are ill and sensitive to the smell of perfumes and colognes. Good Hygiene is defined as: Having good personal hygiene habits, such as washing your hands, brushing and flossing your teeth, having clean hair and clothes, and bathing on a regular basis.

### **Customer Relations**

Employees are expected to be polite, courteous, prompt, and attentive to every client. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the general manager should be called immediately.

Ours is a service business and all of us must remember that the client always comes first. Our clients ultimately pay all of our wages. Remember, while the client is not always right, the client is never wrong. Clients are to be treated courteously and given proper attention at all times.

Never regard a client's question or concern as an interruption or an annoyance. You must respond to inquiries from clients, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls or messages to the appropriate person and make sure the call or message is received.

Through your conduct, show your desire to assist the client in obtaining the help he or she needs. If you are unable to help a client, find someone who can.

All correspondence and documents, whether to clients or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a client. If a problem develops or if a client remains dissatisfied, ask your supervisor or the general manager to intervene.

### **Conflicts of Interest**

All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Cannabissary which impairs an employee's ability to exercise good judgment on behalf of the Company, creates an actual or potential conflict of interest. Manager-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

### **Notice**

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, Cannabissary take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action or termination.

### **Confidentiality**

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding Cannabissary its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

### **Conducting Personal Business**

Employees are to conduct only Cannabissary business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

### **Business Conduct and Ethics**

No employee may accept a gift or gratuity from any client, vendor, supplier, or other person doing business with Cannabissary because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the Company in advance.

### **Employee Purchases**

Cannabissary employees receive 20% off their purchases (excluding seeds, clones, and other discounted and non-discounted items, at management's discretion). Purchases are to be made on assigned rest-periods and/or meal breaks Employee purchases are intended for their personal use only. Purchasing for anyone else whether they are a medical cannabis patient or not is strictly prohibited.

Employees are prohibited to putting items aside with the intention of purchasing it. In other words, all product is to remain on the floor in its designated bin/location. All employee purchases are to be rung up and initialed by a manager. Employee purchases are to be set aside until the end of the business day and then distributed by a manager. All employee purchases and personal bags/backpacks are subject to inspection at any time. See **Stop and Search Policy**.

### **Discounting**

Employees receive a discount on qualifying products (see Employee Purchases) Qualifying members(customers) of the store receive discounts with proper documentation. Refer to in-store publications for discount days and amounts. Discounting for an unqualified member is strictly prohibited.

Over-discounting is considered prohibited conduct and will be considered stealing by the Company.

### **Stop and Search Policy**

Cannabissary reserves the right to undertake searches of employees within its premises. This is to protect both the Company and its staff from illegal activities such as theft of Company property or property belonging to another member of staff or other person; and the possession or supply of any substances which might be in breach of Company policy in relation to alcohol/or drugs.

Employees are advised that a search does not indicate that they are under any suspicion of wrongdoing and searches may be carried out randomly. The Company reserves the right to stop and search an employee when it reasonably suspects that they have committed an illegal act in breach of company policy.

In accordance with employee's terms and conditions of employment, Cannabissary reserves the right to carry out searches, including

- Physical search of employee where they will be asked to remove their jacket and empty all pockets
- A search of all baggage (both personal and company property);
- A search of any vehicle on Company's property (both personal and owned by the Company); and
- A search of all work areas (including but not limited to, desks, lockers and cabinets, locked or otherwise). This may also include search of any electronic devices such as laptop, or phone owned by the Company in compliance with Company policy

The Company will ensure that the level of search is fair and reasonable, taking into account all of the circumstances giving rise to search.

Searches may occur at random when employees enter or leave the building and/or in circumstances where the Company policy. If a search is undertaken on a random selection of employees, a demonstrable fair selection process will be used.

A physical search will be carried out in a private room, by an authorized officer or employee of the same gender, and or in the presence of another employee to protect an employee's dignity and avoid discrimination. Employees have the right to request that a physical search is attended only by people of the same gender.

Searches of baggage, vehicles and work areas will be carried out by an authorized officer in the presence of the employee in question and another authorized officer.

If an employee refuses to undergo a search, the employee will be asked to reconsider his/her refusal. If the employee maintains his or her refusal to undergo a search, the individual's manager and other senior manager will be called. They will consider the

employees stated reasons for the refusal and, if these are deemed reasonable, no further action will be taken against the employee.

The incident including the reasons for the employee's refusal to be searched will be recorded in the employees personnel file.

The incident including the reasons for the employee's refusal to be searched will be recorded in the employees personnel file.

If an employee unreasonably refuses to undergo a search (including if the subsequently refuse to stay on the Company's premises when requested to do so), this may lead to disciplinary action in line with the Company's disciplinary policay, resulting in termination for gross misconduct, if applicable.

If the Company believes that there is evidence that an employee has committed an illegal act, this will be reported immediately to the police.

## **VIII. WAGES**

### **Work Schedules**

Cannabissary is normally open for business between the hours of 10:00a.m. -8 p.m., Monday through Sunday. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, you must fill out a Time-Off Request Form and notify your supervisor two weeks in advance, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime. If you need time off for any reason, it is your responsibility to get your shifts covered; it is not the manager's responsibility to fill your absence. Please note that just because a request form is turned in, does not mean it is approved. Please follow up with your supervisor on the status of the request if you have not heard a confirmation.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

### **Timekeeping Requirements**

All non-exempt employees are required to use a time clock to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Cannabissary business. Any handwritten marks or changes must be initialed by a supervisor. Writing in time for

another employee or allowing another employee to manually add time for you, or altering a timecard is not permissible and is subject to disciplinary action or termination. Any errors on your timecard should be reported immediately to your supervisor.

### **Payment of Wages**

Paychecks are normally available every other Thursday by 1:00 p.m. If you work at another location, speak with management about receiving your paycheck. If you observe an error on your check, please report it immediately to your supervisor. You must report a lost or stolen paycheck immediately.

### **Biweekly Payments**

All employees of Cannabissary are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid the day before the holiday.

### **Pay for Mandatory Meetings/Training**

Cannabissary will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

### **Overtime for Non-Exempt Employees**

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Cannabissary will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Cannabissary provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Work weeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

### **Meal and Rest Periods**

All nonexempt employees are entitled to periodic rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods and you will not clock out. Your supervisor will advise you of the time and duration of your breaks and you are expected to return to work promptly at the end of any rest break.

Generally, you will be entitled to one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as two (2) hours). If you work more than six (6) hours and up to 10 hours in a workday, you will receive one (1) rest break during the first half of your shift and one (1) rest break during the second half of your shift. If you work more than 10 hours and up to 14 hours, you will be entitled to an additional paid 10-minute rest break.

If you work more than five (5) hours in a workday, you are also entitled to an unpaid meal period of at least 30 minutes. If you work more than 10 hours, you are entitled to a second, unpaid meal period of at least 30 minutes. Depending on the circumstances, you may be able to waive your second meal period if you took the first one. You must clock out for your meal period. Your supervisor will advise you of the scheduling of your meal period. You must not perform any work during your meal period, and you must stop working for at least 30 full, consecutive minutes.

All rest breaks and meal periods must be taken away from the regular work area. You may leave the premises for your meal periods.

If for any reason you do not take the applicable rest breaks and/or meal periods, you must notify your supervisor immediately.

### **Expense Accounts**

Cannabissary reimburses employees for authorized business expenses as soon as a receipt is provided. If you have any questions about the Company's expense reimbursement policy, contact the owner and operator Verna L. Schuetter.

### **Deductions for Exempt Employees**

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to Cannabissary. benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

It is Cannabissary company policy to comply with these salary basis requirements. Therefore, Cannabissary prohibits all managers from making any improper deductions from the salaries of exempt employees. The Company wants employees to be aware of this policy and know that the Company does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

### **Advances**

Cannabissary does not permit advances against paychecks or against unaccrued vacation.

## IX. SAFETY AND HEALTH

### Workplace Violence

Cannabissary has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has a zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example	Type of Threat
Saying, “Do you want to see your next birthday?”	Indirect
Writing, “Employees who kill their supervisors have the right idea.”	Indirect
Saying, “I’m going to punch your lights out.”	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

### Heat Illness

The Company is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the prevention of heat illness. Please

refer to the Company's Injury Illness and Prevention Program or talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

### **Security**

Cannabissary has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

### **Recreational Activities and Programs**

Cannabissary or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

### **Health and Safety**

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, Cannabissary maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the general manager's office.

In compliance with Proposition 65, Cannabissary will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

### **Ergonomics**

Cannabissary is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Cannabissary believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact Management.

### **Employees Who Are Requested to Drive**

Employees who are required to drive a Company vehicle or their own vehicles on Company business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment.

Cannabissary participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

Cannabissary retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles for Company business will be reimbursed at the rate of \$0.57 per mile, based on 2020 Standard Mileage Rate (incorporates the cost of insurance, registration, gas, oil and maintenance.)

## **X. TERMINATION**

### **Voluntary Resignation**

Voluntary resignation results when an employee voluntarily quits his or her employment at Cannabissary, or fails to report to work for one consecutively scheduled workday without notice to, or approval by, his or her supervisor. All Company-owned property, including vehicles, keys, uniforms, identification badges, credit cards, and FasTraks must be returned immediately upon termination of employment.

### **Reductions in Force**

Under some circumstances, Cannabissary may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Company will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Cannabissary will take into account, among other things, operation and requirements, the skill, productivity, ability,

and past performance of those involved, and also, when feasible, the employee's length of service.

### **Involuntary Termination and Progressive Discipline**

Violation of Cannabissary policies and rules may warrant disciplinary action. The Company has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and Cannabissary may in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

### **Employee References**

All requests for references must be directed to the personnel manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Cannabissary discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Cannabissary also will inform prospective employers of the amount of salary or wage you last earned.

## **XI. CONFIRMATION OF RECEIPT**

### **Confirmation of Receipt**

I have received electronic access to my copy of the Company's employee handbook at:  
<http://cannabissary.com/pdf/HANDBOOK.pdf>

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that the employee handbook describes important information about Cannabissary and that I should consult the management staff regarding any questions not answered in the handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. Cannabissary reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the of Cannabissary, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the

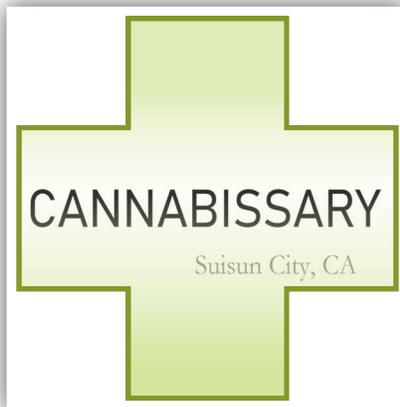
president has the authority to make any such agreement and then only in writing, signed by the president.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Cannabissary is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between NCSBA, Inc. and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Cannabissary.

Employee's Signature \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_

Date \_\_\_\_\_



Proposed Location

## 2.15 Proposed Location

**Address:** 1540 Humphrey Drive, Suisun City, CA 9585

**Assessor Parcel Number:** 0038-231-050-01

### Description of Proposed Location

The site of the retail store is located in the Commercial Services and Fabrication (CSF) on Humphrey drive; the closest cross street Railroad Avenue. General characterization of all uses within 600 feet of the property include light industrial and commercial uses: auto repair, welding and fabrication, graphics company, mini-storage, feed and supply store, towing company, autobody, church, contractor and construction services. There are also residential zones and un-incorporated Solano county zones within vicinity. The site is not located within 600 feet of K-12 school and or daycare or youth center.



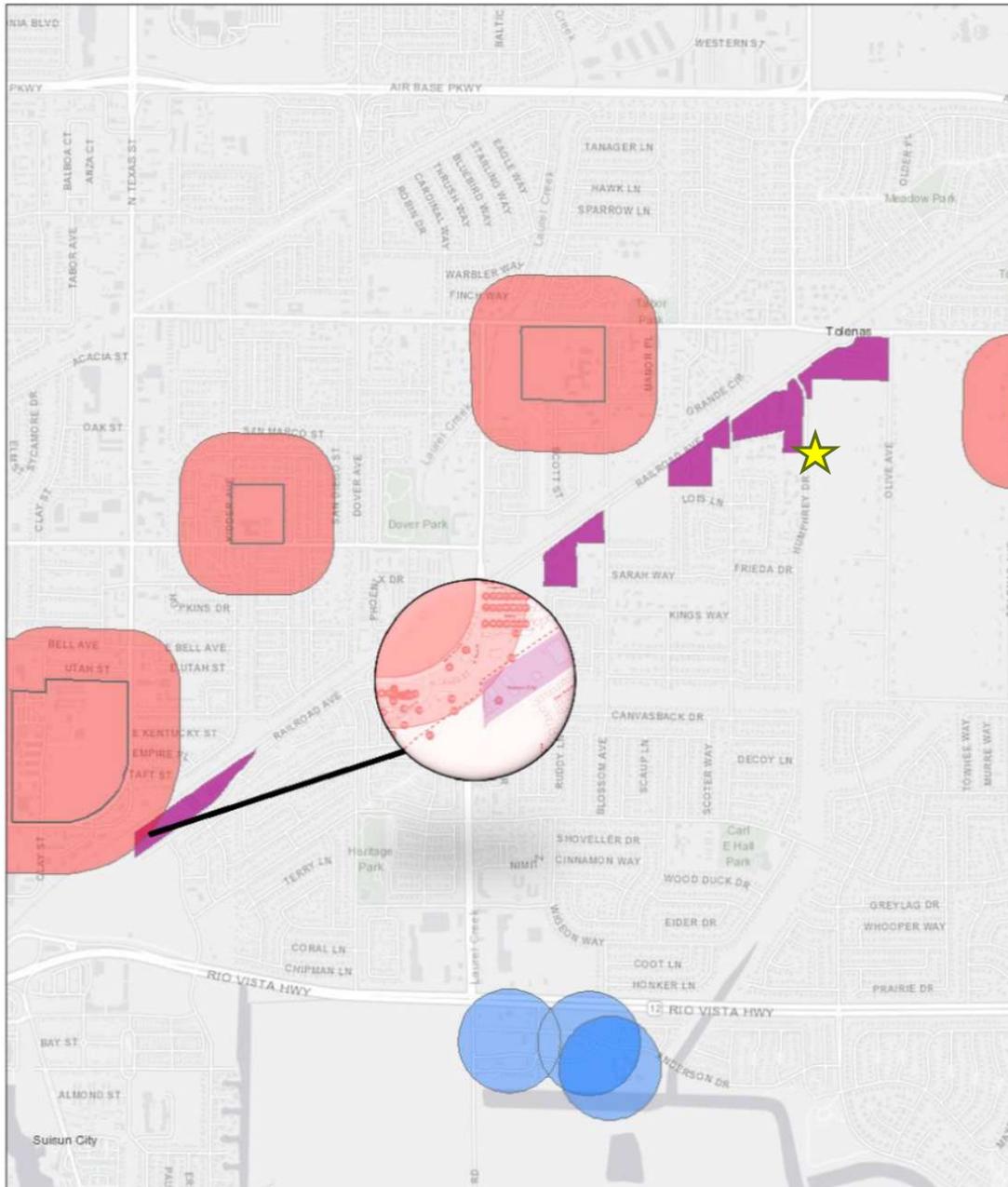
LEGEND			
	Developable Parcels		Close-Up of Ineligible Parcels
	600FT Buffer of Schools and Day Care Centers		Parcel Outline
	600FT Buffer of Schools		Dispensary

# CANNABISSARY

Proposed Location

CONFIDENTIAL – DO NOT DISTRIBUTE

## Dispensary Buffer Map - 600FT



### LEGEND

	Developable Parcels		Close-Up of Ineligible Parcels
	600FT Buffer of Schools and Day Care Centers		Parcel Outline
	600FT Buffer of Schools		Dispensary

