

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.



Review

Selected Account: GreenWellness, LLC

Your application has been filed with the Alabama Medical Cannabis Commission.

Your reference code is **1610**.

File Date : **03/02/2023 9:42 AM**

Your transaction ID is : **88838598**

Transaction Token: **24f655a1-cb67-4ddd-9203-2536f152d99b**

If you do not receive email notifications, please check your spam folder.

You must print or save this page as a PDF as part of your redacted filing.

Request for Business Application Information

✓ **Request Number:** 0024

General Applicant Information

✓ **Applicant Name:** GreenWellness, LLC

✓ **Applying as:** Business Entity

Trade Name (DBAs) :

✓ **Identification Number Type** : FEIN

✓ **Federal Tax Identification Number** : 884401148

✓ **Business Entity Name** : Green Wellness, LLC

✓ **Business Entity Type** : Limited Liability Company

✓ **Secretary of State Entity ID Number** : 001053088

✓ **Federal Business Code No** : 459991

✓ **Date of Qualification, Organization or Incorporation:** 12/13/2022

Applicant Street Address

✓ **Street:** 107 18TH ST E

Unit No / Apt No:

✓ **City:** JASPER

✓ **County:** 64-Walker

✓ **State:** Alabama

✓ **Zip Code:** 35501

✓ **Address Verified?:** Yes

Applicant Mailing Address

✓ **Street:** 107 18TH ST E

Unit No / Apt No:

✓ **City:** JASPER

✓ **State:** Alabama

✓ **Zip Code:** 35501

✓ **Address Verified?:** Yes

Applicant :
Website

✓ Applicant Email : josh@amsco-suppl
Address y.com

✓ Applicant Phone : 2053005226
Number

✓ Do you have a management service agreement in place?: No

✓ Is the applicant: (1) at least 51% owned by (or, in the case of a corporation, 51% of the shares belong to) members of any minority group (as defined by 20-2A-51(b)), and (2) managed and controlled in its daily operations by members of any minority group? :No

Primary Contact Person

✓ First Name: Josh

✓ Last Name: Morrow

✓ Title: CEO

✓ Phone Number: 2053005226

✓ Email: greenwellness.al@gmail.com

✓ Street: 2911 LONG RIDGE
DR

Unit No / Apt No:

✓ City: JASPER

✓ State: Alabama

✓ Zip Code: 35504

✓ Address Verified?: Yes

License Information

✓ License Type: Dispensary

Facility Information

Facility Information

✓ Facility Type: Dispensary

Physical Address

✓ Street: 1811 DAHLKE DR

Unit No / Apt :
No

✓ City: CULLMAN

✓ County: 64-Walker

✓ State: Alabama

✓ Zip Code: 35058

✓ Address : Yes
Verified?

Facility Information Questions

✓ Applicant's interest in property where proposed facility is located : Agreement Contingent on Receipt of License

- ✓ Is this facility under construction? : No
- ✓ The number of days, if awarded a license, within which the Applicant reasonably projects it will commence operations at this facility : 90
- ✓ The number of days, if awarded a license, within which the Applicant reasonably projects it will reach full capacity at this facility : 180
- ✓ Does the applicant verify that this proposed facility will be in a permissible location, if applicable, and will maintain compliance with all State and local laws, resolutions and ordinances? : Yes

✓ Facility Type: Dispensary

Physical Address

- ✓ Street: 5550 MCFARLAND BL
VD Unit No / Apt : No
- ✓ City: NORTHPORT
- ✓ County: 63-Tuscaloosa
- ✓ State: Alabama
- ✓ Zip Code: 35476
- ✓ Address Verified? : Yes

Facility Information Questions

- ✓ Applicant's interest in property where proposed facility is located : Agreement Contingent on Receipt of License
- ✓ Is this facility under construction? : No
- ✓ The number of days, if awarded a license, within which the Applicant reasonably projects it will commence operations at this facility : 90
- ✓ The number of days, if awarded a license, within which the Applicant reasonably projects it will reach full capacity at this facility : 180
- ✓ Does the applicant verify that this proposed facility will be in a permissible location, if applicable, and will maintain compliance with all State and local laws, resolutions and ordinances? : Yes

✓ Facility Type: Dispensary

Physical Address

- ✓ Street: 1304 VETERANS ME
MORIAL PKWY Unit No / Apt : No
- ✓ City: TUSCALOOSA
- ✓ County: 63-Tuscaloosa
- ✓ State: Alabama
- ✓ Zip Code: 35404
- ✓ Address Verified? : Yes

Facility Information Questions

- ✓ **Applicant's interest in property where proposed facility is located** : Agreement Contingent on Receipt of License
- ✓ **Is this facility under construction?** : No
- ✓ **The number of days, if awarded a license, within which the Applicant reasonably projects it will commence operations at this facility** : 90
- ✓ **The number of days, if awarded a license, within which the Applicant reasonably projects it will reach full capacity at this facility** : 180
- ✓ **Does the applicant verify that this proposed facility will be in a permissible location, if applicable, and will maintain compliance with all State and local laws, resolutions and ordinances?** : Yes

✓ **Facility Type:** Dispensary

Physical Address

- ✓ **Street:** 4704 CAHABA RIVER RD
- ✓ **Unit No / Apt** : No
- ✓ **City:** BIRMINGHAM
- ✓ **County:** 37-Jefferson
- ✓ **State:** Alabama
- ✓ **Zip Code:** 35243
- ✓ **Address Verified?** : Yes

Facility Information Questions

- ✓ **Applicant's interest in property where proposed facility is located** : Agreement Contingent on Receipt of License
- ✓ **Is this facility under construction?** : No
- ✓ **The number of days, if awarded a license, within which the Applicant reasonably projects it will commence operations at this facility** : 90
- ✓ **The number of days, if awarded a license, within which the Applicant reasonably projects it will reach full capacity at this facility** : 180
- ✓ **Does the applicant verify that this proposed facility will be in a permissible location, if applicable, and will maintain compliance with all State and local laws, resolutions and ordinances?** : Yes

✓ **Facility Type:** Dispensary

Physical Address

- ✓ **Street:** 15485 HIGHWAY 43
- ✓ **Unit No / Apt No :** No
- ✓ **City:** RUSSELLVILLE
- ✓ **County:** 30-Franklin
- ✓ **State:** Alabama
- ✓ **Zip Code:** 35653
- ✓ **Address Verified?** : Yes

Facility Information Questions

- ✓ **Applicant's interest in property where proposed facility is located** : Agreement Contingent on Receipt of License
- ✓ **Is this facility under construction?** : No
- ✓ **The number of days, if awarded a license, within which the Applicant reasonably projects it will commence operations at this facility** : 90
- ✓ **The number of days, if awarded a license, within which the Applicant reasonably projects it will reach full capacity at this facility** : 180
- ✓ **Does the applicant verify that this proposed facility will be in a permissible location, if applicable, and will maintain compliance with all State and local laws, resolutions and ordinances?** : Yes

Ownership of Applicant

- ✓ **Select type of record:** Entity
- ✓ **Does this entity have ownership interest in the applicant?** : Yes

Entity

- ✓ **Entity Name:** Green Wellness, LLC
- ✓ **Entity Type:** Limited Liability Company
- ✓ **Are there individuals with direct or indirect ownership interest in this entity?** : Yes
- ✓ **FEIN:** 884401148
- ✓ **Ownership Percentage of the Applicant** : 100

Physical Address

- ✓ **Street:** 107 18TH ST E
- ✓ **Unit No / Apt No :** No
- ✓ **City:** JASPER
- ✓ **State:** Alabama
- ✓ **Zip Code:** 35501

✓ Address : Yes
Verified?

Primary Contact/ Responsible Person

✓ First Name: Josh

✓ Last Name: Morrow

✓ Title: CEO

✓ Phone Number: 2053005226

✓ Email Address: josh@amsco-supply.com

✓ Street Address: 2911 LONG RIDGE DR

Unit No / Apt :
No

✓ City: JASPER

✓ State: Alabama

✓ Zip Code: 35504

✓ Address : Yes
Verified?

Cannabis Industry Entities

- ✓ Is any individual or entity below connected to any entity that is directly or indirectly involved in the cannabis industry, including, but not limited to, the cultivation, processing, packaging, labeling, testing, transporting, or sale of cannabis or medical cannabis, either in Alabama or any other jurisdiction?
(1) an individual with an ownership interest in the applicant;
(2) the spouse, parent, or child of an individual with an ownership interest in the applicant; or
(3) an entity with an ownership interest in the applicant.
-

Questions and Attestations

- ✓ Has the applicant, any ownership entity, or any cannabis entity connected to any individual or entity with an ownership interest in the applicant ever applied for or been granted any commercial license or certificate (not related to cannabis industry) issued by a licensing board or commission, either in Alabama or any other jurisdiction? : NO
-

- ✓ Was any commercial license or certificate disclosed above denied, restricted, suspended, revoked, or non-renewed?: NO
-

- ✓ Has the applicant, any ownership entity, or any cannabis entity connected to any individual or entity with an ownership interest in the applicant, ever been authorized to participate in the cannabis or medical cannabis industry, licensed (i.e., a "licensee" as defined in Chapter 1 of the AMCC Rules), or provided similar status in any other jurisdiction? : NO
-

- ✓ During the last 5 years has there been any disciplinary measures taken regarding any cannabis or medical cannabis industry license of the applicant or any entity affiliated with the applicant? : NO
-

- ✓ Has the applicant, any ownership entity, or any cannabis entity connected to any individual or entity with an ownership interest in the applicant, within the last ten (10) years, filed or been served with a complaint or other notice by any governmental body, regarding a delinquency in the payment of, or a dispute over the filings concerning the payment of, any tax required under federal, state, or local law? : NO
-

- ✓ Has the applicant filed, or had filed against it, any proceeding for bankruptcy within the past 7 years?: NO
-

- ✓ Is the applicant currently, or has it been in the past 10 years, a defendant in litigation involving any of its business practices?: NO
-

✓ Is any public official of any unit of government: : NO
(1) an owner (directly or indirectly) of any financial or beneficial interest in the applicant;
(2) a creditor of the applicant;
(3) a holder of any debt instrument issued by the applicant; or (4) a holder of, or interested party in, any contractual or service relationship with the applicant?

✓ Is the spouse, parent or child of a public official of any unit of government: : NO
(1) an owner (directly or indirectly) of any financial or beneficial interest in the applicant;
(2) a creditor of the applicant;
(3) a holder of any debt instrument issued by the applicant; or
(4) a holder of, or interested party in, any contractual or service relationship with the applicant?

✓ Has any owner, director, board member, or individual with a controlling interest in the applicant ever been indicted for, charged : NO
with, arrested for, convicted of, pled guilty or nolo contendere to, or forfeited bail concerning any felony or controlled substance-related misdemeanor, not including traffic violations, regardless of whether the offense has been reversed on appeal or otherwise?

What is the applicant's anticipated or actual number of employees (including all facilities) at the prospective commencement of operations and during the first five calendar years thereafter?

✓ Commencement : 15 of Operation ✓ Year One: 40 ✓ Year Two: 50

✓ Year Three: 60 ✓ Year Four: 65 ✓ Year Five: 70

✓ Does the applicant verify that it has the ability to maintain adequate minimum levels (\$2,000,000) of liability and casualty insurance, as required by § 20-2A-53(a)(2), Code of Alabama 1975 (as amended)? :Yes

✓ Does the applicant verify that each of its proposed dispensing sites is at least 1000 feet from any school, daycare, or childcare facility? : YES

✓ Does the applicant consent as required by § 20-2A-55(d), Code of Alabama 1975 (as amended) to the inspections, examinations, searches, and seizures contemplated by § 20-2A-52(a)(3), Code of Alabama 1975 (as amended)? :Yes

✓ Does the applicant verify that neither it nor its leadership have any economic interest in any other license or applicant for license under the Act? (See § 20-2A-55(e), Code of Alabama 1975 (as amended)) : YES

✓ I attest that this application is truthful and complete based on the best available information as of the date of filing.: YES

✓ Signature: Joshua Morrow

✓ Signature Date: 12/05/2022

Documents

✓ Resume or Curriculum Vitae of Individuals with Ownership Interest: [1023]_[1]_[Resume & Curriculum Vitae] Revision 1.pdf (/api/documents/Q4I...

✓ Residency of Owners: [1023]_[2]_[Residency of Owners].pdf (/api/documents/SDWGlqJKm/downlo...

✓ Criminal Background Check: [1023]_[3]_[Criminal Background Check].pdf (/api/documents/jQfqM93RD/do...

✓ Demonstration of Sufficient Capital:	[1023]_[4]_[Demonstration of Capital].pdf (/api/documents/fh0GdMZ_a/dow...
✓ Financial Statements:	[1023]_[5]_[Financial Statements].pdf (/api/documents/9dlqc2lTI/download)
✓ Tax Plan:	[1023]_[6]_[Tax Plan].pdf (/api/documents/FZihxD-A/download)
✓ Business Formation Documents:	[1023]_[7]_[Business Formation].pdf (/api/documents/cupcp-xun/download)
✓ Business License and Authorization of Local Jurisdictions:	[1023]_[8]_[Business License].pdf (/api/documents/-uBbn7L9w/download)
✓ Business Plan:	[1023]_[9]_[Business Plan].pdf (/api/documents/Xhp8UrM6Y/download)
✓ Evidence of Business Relationship with other Licensees and Prospective Licensees:	[1023]_[10]_[Evidence of Business Relationship].pdf (/api/documents/ia9T0Y...
✓ Coordination of Information from Registered Certifying Physicians:	[1023]_[11]_[Coordination of Information and Confidentiality of Patient Inform...
✓ Point-of-Sale Responsibilities:	_1023__12__POS Responsibilities - Customer Check Out Standard Operating...
✓ Confidentiality of Patient Information:	[1023]_[13]_[Confidentiality of Patient Information].pdf (/api/documents/RslJ...
✓ Money Handling and Taxes:	[1023]_[14]_[Money Handling and Taxes].pdf (/api/documents/w7u_ET8Aj/do...
✓ Standard Operating Plan and Procedures:	[1023]_[15]_[Standard Operating Procedures and Policies].pdf (/api/documen...
✓ Policies and Procedures Manual:	[1023]_[16]_[Standard Operating Procedures and Policies].pdf (/api/documen...
✓ Receiving and Shipping Plan:	[1023]_[17]_[Inventory Intake Standard Operating Procedures].pdf (/api/docu...
✓ Facilities:	[1023]_[18]_[Facility Options].pdf (/api/documents/9d4QmoaGq/download)
✓ Security Plan:	[1023]_[19]_[Security Plan].pdf (/api/documents/25HzLVwhv/download)
✓ Personnel:	[1023]_[20]_[Personnel].pdf (/api/documents/cueuMjA6T/download)
✓ Business Leadership Credentials:	[1023]_[21]_[Business Leadership Credentials].pdf (/api/documents/Li7eA8I4...
✓ Employee Handbook:	[1023]_[22]_[Employee Handbook}.pdf (/api/documents/D4-YxCUmt/downlo...
✓ Quality Control and Quality Assurance Plan:	[1023]_[23]_[Inventory Control Standard Operating Procedures].pdf (/api/doc...
✓ Contamination and Recall Plan:	[1023]_[24]_[Contamination Plan].pdf (/api/documents/Wc0uowWtT/downlo...
✓ Marketing and Advertising Plan:	[1023]_[25]_[Marketing and Advertising].pdf (/api/documents/VHEynQm9/d...
✓ Website and Social Media:	[1023]_[26]_[Website and Social Media] .pdf (/api/documents/6qsaWfkD3/do...

✓ **Ownership Entity Individuals (if applicable):**

FORM I - OWNERSHIP ENTITY INDIVIDUALS.pdf (./api/documents/YQES7MtY...

✓ **Proof of Minimum Liability and Casualty Insurance:**

scan1119.pdf (./api/documents/2_6Gu0s6u/download)

✓ **Affidavit - Entity Applicant:**

FORM K - AFFIDAVIT OF ENTITY APPLICANT FOR ALABAMA MEDICAL CANN...

Payments

✓ **Payment Options:** Credit Card

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Exhibit 1 - Resume/Curriculum Vitae

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

Printed Name of Verifying Individual

████████████████████

Signature of Verifying Individual

CEO

Title of Verifying Individual

12/12/2022

Verification Date

FORM A: OWNERSHIP RESUME / CURRICULUM VITAE

[Redacted]

Business License Applicant Name

Dispensary

License Type

[Redacted]

331/3 %

Individual with Ownership Interest in Applicant

Individual's Ownership Percentage in Applicant

Residential History

Provide all residential addresses, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

[Redacted]

Residential Street Address

[Redacted]

City

08/1/1997

Date Resided From (MM/YYYY)

[Redacted]

State

[Redacted]

Zip

12/06/2022

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY).

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Education

Provide all institutions of higher education attended; attach additional form(s) if necessary.

<u>Walker College</u>	<u>[REDACTED]</u>	<u>AL</u>
Institution	City	State
<u>08/1/1986</u>	<u>07/01/1988</u>	<u>None</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

<u>University of [REDACTED]</u>	<u>[REDACTED]</u>	<u>AL</u>
Institution	City	State
<u>08/01/1988</u>	<u>12/10/1991</u>	<u>BS</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

<u>Cumberland School of Law</u>	<u>Birmingham</u>	<u>AL</u>
Institution	City	State
<u>08/01/1994</u>	<u>05/24/97</u>	<u>JurisDoctor</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

_____	_____	_____
Institution	City	State
_____	_____	_____
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Employment History

Provide all employers, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

<u>Stephens & Stephens LLC</u>	<u>Charles Stephens, Sr.</u>	<u>205-221-4383</u>
Employer	Contact Person	Telephone
<u>107 East 18th Street</u>		
Business Address		
<u>Jasper</u>	<u>AL</u>	<u>35501</u>
City	State	Zip
<u>08/01/1997</u>	<u>12/04/2022</u>	
Date Employed From (MM/YYYY)	Date Employed To (MM/YYYY)	

FORM A: OWNERSHIP RESUME / CURRICULUM VITAE

[Redacted]

Business License Applicant Name

[Redacted]

Individual with Ownership Interest in Applicant

Dispensary

License Type

33.3%

Individual's Ownership Percentage in Applicant

Residential History

Provide all residential addresses, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

[Redacted]

Residential Street Address

[Redacted]

City

03/1997

Date Resided From (MM/YYYY)

[Redacted]

State

[Redacted]

Zip

Present

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY).

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Education

Provide all institutions of higher education attended; attach additional form(s) if necessary.

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Employment History

Provide all employers, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

AMSCO, LLC	Danny Morrow	205-914-9399
Employer	Contact Person	Telephone
PO Box 1308		
Business Address		
Jasper	Al	35502
City	State	Zip
05/1991	Current	
Date Employed From (MM/YYYY)	Date Employed To (MM/YYYY)	

FORM A: OWNERSHIP RESUME / CURRICULUM VITAE

[Redacted]

Business License Applicant Name

[Redacted]

Individual with Ownership Interest in Applicant

Dispensary

License Type

33.3%

Individual's Ownership Percentage in Applicant

Residential History

Provide all residential addresses, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

[Redacted]

Residential Street Address

[Redacted]

City

06/2018

Date Resided From (MM/YYYY)

[Redacted]

State

[Redacted]

Zip

Current

Date Resided To (MM/YYYY)

750 12th Ave NE

Residential Street Address

Jasper

City

02/2008

Date Resided From (MM/YYYY)

AL

State

35504

Zip

05/2018

Date Resided To (MM/YYYY).

2211 Artie Lane

Residential Street Address

Jasper

City

02/2004

Date Resided From (MM/YYYY)

AL

State

35502

Zip

02/2008

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Education

Provide all institutions of higher education attended; attach additional form(s) if necessary.

<u>UAB</u>	<u>Birmingham</u>	<u>AL</u>
Institution	City	State
<u>06/1999</u>	<u>12/2001</u>	<u>BS Finance</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

<u>UAB</u>	<u>Birmingham</u>	<u>AL</u>
Institution	City	State
<u>06/1999</u>	<u>12/2001</u>	<u>BS Marketing</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

<u>Bevill State CC</u>	<u>Sumiton</u>	<u>AL</u>
Institution	City	State
<u>06/1999</u>	<u>08/2007</u>	<u>Associates</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

<u>Institution</u>	<u>City</u>	<u>State</u>
<u>Date Attended From (MM/YYYY)</u>	<u>Date Attended To (MM/YYYY)</u>	<u>Degree Received</u>

Employment History

Provide all employers, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

<u>AMSCO, LLC</u>	<u>Danny Morrow</u>	<u>205-914-9399</u>
Employer	Contact Person	Telephone
<u>PO Box 1308</u>		
Business Address		
<u>Jasper</u>	<u>AL</u>	<u>35502</u>
City	State	Zip
<u>06/2018</u>	<u>Present</u>	
Date Employed From (MM/YYYY)	Date Employed To (MM/YYYY)	

Konecranes**Greg Moser****205-275-9517**

Employer

Contact Person

Telephone

4401 Gateway BLVD

Business Address

Springfield**OH****45502**

City

State

Zip

02/2004**05/2017**

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

Document Outsourcing**Jeremy Hackney****205-913-6763**

Employer

Contact Person

Telephone

Company Closed

Business Address

Birmingham**AL****35211**

City

State

Zip

01/2001**01/2004**

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

Employer

Contact Person

Telephone

Business Address

City

State

Zip

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

Employer

Contact Person

Telephone

Business Address

City

State

Zip

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

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The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 2 - Residency of Owners

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

[Redacted]

Printed Name of Verifying Individual

CEO

Title of Verifying Individual

[Redacted]

Signature of Verifying Individual
Exhibit 2 - Residency of Owners

12/12/2022

Verification Date

FORM A: OWNERSHIP RESUME / CURRICULUM VITAE

License Type - Dispensary

[Redacted]

Dispensary

Business License Applicant Name

License Type

[Redacted]

331/3 %

Individual with Ownership Interest in Applicant

Individual's Ownership Percentage in Applicant

Residential History

Provide all residential addresses, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

[Redacted]

Residential Street Address

[Redacted]

[Redacted]

State

[Redacted]

Zip

City

08/1/1997

12/06/2022

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY).

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Education

Provide all institutions of higher education attended; attach additional form(s) if necessary.

<u>Walker College</u>	<u>Jasper</u>	<u>AL</u>
Institution	City	State
<u>08/1/1986</u>	<u>07/01/1988</u>	<u>None</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

<u>University of Alabama</u>	<u>Jasper</u>	<u>AL</u>
Institution	City	State
<u>08/01/1988</u>	<u>12/10/1991</u>	<u>BS</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

<u>Cumberland School of Law</u>	<u>Birmingham</u>	<u>AL</u>
Institution	City	State
<u>08/01/1994</u>	<u>05/24/97</u>	<u>JurisDoctor</u>
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

_____	_____	_____
Institution	City	State
_____	_____	_____
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Employment History

Provide all employers, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

<u>Stephens & Stephens LLC</u>	<u>Charles Stephens, Sr.</u>	<u>205-221-4383</u>
Employer	Contact Person	Telephone
<u>107 East 18th Street</u>		
Business Address		
<u>Jasper</u>	<u>AL</u>	<u>35501</u>
City	State	Zip
<u>08/01/1997</u>	<u>12/04/2022</u>	
Date Employed From (MM/YYYY)	Date Employed To (MM/YYYY)	

FORM A: OWNERSHIP RESUME / CURRICULUM VITAE

License Type - Dispensary

[Redacted]

Dispensary

Business License Applicant Name

License Type

[Redacted]

33.3%

Individual with Ownership Interest in Applicant

Individual's Ownership Percentage in Applicant

Residential History

Provide all residential addresses, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

[Redacted]

Residential Street Address

[Redacted]

[Redacted]

State

[Redacted]

Zip

City

03/1997

Present

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY).

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Education

Provide all institutions of higher education attended; attach additional form(s) if necessary.

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Institution	City	State
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Employment History

Provide all employers, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

AMSCO, LLC	Danny Morrow	205-914-9399
Employer	Contact Person	Telephone
PO Box 1308		
Business Address		
Jasper	Al	35502
City	State	Zip
05/1991	Current	
Date Employed From (MM/YYYY)	Date Employed To (MM/YYYY)	

FORM A: OWNERSHIP RESUME / CURRICULUM VITAE

License Type - Dispensary

[Redacted]

Dispensary

Business License Applicant Name

License Type

[Redacted]

33.3%

Individual with Ownership Interest in Applicant

Individual's Ownership Percentage in Applicant

Residential History

Provide all residential addresses, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

[Redacted]

Residential Street Address

[Redacted]

[Redacted]

State

[Redacted]

Zip

City

06/2018

Current

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

750 12th Ave NE

Residential Street Address

Jasper

AL

35504

City

State

Zip

02/2008

05/2018

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY).

2211 Artie Lane

Residential Street Address

Jasper

AL

35502

City

State

Zip

02/2004

02/2008

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Residential Street Address

City

State

Zip

Date Resided From (MM/YYYY)

Date Resided To (MM/YYYY)

Education

Provide all institutions of higher education attended; attach additional form(s) if necessary.

<u>UAB</u> Institution	<u>Birmingham</u> City	<u>AL</u> State
<u>06/1999</u> Date Attended From (MM/YYYY)	<u>12/2001</u> Date Attended To (MM/YYYY)	<u>BS Finance</u> Degree Received

<u>UAB</u> Institution	<u>Birmingham</u> City	<u>AL</u> State
<u>06/1999</u> Date Attended From (MM/YYYY)	<u>12/2001</u> Date Attended To (MM/YYYY)	<u>BS Marketing</u> Degree Received

<u>Bevill State CC</u> Institution	<u>Sumiton</u> City	<u>AL</u> State
<u>06/1999</u> Date Attended From (MM/YYYY)	<u>08/2007</u> Date Attended To (MM/YYYY)	<u>Associates</u> Degree Received

_____	_____	_____
Institution	City	State
_____	_____	_____
Date Attended From (MM/YYYY)	Date Attended To (MM/YYYY)	Degree Received

Employment History

Provide all employers, in reverse chronological order, for 15 years prior to date of application; attach additional form(s) if necessary.

<u>AMSCO, LLC</u> Employer	<u>Danny Morrow</u> Contact Person	<u>205-914-9399</u> Telephone
<u>PO Box 1308</u> Business Address		
<u>Jasper</u> City	<u>AL</u> State	<u>35502</u> Zip
<u>06/2018</u> Date Employed From (MM/YYYY)	<u>Present</u> Date Employed To (MM/YYYY)	

Konecranes

Greg Moser

205-275-9517

Employer

Contact Person

License Type - Dispensary
Telephone

4401 Gateway BLVD

Business Address

Springfield

OH

45502

City

State

Zip

02/2004

05/2017

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

Document Outsourcing

Jeremy Hackney

205-913-6763

Employer

Contact Person

Telephone

Company Closed

Business Address

Birmingham

AL

35211

City

State

Zip

01/2001

01/2004

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

Employer

Contact Person

Telephone

Business Address

City

State

Zip

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

Employer

Contact Person

Telephone

Business Address

City

State

Zip

Date Employed From (MM/YYYY)

Date Employed To (MM/YYYY)

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 3 -Criminal Background Check

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.



Printed Name of Verifying Individual

CEO

Title of Verifying Individual



Signature of Verifying Individual

12/12/2022

Verification Date

Dispensary

Business License Applicant Name

License Type

Provide the name and title of each individual identified by § 20-2A-55(b), Code of Alabama 1975 (as amended) (i.e., each owner, shareholder, director, board member, and individual with an economic interest in the Applicant). Attach additional forms if necessary.

NAME	ROLE (select all that apply)
[REDACTED]	<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Shareholder <input checked="" type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant
[REDACTED]	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Board Member <input type="checkbox"/> Individual with Economic Interest in Applicant

Applicant Verification: The undersigned hereby verifies that the individuals listed hereinabove (and attached, as necessary) are all of the individuals identified by § 20-2A-55(b), Code of Alabama 1975 (as amended) with respect to the Applicant. The undersigned further verifies that each individual listed hereinabove (and attached, as necessary) has requested a state criminal background check from the Alabama Law Enforcement Agency (ALEA) and a national criminal background check from the FBI.

[REDACTED]
 Printed Name of Verifying Individual
 [REDACTED] Date: 2022.12.05 12:13:08 -06'00'
 Signature of Verifying Individual

CEO
 Title of Verifying Individual
 12/05/2022
 Verification Date



APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION

PERSONAL INFORMATION

Full Name (First, Middle, Last, Suffix): [Redacted] Sex/Gender: Male Female

Aliases/Nickname: _____

Applicant Current Address: [Redacted]

City: [Redacted] State: [Redacted] Zip Code: [Redacted] SSN: [Redacted]

Date of Birth: 12-29-1978 (MM/DD/YYYY) Driver's License Number: [Redacted] Issuing State: AL

Race: White Black Asian Indian Other (please specify) _____

Home Phone: ([Redacted]) [Redacted] Mobile Phone: ([Redacted]) [Redacted] Work Phone: () _____

WORK INFORMATION

Employer Name: Amsco, LLC Employer Phone: (205) 221-5569

Contractor Name: _____ Contractor Phone: () _____

State Agency: _____ Agency Phone: () _____

Work Email Address: [Redacted]

Job Role/Classification: Vice President Supervisor Name: Danny Morrow

Included with my Release are the following items:

- Completed Application signed by applicant and two witnesses OR notarized.
 The required copy of my valid photo identification.
 A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
 If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.
 PERSONAL REQUESTS ONLY: The required \$25.00 administrative fee (must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit).

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

ALABAMA MEDICAL CANNABIS COMMISSION (AMCC)

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any information that I believe to be inaccurate (see "Appendix A" for contact information).

Applicant Signature [Redacted] Date 3/1/23

Name of Witness [Redacted] Name of Witness [Redacted]

Address of Witness [Redacted] Address of Witness [Redacted]

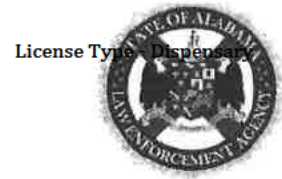
City, State and Zip [Redacted] City, State and Zip [Redacted]

Sworn to and subscribed before me this ___ day of ___, 20__.

Notary Signature _____ My Commission Expires _____, 20__.

FOR ALEA OFFICIAL USE ONLY: TCN: _____ SID: AL _____ Billed: _____ Paid: _____ No Charge: _____
Received By (Initials): _____ /Date: ____/____/____ Processed By (Initials): _____ /Date: ____/____/____ Check#: _____
Walk-in/Hand Delivered Mailed Status: _____ Initials: _____ Date: ____/____/____ Background Check Qty: Total: \$ _____
Certified Letter Qty: Total: \$ _____

ALABAMA LAW ENFORCEMENT AGENCY
APPLICATION TO CHALLENGE
 Alabama Criminal History Record Information



Appendix A

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Criminal Records and Identification Unit that he or she believes to be **inaccurate**. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit. Please complete the steps described below and mail this form and all supporting documentation to:

ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I, _____, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on ___/___/___.

- I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request. I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:		
DATE	AGENCY	ARREST CHARGE/DISPOSITION CHALLENGED
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

- A. The details related to why each specific arrest or disposition listed above is inaccurate:
- B. The information believed to be correct information for each arrest or disposition being challenged:
- C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature: _____ Date: _____

IDENTITY HISTORY SUMMARY REQUEST FORM

Information * Denotes Required Fields

*Last Name	██████████	*First Name	██████████
Middle Name 1	██████████	Middle Name 2	██████████

*Date of Birth:	██████████	*Place of Birth:	██████████	*U.S. Citizen or Legal Permanent Resident:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Country of Citizenship:	United States	Country of Residence:	United States	Prisoner Number (if applicable):	
*Last Four Digits of Social Security Number: ██████████					

*Race (please check appropriate box):

Asian Black Caucasian Native American Unknown

*Sex (please check appropriate box):

Male Female Other

Address

C/O	AMCC	ATTN	Background Check
*Address			
P.O. Box 309585			
*City	Jasper	*State	AI
*Postal (Zip) Code	36130	*Country	USA
Phone Number		E-Mail	

Payment Enclosed: (please check appropriate box)

CERTIFIED CHECK MONEY ORDER CREDIT CARD FORM

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.

* REQUESTOR SIGNATURE DATE

Mail the signed requestor information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

**FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306**

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of FBI identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

PAPERWORK REDUCTION ACT STATEMENT:

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.



APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION

PERSONAL INFORMATION

Full Name (First, Middle, Last, Suffix): [Redacted] Sex/Gender: Male Female

Aliases/Nickname: _____

Applicant Current Address: [Redacted]

City: [Redacted] State: [Redacted] Zip Code: [Redacted] SSN: [Redacted]

Date of Birth: [Redacted] (MM/DD/YYYY) Driver's License Number: [Redacted] Issuing State: AL

Race: White Black Asian Indian Other (please specify) _____

Home Phone: () Mobile Phone: () Work Phone: ()

WORK INFORMATION

Employer Name: Stephens & Stephens, LLC Employer Phone: (205) 221-4383

Contractor Name: _____ Contractor Phone: ()

State Agency: _____ Agency Phone: ()

Work Email Address: [Redacted]

Job Role/Classification: Member Supervisor Name: Charles Stephens, Sr.

Included with my Release are the following items:

- Completed Application signed by applicant and two witnesses OR notarized.
 The required copy of my valid photo identification.
 A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
 If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.
 PERSONAL REQUESTS ONLY: The required \$25.00 administrative fee (must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit).

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

ALABAMA MEDICAL CANNABIS COMMISSION (AMCC)

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authority, shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any information that may be inaccurate (see "Appendix A" for contact information).

Applicant Signature [Redacted] Date 3-1-23

Name of Witness [Redacted] Name of Witness [Redacted]

Address of Witness [Redacted] Address of Witness [Redacted]

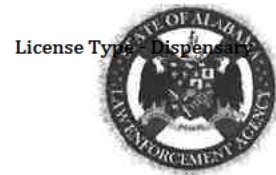
City, State and Zip [Redacted] City, State and Zip [Redacted]

Sworn to and subscribed before me this ___ day of ___, 20__.

Notary Signature _____ My Commission Expires ___, 20__.

FOR ALEA OFFICIAL USE ONLY: TCN: _____ SID: AL _____ Billed: _____ Paid: _____ No Charge: _____
Received By (Initials): _____/Date: ___/___/___ Processed By (Initials): _____/Date: ___/___/___
Walk-in/Hand Delivered Mailed Status: _____ Initials: _____ Date: ___/___/___
Check#: _____
Background Check Qty: Total: \$ _____
Certified Letter Qty: Total: \$ _____

ALABAMA LAW ENFORCEMENT AGENCY
APPLICATION TO CHALLENGE
 Alabama Criminal History Record Information



Appendix A

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I, _____, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on ___/___/___.

- I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request. I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:

DATE	AGENCY	ARREST CHARGE/DISPOSITION CHALLENGED
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

- A. The details related to why each specific arrest or disposition listed above is inaccurate:
- B. The information believed to be correct information for each arrest or disposition being challenged:
- C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature: _____ Date: _____

IDENTITY HISTORY SUMMARY REQUEST FORM

Information * Denotes Required Fields

*Last Name	██████████	*First Name	██████████
Middle Name 1	██████████	Middle Name 2	██████████

*Date of Birth:	*Place of Birth:	*U.S. Citizen or Legal Permanent Resident:
██████████	██████████	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Country of Citizenship:	Country of Residence:	Prisoner Number (if applicable):
United States	United States	
*Last Four Digits of Social Security Number: ██████████		

*Race (please check appropriate box):
 Asian Black Caucasian Native American Unknown

*Sex (please check appropriate box):
 Male Female Other

Address

C/O	AMCC	ATTN	Background Check
*Address			
P.O. Box 309585			
*City	Montgomery	*State	Al
*Postal (Zip) Code	36130	*Country	USA
Phone Number		E-Mail	

Payment Enclosed: (please check appropriate box)

CERTIFIED CHECK MONEY ORDER CREDIT CARD FORM

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.

* **REQUESTOR SIGNATURE** **DATE**

Mail the signed requestor information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

**FBI CJIS Division – Summary Request
 1000 Custer Hollow Road
 Clarksburg, West Virginia 26306**

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PAPERWORK REDUCTION ACT STATEMENT:

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.



APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION

PERSONAL INFORMATION

Full Name (First, Middle, Last, Suffix): [redacted] Sex/Gender: [X] Male [] Female

Aliases/Nickname: _____

Applicant Current Address: [redacted]

City: [redacted] State: [redacted] Zip Code: [redacted] SSN: [redacted]

Date of Birth: [redacted] (MM/DD/YYYY) Driver's License Number: [redacted] Issuing State: AL

Race: [X] White [] Black [] Asian [] Indian [] Other (please specify) _____

Home Phone: ([redacted]) [redacted] Mobile Phone: ([redacted]) [redacted] Work Phone: () _____

WORK INFORMATION

Employer Name: Amsco, LLC Employer Phone: (205) 221-5569

Contractor Name: _____ Contractor Phone: () _____

State Agency: _____ Agency Phone: () _____

Work Email Address: [redacted]

Job Role/Classification: President Supervisor Name: None

Included with my Release are the following items:

- Completed Application signed by applicant and two witnesses OR notarized.
The required copy of my valid photo identification.
A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.
PERSONAL REQUESTS ONLY: The required \$25.00 administrative fee (must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit).

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

ALABAMA MEDICAL CANNABIS COMMISSION (AMCC)

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal... to be inaccurate (see "Appendix A" for contact information).

Applicant Signature [redacted] Date 2/1/23

Name of Witness [redacted] Name of Witness [redacted]

Address of Witness [redacted] Address of Witness [redacted]

City, State and Zip [redacted] City, State and Zip [redacted]

Sworn to and subscribed before me this ___ day of ___, 20__.

Notary Signature _____ My Commission Expires ___, 20__.

FOR ALEA OFFICIAL USE ONLY: TCN: SID: AL Billed: Paid: No Charge:
Received By (Initials): /Date: / / Processed By (Initials): /Date: / /
Walk-in/Hand Delivered [] Mailed [] Status: Initials: Date: / /
Check#:
Background Check Qty: Total: \$
Certified Letter Qty: Total: \$

APPLICATION TO CHALLENGE

Alabama Criminal History Record Information



Appendix A

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Criminal Records and Identification Unit that he or she believes to be **inaccurate**. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit. Please complete the steps described below and mail this form and all supporting documentation to:

ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I, _____, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on ___/___/___.

- I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request. I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:		
DATE	AGENCY	ARREST CHARGE/DISPOSITION CHALLENGED
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

- A. The details related to why each specific arrest or disposition listed above is inaccurate:

- B. The information believed to be correct information for each arrest or disposition being challenged:

- C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature: _____ Date: _____

IDENTITY HISTORY SUMMARY REQUEST FORM

Information * Denotes Required Fields

*Last Name	██████████	*First Name	██████████
Middle Name 1	██████████	Middle Name 2	██████████

*Date of Birth:	██████████	*Place of Birth:	██████████	*U.S. Citizen or Legal Permanent Resident:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Country of Citizenship:	United States	Country of Residence:	United States	Prisoner Number (if applicable):	██████████
*Last Four Digits of Social Security Number: ██████████					

*Race (please check appropriate box):

Asian Black Caucasian Native American Unknown

*Sex (please check appropriate box):

Male Female Other

Address

C/O	AMCC	ATTN	Background Check
*Address			
P.O. Box 309585			
*City	Jasper	*State	Al
*Postal (Zip) Code	36130	*Country	USA
Phone Number	██████████	E-Mail	██████████

Payment Enclosed: (please check appropriate box)

CERTIFIED CHECK MONEY ORDER CREDIT CARD FORM

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.

* REQUESTOR SIGNATURE DATE

Mail the signed requestor information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

**FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306**

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of FBI identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

PAPERWORK REDUCTION ACT STATEMENT:

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

FORM E: BACKGROUND CHECK INDIVIDUAL VERIFICATION

Each individual identified by § 20-2A-55(b), Code of Alabama 1975 (as amended) (i.e., each owner, shareholder, director, board member, and individual with an economic interest in the Applicant) must complete a separate form.

[REDACTED] _____ Dispensary
 Business License Applicant Name License Type

[REDACTED] _____
 Individual's Name

Individual's Role (select all that apply): Owner Shareholder Director Board Member
 Individual with Economic Interest in Applicant

Verification

The undersigned, as identified above, hereby verifies all of the following:

- That the individual's role(s) in the Applicant's business is one or more of the roles identified by § 20-2A-55(b), Code of Alabama 1975 (as amended).
- That the individual shall, as required by § 20-2A-55(b), Code of Alabama 1975 (as amended), submit to a state and national criminal background check, to be conducted and/or coordinated by the Alabama Law Enforcement Agency.
- That the individual has submitted its completed state criminal background check application form (ALEA SBI Form 46), and all other items required therewith, to ALEA
- That the individual has submitted its national criminal background check form (FBI Identity History Summary Request Form), and all other items required therewith, to the FBI.
- That the individual, on his/her state and national background check forms, has authorized ALEA and the FBI, as applicable, to release any and all criminal history information of the individual to the Alabama Medical Cannabis Commission.
- That the individual will promptly respond to any request from ALEA, the FBI, and/or the Alabama Medical Cannabis Commission regarding the processing of the individual's state and national criminal background checks.
- That the individual has confirmed that his/her name and role(s) have been included, by the Applicant, on the Background Check Applicant Verification Form.

[REDACTED] _____
 Digitally signed by [REDACTED]
 Date: 2022.12.15 08:34:33 -06'00'
 Signature of Verifying Individual

12/15/2022
 Verification Date

FORM E: BACKGROUND CHECK INDIVIDUAL VERIFICATION

Each individual identified by § 20-2A-55(b), Code of Alabama 1975 (as amended) (i.e., each owner, shareholder, director, board member, and individual with an economic interest in the Applicant) must complete a separate form.

 Business License Applicant Name

Dispensary
 License Type

 Individual's Name

Individual's Role (select all that apply): Owner Shareholder Director Board Member
 Individual with Economic Interest in Applicant

Verification

The undersigned, as identified above, hereby verifies all of the following:

- That the individual's role(s) in the Applicant's business is one or more of the roles identified by § 20-2A-55(b), Code of Alabama 1975 (as amended).
- That the individual shall, as required by § 20-2A-55(b), Code of Alabama 1975 (as amended), submit to a state and national criminal background check, to be conducted and/or coordinated by the Alabama Law Enforcement Agency.
- That the individual has submitted its completed state criminal background check application form (ALEA SBI Form 46), and all other items required therewith, to ALEA
- That the individual has submitted its national criminal background check form (FBI Identity History Summary Request Form), and all other items required therewith, to the FBI.
- That the individual, on his/her state and national background check forms, has authorized ALEA and the FBI, as applicable, to release any and all criminal history information of the individual to the Alabama Medical Cannabis Commission.
- That the individual will promptly respond to any request from ALEA, the FBI, and/or the Alabama Medical Cannabis Commission regarding the processing of the individual's state and national criminal background checks.
- That the individual has confirmed that his/her name and role(s) have been included, by the Applicant, on the Background Check Applicant Verification Form.

 Date: 2022.12.15 08:30:57 -06'00'
 Signature of Verifying Individual

12/15/2022
 Verification Date

FORM E: BACKGROUND CHECK INDIVIDUAL VERIFICATION

Each individual identified by § 20-2A-55(b), Code of Alabama 1975 (as amended) (i.e., each owner, shareholder, director, board member, and individual with an economic interest in the Applicant) must complete a separate form.

 Business License Applicant Name

Dispensary
 License Type

 Individual's Name

Individual's Role (select all that apply): Owner Shareholder Director Board Member
 Individual with Economic Interest in Applicant

Verification

The undersigned, as identified above, hereby verifies all of the following:

- That the individual's role(s) in the Applicant's business is one or more of the roles identified by § 20-2A-55(b), Code of Alabama 1975 (as amended).
- That the individual shall, as required by § 20-2A-55(b), Code of Alabama 1975 (as amended), submit to a state and national criminal background check, to be conducted and/or coordinated by the Alabama Law Enforcement Agency.
- That the individual has submitted its completed state criminal background check application form (ALEA SBI Form 46), and all other items required therewith, to ALEA
- That the individual has submitted its national criminal background check form (FBI Identity History Summary Request Form), and all other items required therewith, to the FBI.
- That the individual, on his/her state and national background check forms, has authorized ALEA and the FBI, as applicable, to release any and all criminal history information of the individual to the Alabama Medical Cannabis Commission.
- That the individual will promptly respond to any request from ALEA, the FBI, and/or the Alabama Medical Cannabis Commission regarding the processing of the individual's state and national criminal background checks.
- That the individual has confirmed that his/her name and role(s) have been included, by the Applicant, on the Background Check Applicant Verification Form.

 Signature of Verifying Individual

Date: 2022.12.05 12:14:39 -06'00'

12/05/2022
 Verification Date

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 4 - Demonstration of Capital

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date

Demonstration of Capital

██████████ LLC is a wholly owned limited liability company by the three listed owners; ██████████ The three listed owners own and control 100% of ██████████ LLC. There are no other parties or entities that have an ownership interest, control or influence in ██████████ LLC.

Each founding member will invest \$250,000 of their own capital into the company through HELOC (██████████), Personal Line of credit and 401k loan (██████████ ██████████). The moves on the 401k loans will not occur until the new ██████████ LLC sponsored 401k has been activated.

In addition, we have spoken with several lenders who support the medical cannabis industry nationwide. Three of these have communicated intent to do business but will not offer written confirmation until licenses have been awarded.

Independent Certification - In process, with completion expected 30 days after award of license.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

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The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 5 – Financial Statements

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/22/2022

Signature of Verifying Individual

Verification Date

5.1 – Balance Sheet Report

For the Year Ended December 31, Assets	2023	2024	2025	2026	2027
Current Assets					
Cash	\$988,274.36	\$2,504,744.42	\$3,906,754.63	\$5,490,774.71	\$7,267,727.63
Inventory	\$403,885.75	\$1,297,943.32	\$1,494,166.18	\$1,586,323.08	\$1,684,010.59
Total Current Assets	\$ 1,392,160.11	\$3,802,687.74	\$5,400,920.81	\$7,077,097.79	\$8,951,738.22
Fixed Assets					
Buildings & Improvements	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Equipment	\$14,000.00	\$36,000.00	\$40,000.00	\$44,000.00	\$44,000.00
Furniture and Fixtures	\$43,813.00	\$131,439.00	\$131,439.00	\$131,439.00	\$131,439.00
Accumulated Depreciation	\$12,762.60	\$34,687.80	\$35,487.80	\$36,287.80	\$36,287.80
Total Fixed Assets Net	\$51,050.40	\$138,751.20	\$141,951.20	\$145,151.20	\$145,151.20
Total Assets	\$1,443,210.51	\$ 3,941,438.94	\$5,542,872.01	\$7,222,248.99	\$9,096,889.42
Liabilities and Equity					
Short Term Loan Payable	\$37,500.00	\$72,500.00	\$72,500.00	\$72,500.00	\$72,500.00
Income Taxes Payable	\$212,040.02	\$681,420.24	\$784,437.24	\$832,819.62	\$884,105.56
Total Current Liabilities	\$249,540.02	\$753,920.24	\$856,937.24	\$905,319.62	\$956,605.56

5.2 – Profit and Loss Forecast

6 Year Forecasted Profit & Loss

Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Medical Cannabis	\$2,019,428.76	\$6,489,716.60	\$7,470,830.90	\$7,931,615.40	\$8,420,052.95
COGS	\$1,009,714.38	\$3,244,858.30	\$3,735,415.45	\$3,965,807.70	\$4,210,026.47
Total Income	\$1,009,714.38	\$3,244,858.30	\$3,735,415.45	\$3,965,807.70	\$4,210,026.47
Expenses					
Monthly Fixed Expense	\$393,400.00	\$1,294,968.00	\$1,294,968.00	\$1,294,968.00	\$1,294,968.00
Corporate Expense	\$378,040.02	\$933,420.24	\$1,038,437.24	\$1,086,819.62	\$1,138,105.56
Total Expenses	\$771,440.02	\$2,228,388.24	\$2,333,405.24	\$2,381,787.62	\$2,433,073.56
EBIT	\$238,274.36	\$1,016,470.06	\$1,402,010.21	\$1,584,020.08	\$1,776,952.91
Income Tax (IRS 208E) 21%	\$212,040.02	\$681,420.24	\$784,437.24	\$832,819.62	\$884,105.56
Profit/Loss	\$26,234.34	\$625,497.39	\$960,877.13	\$1,057,690.93	\$1,111,468.94

5.3 – Statement of Cash Flow

	2023	2024	2025	2026	2027
Cash-In					
Revenue from Sales	\$2,019,428.76	\$6,489,716.60	\$7,470,830.90	\$7,931,615.40	\$8,420,052.95
Cash Injection from Founders	\$750,000.00				
Cannabis Bank Loan (Valley Bank)		\$500,000.00			
Total Cash-In	\$2,769,428.76	\$6,989,716.60	\$7,470,830.90	\$7,931,615.40	\$8,420,052.95
Operating Expenses					
COGS	\$1,009,714.38	\$3,244,858.30	\$3,735,415.45	\$3,965,807.70	\$4,210,026.47
Salaries, Wages & Benefits	\$261,400.00	\$1,039,968.00	\$1,039,968.00	\$1,039,968.00	\$1,039,968.00
Rent Expense	\$96,000.00	\$207,000.00	\$207,000.00	\$207,000.00	\$207,000.00
Utilities Expense	\$24,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00
Supplies					
Insurance	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Total Operating Cash-Out	\$1,403,114.38	\$4,539,826.30	\$5,030,383.45	\$5,260,775.70	\$5,504,994.47
Overhead Expenses					
Accounting Fees	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00
Advertising and Marketing	\$28,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00
Insurance	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Office Expense	\$24,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00

Software	\$14,000.00	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00
Maintenance and Repairs	\$5,000.00	\$7,000.00	\$9,000.00	\$9,000.00	\$9,000.00
Rent Expense					
Security Monitoring	\$2,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Travel	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Interest Expense	\$37,500.00	\$72,500.00	\$72,500.00	\$72,500.00	\$72,500.00
Taxes	\$212,040.02	\$681,420.24	\$784,437.24	\$832,819.62	\$884,105.56
Total Overhead Expenses	\$378,040.02	\$933,420.24	\$1,038,437.24	\$1,086,819.62	1,138,105.56
Beginning Balance	\$ -	\$988,274.36	\$2,504,744.42	\$3,906,754.63	\$5,490,774.71
Total Cash-In	\$2,769,428.76	\$6,989,716.60	\$7,470,830.90	\$7,931,615.40	\$8,420,052.95
Total Operating Cash-Out	\$1,403,114.38	\$4,539,826.30	\$5,030,383.45	\$5,260,775.70	\$5,504,994.47
Total Overhead Cash-Out	\$378,040.02	\$ 933,420.24	\$1,038,437.24	\$1,086,819.62	\$1,138,105.56
Total Cash Change					
Year End Cash Position	\$988,274.36	\$2,504,744.42	\$3,906,754.63	\$5,490,774.71	7,267,727.63

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

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The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 6 - Tax Plan

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.



Printed Name of Verifying Individual

CEO

Title of Verifying Individual



Signature of Verifying Individual

12/12/2022

Verification Date

TAX PLAN

TIMING

Ongoing

Marijuana is still classified as a Schedule I controlled substance under the Controlled Substances Act, rendering marijuana businesses subject to **IRS Section 280E**, regardless of the state's legalization of medical cannabis. The 26 U.S. Code Section 280e is the federal statute mandated by the IRS opposing "illegal" business. In other words, Section 280e forbids businesses from deducting any expenses from their gross income when it involves "trafficking" schedule I and II controlled substances. This includes taking any credits as well.

TAX PLANNING

- Flowhub Tax Engine
 - Configure Excise, State Sales Tax and Local Business Tax for each specific location
 - Taxes are accessed within "Location Management" and can be configured best suit local tax laws.
 - Track any/all sales transactions through the Flowhub POS System
 - Flowhub's Tax Engine ensures compliancy with all tax requirements
- Annual Federal business taxes
 - IRS Form 1065 due annually on March 15th
- Quarterly Estimated Federal Taxes
 - Q1 – Due April 18th

- Q2 – Due June 15th
- Q3 – Due September 15th
- Q4 – Due January 17th
- Employee Payroll Tax Withholding
 - Federal Income Tax
 - Maximum of \$12,200/Year/Employee
 - FICA (Federal Insurance Contributions Act) Tax
 - \$147,000 wage-based limit for 2022
- Alabama Business Privilege Tax
 - Due the same date as the corresponding federal income tax return. The due date is the 15th day of the 3rd month after beginning of taxable year
- Alabama State Tax Withholding
 - Varies by amounts due and monthly, quarterly, or annual returns.
 - Monthly returns due by the 15th following the month close.
 - Quarterly returns due on the last day of the month following the quarter end.
 - Annual returns due by January 31 following the withholding year.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 7 – Business Formation Documents

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

Printed Name of Verifying Individual

████████████████████
████████████████████
████████████████████

Signature of Verifying Individual

CEO

Title of Verifying Individual

12/12/2022

Verification Date

STATE OF ALABAMA

DOMESTIC LIMITED LIABILITY COMPANY (LLC)
CERTIFICATE OF FORMATION

PURPOSE: In order to form a Limited Liability Company (LLC) under Section 10A-5A-2.01 of the Code of Alabama 1975, this Certificate of Formation and the appropriate filing fees must be filed with the Office of the Secretary of State. **The information required in this form is required by Title 10A.**

- 1. The name of the limited liability company (must contain the words "Limited Liability Company" or the abbreviation "L.L.C." or "LLC," and comply with Code of Alabama, Section 10A-1-5.06. You may use Professional or Series before Limited Liability Company or LLC (or PLLC or SLLC) if they apply:

██████████ LLC

- 2. A copy of the Name Reservation Certificate from the Office of the Secretary of State must be attached.

- 3. The name of the registered agent (only one agent): ██████████

Street (**no PO Boxes**) address of registered office (**must be located in Alabama**):

████████████████████

*COUNTY of above address: WALKER

Mailing address **in Alabama** of registered office (if different from street address):

████████████████████

- 4. The undersigned certify that there is at least one member of the limited liability company.

(For SOS Office Use Only)

Alabama
Sec. Of State

██████████	DLL
Date	12/13/2022
Time	10:48:00
File	\$100.00
County	\$100.00

Total	\$200.00

5. Check **only** if the type applies to the Limited Liability Company being formed:

Series LLC complying with Title 10A, Chapter 5A, Article 11

Professional LLC complying with Title 10A, Chapter 5A, Article 8

Non-Profit LLC complying with Section 10A-5A-1.04(c)

6. The filing of the limited liability company is effective immediately on the date received by the office of the Secretary of State, Business Services Division or at the delayed filing date (cannot be prior to the filing date) specified in this filing complying with Section 10A-1-4.12

The undersigned specify 12 / 13 / 2022 as the effective date (must be on or after the date filed in the office of the Secretary of State, but no later than the 90th day after the date this instrument was signed) and the time of filing to be 10 : 48 AM or PM. (cannot be noon or midnight – 12:00)

Attached are any other matters the members determine to include herein (if this item is checked there must be attachments with the filing).

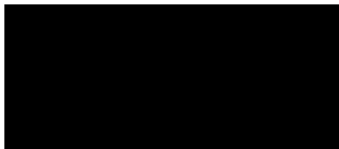
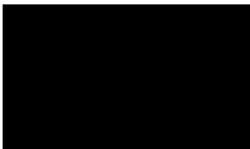
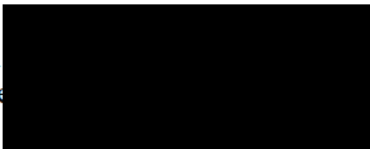
12 / 13 / 2022
Date (MM/DD/YYYY)

[Redacted Signature]
Signature as required by 10A-5A-2.04

Attorney/Member
Typed title (organizer or attorney-in-fact)

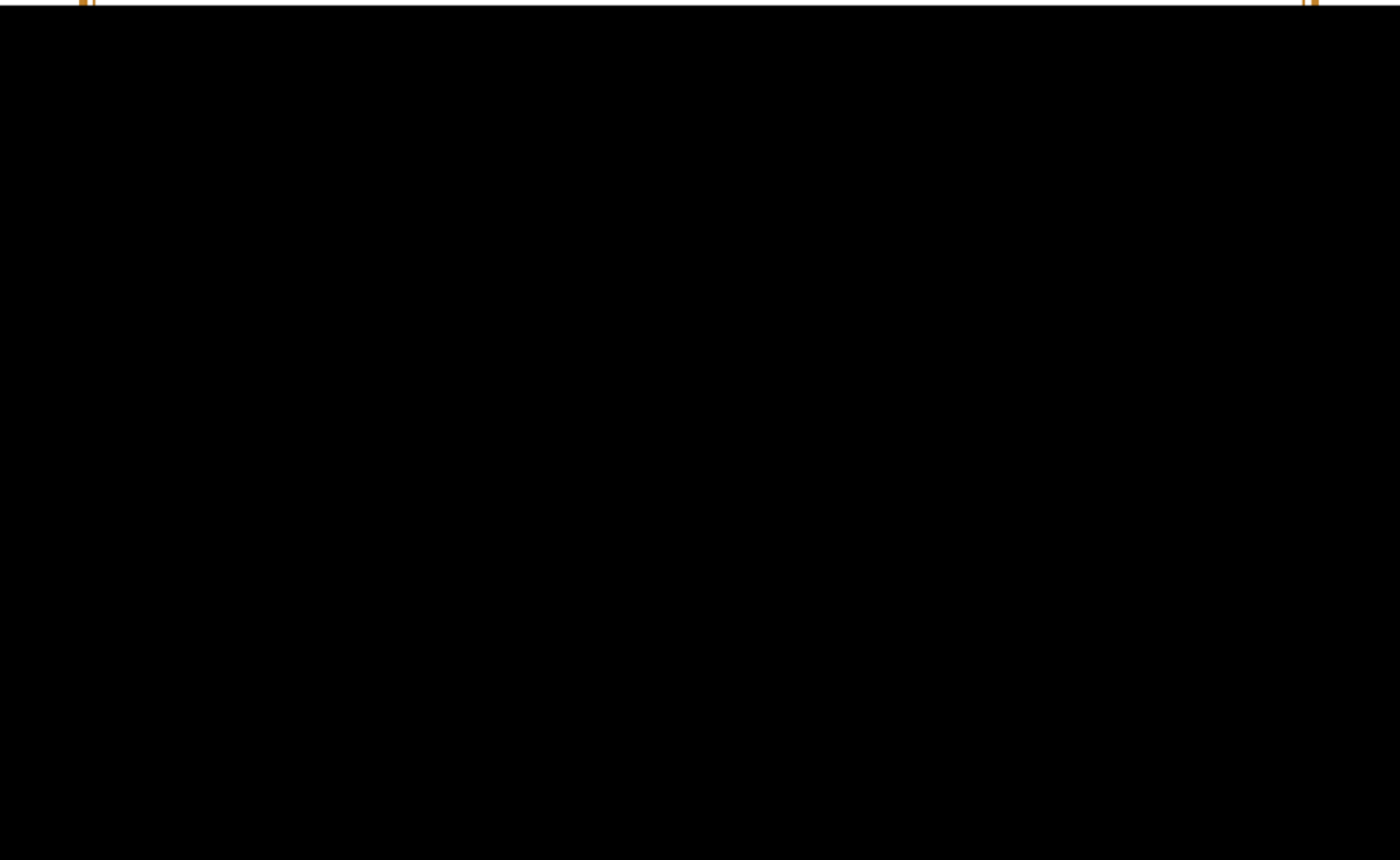
*County of Registered Agent is requested in order to determine distribution of County filing fees.

John
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STATE OF ALABAMA



In Testimony whereof, I have hereunto set my hand and affixed the Great Seal of the State, at the Capitol, in the city of Montgomery, on this day.



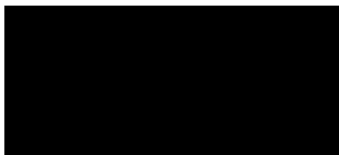
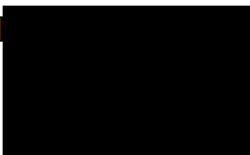
December 13, 2022

Date

J. H. Merrill



John



ARTICLES OF ORGANIZATION
OF
██████████, L.L.C.

The undersigned, desiring to form a limited liability company under the Alabama Limited Liability Company Act, do hereby adopt the following Articles of Organization:

ARTICLE I
NAME

The name of the Limited Liability Company shall be ██████████, L.L.C. (hereinafter referred to as the "Company").

ARTICLE II
DURATION

The period of duration of the Company shall be perpetual unless dissolved in accordance with law.

ARTICLE III
PURPOSE

The Company shall possess all powers necessary to conduct the business, and to carry out the objects expressed herein and all of those expressly conferred on a limited liability company by the laws of the State of Alabama, as well as those necessarily implied, together with the following additional powers:

1. Construct buildings and infrastructure necessary for the storage, inventory and sales of medical cannabis in accordance with the laws of the State of Alabama.
2. Dispensing of medical cannabis.
3. Acquisition of real estate, real estate management and sale of real estate.
4. Borrow money, issue bonds, promissory note, bills of sale and other obligations of indebtedness, whether secured by mortgage, pledge, or otherwise or unsecured, for money borrowed, or in payment for property purchased or acquired for any lawful object or purpose.
5. Make and use a seal and to alter the seal at pleasure.
6. Engage in business, as natural persons may, not inconsistent with the provisions of law pertaining to limited liability companies in the State of Alabama.

7. It is the Company's intent and purpose to adopt broad objectives and purposes. The Company's intent and purposes are not to be interpreted as limited because of the purposes enumerated in Paragraphs 1, 2, 3, 4, 5, and 6 of this Article.

ARTICLE IV
INITIAL REGISTERED OFFICE AND AGENT

The street address of the Company's initial registered office is [REDACTED]. [REDACTED] is the initial registered agent of the Company authorized to receive process of service at the Company's initial registered office.

ARTICLE V
INITIAL MEMBERS

The initial members of the Company are:

[REDACTED]	[REDACTED]
[REDACTED]	

ARTICLE VI
NEW MEMBERS

New members shall be admitted only upon the written consent of 100% of the existing members. An assignee of a member's ownership interest in the Company shall be admitted to the Company as a substituted member only upon the written consent of 100% of the members. A new or substituted member, as a condition of being admitted to membership in the Company, shall be fully bound by the terms and provisions of all articles, agreements and amendments thereto, whether the new or substituted member actually signs the article, agreement, or addendum.

ARTICLE VII
DISSOLUTION

To the extent contemplated in the laws of the State of Alabama, the death, retirement, resignation, expulsion, bankruptcy or dissolution of a Member, or the occurrence of any other event that terminates the continued membership of a Member in the Company, shall dissolve the Company unless the remaining Member(s) unanimously consent to the continuation of the business of the Company. Such unanimous consent need not include the consent of the Member who

shall have caused the Dissolution Event (the "Former Member"), who shall thereafter be and become an Assignee.

ARTICLE VIII
MANAGEMENT

The members shall manage the property, business and affairs of the Company.

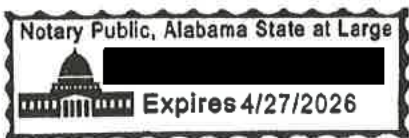
IN WITNESS WHEREOF, the undersigned hereunto set their hands and seals, this the 12 day of December, 2022.

[REDACTED]

STATE OF ALABAMA)
)
COUNTY OF WALKER)

I, the undersigned authority, a Notary Public, in and for said County, in said State, here by certify that [REDACTED], whose names are signed to the foregoing instrument, and who are known to me, acknowledged before me on this day, that being informed of the contents of the instrument, they executed the same voluntarily on the day the same bears date.

Given under my hand and seal, this the 13th day of December 2022.



[REDACTED]
My commission expires 4-27-26

This instrument was prepared by:

[REDACTED] LLC
[REDACTED]
[REDACTED]
[REDACTED]

**OPERATING AGREEMENT
OF
GREENWELLNESS, L.L.C.**

This Operating Agreement is made as this the 12 day of December, 2022, by the undersigned parties (individually and together, the "Members").

WHEREAS, on the 12 day of December, 2022, pursuant to the Alabama Limited Liability Company Act (the "Act"), the Members formed [REDACTED], L.L.C. (the "Company") by filing its Articles of Organization (the "Articles") with Alabama Secretary of State;

NOW, THEREFORE, in consideration of the agreements and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Members hereby agree as follows:

ARTICLE I
PRINCIPAL PLACE OF BUSINESS

The Company's principal place of business shall be [REDACTED]. The Company may at any time change its principal place of business and may establish additional offices.

ARTICLE II
MEMBERS' NAMES AND BUSINESS ADDRESSES

The name and business address of each of the Members is listed on Exhibit "A" hereto.

ARTICLE III
MEMBERS' INTENTIONS

The Company is a limited liability company. The Members intend that the Company not be a partnership (including, without limitation, a limited partnership) or joint venture, and that no Member or Manager be a partner or joint venturer of any other Member or Manager, for any purposes other than federal and state tax purposes, and this Operating Agreement may not be construed to suggest otherwise.

ARTICLE IV
CAPITAL CONTRIBUTIONS, ADMISSION OF NEW MEMBERS AND REDEMPTIONS

1. Initial Contributions. Each initial Member shall make the capital contributions listed on Exhibit "A", which shall be valued

as provided on Exhibit "A" and shall be credited with Units listed on Exhibit "A". Units held by such Member shall represent a Member's interest in the Company. Units shall determine interest in voting, profits and losses. No additional capital contributions to the Company shall be made without the prior written consent of a majority of the Managers.

2. Admission of Additional Members. Additional persons may be admitted to the Company as Members in accordance with the Articles and Units or interests may be created and issued to those persons. The majority of the Members shall determine the value of any property contributed in exchange for Units. The terms of admission or issuance must specify the interests applicable thereto and may provide for the creation of different classes or groups of Members having different rights, powers, and duties. The Members shall reflect the creation of any new class or group in an amendment to this Operating Agreement indicating the different rights, powers, and duties. Any such admission is effective only after the new Member has executed and delivered to the Company a document including the new Member's notice address and the new Member's agreement to be bound by this Operating Agreement or such other time as the majority of the Members may specify.

3. Interest Allocated to Members. The interest in [REDACTED], L.L.C. shall be as enumerated in Exhibit "A" attached hereto.

4. Redemptions. The majority of the Members shall have the power to buy Units offered to them by any Member on such terms and conditions, as the parties shall determine subject to the Restrictions on Transfer in Article X paragraph 7.

5. Loans by Members. No Member shall make a loan to the Company without the prior written consent of a majority of the Managers.

6. Interest on Contributions. Capital contributions to the Company shall not earn interest, except as otherwise expressly provided for in this Agreement.

7. Withdrawal and Return of Contribution. Except as otherwise provided in this Agreement, no Member shall be entitled to withdraw or to the return of a capital contribution.

ARTICLE V
CAPITAL ACCOUNTS

1. Maintenance of Capital Accounts. A capital account shall be maintained for each Member.

2. Additions to Capital Accounts. The following shall increase a Member's capital account:

a. The amount of money or fair market value of property contributed by the Member to the Company plus any Company liabilities that are assumed by such Member.

b. Allocation to the Member of Company income and gain (or items thereof).

3. Decreases to Capital Accounts. The following shall decrease a Member's capital account:

a. The amount of money or fair market value of property distributed to the Member by the Company plus any of such Member's individual liabilities that are assumed by the Company.

b. Allocation to the Member of expenditures of the Company described as expenditures of the Company not deductible in computing its taxable income and not properly chargeable to capital account.

ARTICLE VI
ALLOCATIONS

1. General. Profits and losses shall be allocated to Members in proportion to their number of units unless agreed to otherwise by all of the Members.

2. Allocations Upon Admission of Additional Members. In the event additional Members are admitted to the Company on different dates during any fiscal year, the profits or losses allocated to the Members for each such fiscal year shall be allocated among the Members in proportion to the interest in the Company each holds from time to time during such fiscal year.

3. Items Not Specifically Dealt With. Except as otherwise provided in this Agreement, all items of Company income, gain, loss, deduction, and any other allocations not otherwise provided for shall be divided by allocating such items to each Member in accordance with such Member's interest in the profits and losses of the Company.

4. Construction. The provisions of this Article (and other related provisions in this Agreement) pertaining to the allocation of items of Company income, gain, loss, deductions, and credit shall be interpreted consistently with the Regulations issued under the Internal Revenue Code (the "Code") and to the extent unintentionally inconsistent with such Regulations, shall be deemed to be modified to the extent necessary to make such provisions consistent with the Regulations.

5. Allocations Binding on Members. The Members are aware of the income tax consequences of the allocations made by this Article and hereby agree to be bound by the provisions of this Article in reporting their shares of Company income and loss for income tax purposes.

ARTICLE VII
DISTRIBUTIONS

1. Distributions. Distributions shall be made in proportion to Units held by the Members in such amount, in such form and at such times as may be determined by a majority of the Members.

2. Amounts Withheld. All amounts withheld pursuant to the Code or any provision of any foreign, state or local tax law with respect to any payment or distribution to the Members shall be treated as amounts distributed to the Members pursuant to this Article for all purposes under this Agreement.

ARTICLE VIII
MEMBERS

1. Annual Meeting. The Members of the Company shall have an annual meeting on the _____ day in the month of _____ in each year, beginning with the year _____, or at such other time on such other day within such month as shall be fixed by the Members, for the transaction of such business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the State of Alabama, such meeting shall be held on the next succeeding business day.

2. Special Meetings. Special meetings of the Members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by a majority of the Members, and shall be called at the request of the holders of not less than fifty-one percent (51%) of all outstanding Units of the Company entitled to vote at the meeting.

3. Place of Meeting. The place of meeting shall be the principal office of the Company unless a waiver of notice signed by all Members entitled to vote at a meeting designates any place, either within or without the State of Alabama, as the place for the holding of such meeting.

4. Notice of Meeting. Written notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than 10 nor more than 50 days before the date of the meeting, either personally or by mail, to each Member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail and addressed to the Member at his or her address as it appears on the unit transfer book of the Company, with postage thereon prepaid.

5. Voting Record. The agent having charge of the unit transfer books for Units of the Company shall make a complete record of the Members entitled to vote at each meeting of Members or any adjournment thereof, arranged in alphabetical order, with the address of and the number of Units held by each. Such record shall be produced and kept open at the time and place of the meeting and shall be subject to the inspection of any Member during the whole time of the meeting for the purposes thereof.

6. Quorum. A three-fourths majority of the outstanding Units of the Company entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of Members. If less than a majority of the outstanding Units are represented at a meeting, a majority of the Units so represented may adjourn the meeting from time to time without further notice. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally noticed. The Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum.

7. Proxies. At all meetings of Members, a Member may vote in person or by proxy executed in writing by the Member or by his duly authorized attorney-in-fact. Such proxy shall be filed with the Company before or at the time of the meeting. No proxy shall be valid after eleven months from the date of its execution, unless otherwise provided in the proxy.

8. Voting of Units. Each outstanding Unit entitled to vote shall be entitled to one vote upon each matter submitted to a vote at a meeting of Members. For each matter of business of the

Corporation, a three-fourths majority of the units must be cast in favor of said matter for said matter to be acted upon.

9. Voting of Units by Certain Holders. Units standing in the name of a corporation may be voted by such officer, agent or proxy as the bylaws of such corporation may prescribe, or, in the absence of such provision, as the directors of such other corporation may determine.

Units held by an administrator, executor, guardian or conservator may be voted by him, either in person or by proxy, without a transfer of such Units into his name. Units standing in the name of a trustee may be voted by such trustee, either in person or by proxy, but no trustee shall be entitled to vote Units held by such trustee without a transfer of such Units into his or her name.

Units standing in the name of a receiver may be voted by such receiver, and Units held by or under the control of a receiver may be voted by such receiver without the transfer thereof into his or her name if authority so to do be contained in an appropriate order of the court by which such receiver was appointed.

A Member whose Units are pledged shall be entitled to vote such Units until the Units have been transferred into the name of the pledgee, and thereafter the pledgee shall be entitled to vote the Units so transferred.

Neither treasury units of its own Units held by the Company, nor Units held by another company or corporation, if a majority of the units or shares entitled to vote for the election of Managers or directors of such other company or corporation are held by the Company, shall be voted at any meeting or counted in determining the total number of outstanding Units at any given time for purposes of any meeting.

10. Informal Action by Members. Any action required or permitted to be taken at a meeting of the Members may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Members entitled to vote with respect to the subject matter thereof.

ARTICLE IX
MEMBERS' AGENCY AND DUTIES

1. Agency. Every member of the Company is an agent of the Company for the purposes of its business or affairs, and the act of any Member, including, but not limited to, the execution in the name

of the Company of any instrument, for apparently carrying on in the usual way the business or affairs of the Company binds the Company, unless the Member so acting has, in fact, no authority to act for the Company in the particular manner and the person with whom the Member is dealing has knowledge of the fact that the Member has no authority.

2. Non-Authorized Actions. An act of a Member that is not apparently for the carrying on in the usual way the business of the Company does not bind the Company unless authorized in accordance with the operating agreement at the time of the transaction or at any other time.

3. Duty of Loyalty. A Member owes the Company and the other Members the fiduciary duty of loyalty as imposed by the following:

a. To account to the Company and to hold as trustee for it any property, profit, or benefit derived by the Member in the conduct or winding up of the Company's business or derived from a use by the Member of the Company's property, including the appropriation of the Company's opportunity.

b. To refrain from dealing with the Company in the conduct or winding up of the Company's business as or on behalf of a party having an interest adverse to the Company.

c. To refrain from competing with the Company in the conduct of the Company's business before the dissolution of the Company.

4. Duty of Care. A Member owes the Company and the other Members the fiduciary duty of care in the conduct of winding up of the Company's business. This care is limited to refraining from engaging in grossly negligent or reckless conduct, intentional misconduct, or a knowing violation of the law.

5. Discharge of Duties. A Member shall discharge the duties to the Company and the other Members under this operating agreement consistently with the obligation of good faith and fair dealings.

ARTICLE X

ASSIGNMENT AND TRANSFER OF MEMBERS' INTEREST AND DISSOCIATION

1. Effective as to Economic Interest. An assignment of Units entitles the assignee to receive only the distributions and to share

in the allocations of profits and losses to which the assignor would be entitled with respect to the Units.

2. Membership. The assignor remains the Member of the Company with all rights to vote and manage unless and until the three-fourths majority of the Managers vote to make the assignee a Member.

3. No Dissolution. An assignment of Units does not result in the dissolution of the Company.

4. Lien. The granting of a lien on a Unit is not deemed to be an assignment.

5. Powers of Legal Representative. If a Member who is an individual dies or a court of competent jurisdiction adjudges the Member to be incompetent to manage his or her person or property, the Member's personal representative, administrator, guardian, conservator, trustee or other legal representative shall have all of the rights of an assignee of the Member's interest. If a Member is a corporation, trust, partnership, limited liability company or other entity and is dissolved or terminated, the powers of that Member may be exercised by its legal representative or successor.

6. Dissociation. A person ceases to be a Member of the Company upon the occurrence of and at the time of, any of the following events unless a three-fourths majority of the Members vote to continue the person as a Member:

a. The Member assigns all of the Member's interest in the Company and one or more assignees are admitted as a Member under paragraph 2 of this Article or a majority of the Members remove the Member after assignment of all of the Member's interest;

b. The Member makes an assignment for the benefit of creditors;

c. The Member files a voluntary petition in bankruptcy;

d. The Member becomes the subject of an order for relief under the federal bankruptcy laws;

e. The Member files an answer or other pleading admitting or failing to contest the material allegations of a petition filed against the Member in any proceeding described under paragraph d;

f. The Member seeks, consents to or acquiesces in the appointment of a trustee, receiver or liquidator of the Member or of all or any substantial part of the Member's properties;

g. At the expiration of 120 days after the commencement of any involuntary proceeding against the Member seeking reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under any statute, law or regulation, if the proceeding has not been dismissed;

h. At the expiration of 120 days after the appointment without the Member's consent or acquiescence of a trustee, receiver or liquidator of the Member or of all or any substantial part of the Member's properties if the appointment is not vacated or stayed, or at the expiration of 120 days after the expiration of any stay, if the appointment is not vacated;

i. The Member's death;

j. The entry of an order by a court of competent jurisdiction adjudicating the Member incompetent to manage the Member's person or estate;

k. If the Member is a trust or is acting as a Member by virtue of being a trustee of a trust, the termination of the trust, but not merely the substitution of a new trustee;

l. If the Member is a separate limited liability company, the dissolution and commencement of the winding up of the separate limited liability company;

m. If the Member is a corporation, the filing of articles of dissolution for the corporation or the revocation of its charter and the lapse of the time provided by the laws of the state of incorporation without a reinstatement of its charter; or,

n. If the Member is an estate, the distribution by the fiduciary of the estate's entire interest in the Company.

7. Restrictions on Transfer. In the event a Member desires to transfer any units of the Company, the Member must first make the offer of transfer to the Company and the Company must decline said offer by a three-fourths majority of units. In that event, the Member must then make the offer of transfer to the remaining Members, in the order of number of units largest to smallest. In the event no Member acts to purchase said units,

then and only then the units may be sold on the open market. The foregoing restrictions on transfer shall apply in the event a Member dies and their shares would transfer to an estate or heir(s) of the deceased Member.

ARTICLE XI
DISSOLUTION AND LIQUIDATION

1. Dissolution. The Company shall be dissolved and its affairs shall be wound up upon the happening of the first of the following:

- a. Written notice of the termination of the Company from Members holding at least 95% of the Units;
- b. The Company being adjudicated insolvent or bankrupt;
- c. An event of dissociation of a Member unless within 90 days after the date of dissociation Members holding 95% of the Units consent to continuation of the Company; or,
- d. An entry of a decree of judicial dissolution.

2. Liquidation. Upon dissolution of the Company, the Members or one of their number that they select shall liquidate the Company's assets and shall do so as promptly as is consistent with obtaining fair market value for them, and shall apply and distribute the assets of the Company as follows:

- a. First, to the payment and discharge of all of the Company's debts and liabilities to creditors of the Company other than the Members;
- b. Second, to the payment and discharge of all of the Company's debt and liabilities to creditors of the Company that are Members;
- c. Third, to the Members in accordance with their capital accounts, after giving effect to all contributions, distributions and allocation for all periods.

ARTICLE XII
BOOKS, REPORTS, ACCOUNTING AND TAX ELECTIONS

1. Documents at Record Office. The Members shall maintain or cause to be maintained at the Company's principal place of business, complete and accurate books and records with respect to all of the

Company's business and transactions, which books and records shall be kept in accordance with generally accepted accounting principles. At a minimum, the Members shall keep the following books and records at the principal place of business of the Company: (i) a current list of the full name and last known business address of each Member set forth in alphabetical order; (ii) a copy of the Articles of Organization and all certificates of amendment thereto; (iii) a copy of the Operating Agreement and all amendments thereto; (iv) copies of the Company's federal, state, and local income tax returns and reports for the three most recent years; and (v) copies of any effective written Company agreements and of any financial statements of the Company for the three most recent years.

2. Fiscal Year and Method of Accounting. The Company's fiscal year for both tax and financial reporting purposes shall be the calendar year. The method of accounting for both tax and financial reporting purposes shall be the cash method.

3. Reports and Statements.

a. Within 90 days of the end of each fiscal year of the Company, the Members, at the expense of the Company, shall cause to be delivered to the Members with respect to the just completed fiscal year of the Company such information as shall be necessary for the preparation by the Members of their federal, state and local income and other tax returns.

b. Within 90 days after the end of each fiscal year of the Company and at the election of the Members, the Members shall cause to be delivered to the Members un-audited financial statements and reports of the Company for the just completed fiscal year, prepared at the expense of the Company.

4. Tax Elections.

a. Tax Matters Member. The Members are hereby authorized to designate one of their number as the Tax Matters Member of the Company, as provided in Regulations pursuant § 6231 of the Code and to perform such duties as are required or appropriate thereunder. Each Member by the execution of this Agreement consents to such designation of the Tax Matters Partner and agrees to execute, certify, acknowledge, deliver, swear to, file and record at the appropriate public offices such documents as may be necessary or appropriate to evidence such consent.

b. The Tax Matters Member shall have the sole discretion and authority to make or revoke any elections on behalf of the Company for tax purposes.

c. In the event of a transfer of all or part of the interest of a Member in the Company, at the request of the transferee, the Tax Matters Member shall cause the Company to elect, pursuant §754 of the Code, or the corresponding provision of subsequent law, to adjust the basis of the Company property as provided by §734 and §743 of the Code. The cost of such election shall be borne by the transferee requesting such election.

ARTICLE XIII
MISCELLANEOUS

1. Amendments. Except as provided in paragraph 5 of this Article, amendments to this Agreement shall be undertaken and effective only with the written consent of all Members.

2. Bank Accounts. Company funds shall be deposited in the name of the Company in accounts designated by the Members, and only persons duly authorized in writing by the Members shall make withdrawals.

3. Binding Effect. Except as provided to the contrary, the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of all the Members, their personal representatives, heirs, successors, and assigns.

4. Captions, Gender and Number. The captions in this Agreement are inserted only as a matter of convenience and in no way affect the terms or intent of any provision of this Agreement. All defined phrases, pronouns, and other variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the actual identity of the organization, person or persons may require.

5. Choice of Law and Severability. This Agreement shall be construed in accordance with the internal law of the State of Alabama. If any provision of this Agreement shall be contrary to said laws or any other applicable law, at the present time or in the future, such provision shall be deemed null and void, but this shall not affect the legality of the remaining provisions of this Agreement. This Agreement shall be deemed to be modified and amended so as to be in compliance with applicable law and this Agreement

shall then be construed in such a way as will best serve the intention of the parties at the time of the execution of this Agreement.

6. Entire Agreement. This Agreement constitutes the entire agreement among the Members regarding the terms and operations of the Company, except for any amendments to this Agreement properly adopted in accordance with this Agreement. This Agreement supersedes all prior and contemporaneous agreements, statements, understandings, and representations of the parties regarding the terms and operation of the Company, except as provided in the preceding sentence.

7. Last Day for Performance Other than a Business Day. In the event that the last day for performance of an act or the exercise of a right hereunder falls on a day other than a business day, the last day for such performance or exercise shall be the first business day immediately following the otherwise last day for such performance or such exercise. A business day means a day other than a Saturday, Sunday or a legal holiday on which federally chartered banks are generally closed for business.

8. Notices. All notices, requests, consents or other communications provided for in or to be given under this Agreement shall be in writing, may be delivered in person, by facsimile transmission (fax), by overnight air courier or by mail, and shall be deemed to have been duly given and to have become effective (i) upon receipt if delivered in person or by fax, (ii) one day after having been delivered to an overnight air courier, or (iii) three (3) days after having been deposited in the mail as certified or registered matter, all fees prepaid, directed to the parties or their assignees at the address provided to the Company by said party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the day and year first above written.



STATE OF ALABAMA)
)
COUNTY OF WALKER)

I, the undersigned authority, a Notary Public, in and for said County, in said State, here by certify that [REDACTED], [REDACTED] whose names are signed to the foregoing instrument, and who are known to me, acknowledged before me on this day, that being informed of the contents of the instrument, they executed the same voluntarily on the day the same bears date.

Given under my hand and seal, this the 13th day of December, 2022.

[REDACTED]



My commission expires 4-27-26

This instrument was prepared by:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

OPERATING AGREEMENT
OF [REDACTED], LLC

Exhibit "A"

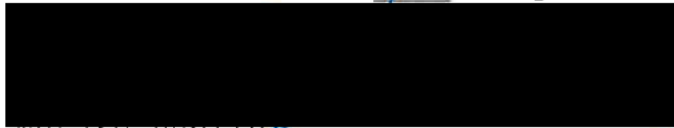
Member's Name		Member's Business Address	Contribution	Units
Last	First			
[REDACTED]	[REDACTED]	[REDACTED]		33&1/3
[REDACTED]	[REDACTED]	[REDACTED]		33&1/3
[REDACTED]	[REDACTED]	[REDACTED]		33&1/3

[REDACTED]

STATE OF ALABAMA)
)
COUNTY OF WALKER)

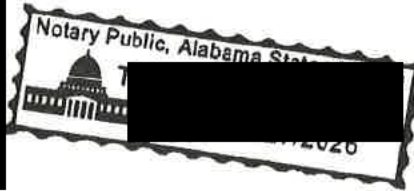
I, the undersigned authority, a Notary Public in and for said County, in said State, hereby certify that [REDACTED] whose names are signed to the foregoing instrument, and who are known to me, acknowledged before me on this day, that being informed of the contents of the instrument, they executed the same voluntarily on the day the same bears date.

Given under my hand and seal, this the 13th day of December, 2022.



Notary Public
My commission expires: 4-27-26

This instrument was prepared by:



**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 8 – Business License

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

Printed Name of Verifying Individual

CEO

Title of Verifying Individual

████████████████████

Signature of Verifying Individual

12/12/2022

Verification Date

Business License and Authorization of Local Authorities

8.1 - In process with completion expected 30 days after award of license

8.2 - Authorization of Local Authorities - See following pages

Oc04oca28jb.o1

RECOMMENDED BY: THE MAYOR AND
THE PUBLIC SAFETY COMMITTEE

SUBMITTED BY: THE CITY ATTORNEY

ORDINANCE NO. 22-142

AN ORDINANCE TO AUTHORIZE THE OPERATION OF MEDICAL CANNABIS DISPENSARIES WITHIN THE CORPORATE LIMITS OF THE CITY OF BIRMINGHAM, PURSUANT TO ALA. CODE, 1975, § 20-2A-51(c).

WHEREAS, the Darren Wesley “Ato” Hall Compassion Act, codified at Ala. Code, 1975, § 20-2A-1, et seq. (the Act), authorizes the cultivation, processing, and sales of cannabis products for medical use by patients with a qualifying medical condition and a valid medical cannabis card; and

WHEREAS, the Act requires the Alabama Medical Cannabis Commission to adopt rules that ensure safety, security, and integrity of the operation of medical cannabis facilities and protect the health, safety, and security of the public, thus heavily regulating all aspects of the medical cannabis industry, including dispensary operations, (See §§ 20-2A-50 – 20-2A-68, Code of Alabama); and,

WHEREAS, the Alabama Medical Cannabis Commission published its rules adopted pursuant to Ala. Code, 1975, § 20-2A-53 on August 31, 2022, and will accept applications from October 31 through December 30, 2022; and,

WHEREAS, the Commission will deem applications complete and submitted on or about April, 13, 2023, and will open a public comment period on or about April 14, 2023 to accept comments from the public on all pending applications and may set a public hearing, at the Commission’s discretion, before the issuance of licenses on or after July 10, 2023; and,

WHEREAS, the number of licenses for dispensary facilities to be issued by the Commission is limited as follows:

Integrated Facilities – up to 5 licenses; each licensee authorized up to 5 dispensing sites located in separate counties

Dispensary – up to 4 licenses; each licensee authorized up to 3 dispensing sites located in separate counties

WHEREAS, a dispensary, including a dispensary under an Integrated Facility License may only operate in a municipality if the municipality has passed an ordinance authorizing the operation of dispensaries within the municipality’s corporate limits; and

WHEREAS, the health care industry is a highly valued segment of the City of Birmingham’s economy and includes world-renown health care resources, including hospitals, clinics, education, and research facilities and the valued professionals and support staff who care for patients from within the state, the nation, and from abroad; and,

WHEREAS, the operation of a medical cannabis dispensary within the corporate limits of the City of Birmingham will further expand opportunities for the City’s flourishing health care industry and provide new options to care for patients with qualifying medical conditions; and,

WHEREAS, the operation of a medial cannabis dispensary will provide new economic and employment opportunities and new revenue through business licensing and other taxes; and,

WHEREAS, the Council of the City of Birmingham finds that it is in the best interest of the public health, safety, and welfare to authorize the operation of medical cannabis dispensing facilities within the City of Birmingham, subject to the strict regulation and oversight of the Alabama Medical Cannabis Commission.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Birmingham as follows:

SECTION 1.

- (a) The operation of medical cannabis dispensaries within the corporate limits of the City of Birmingham is authorized, subject to any applicable zoning restrictions the City may adopt pursuant to Ala. Code, 1975, § 20-2A-51(c)(3).
- (b) The operation of any facility, regardless of type, licensed by the Alabama Medical Cannabis Commission within the City of Birmingham shall comply with the Commission’s strict regulation and oversight and shall comply with all laws and ordinances for the operation of a business within the City, including, but not limited to business licensing and other required taxes, and with all applicable ordinances and codes for location, construction, and sanitation of business premises within the City of Birmingham.
- (c) This ordinance shall be interpreted with respect to the Darren Wesley “Ato” Hall Compassion Act, Ala. Code, 1975, § 20-2A-1, et seq. and the rules of the Alabama Medical Cannabis Commission, as either is now or may hereafter be amended.

SECTION 2.

A certified copy of this ordinance shall be submitted within seven days of its adoption to the Alabama Medical Cannabis Commission by the City Clerk, as provided in Ala. Code, 1975, § 20-2A-51(c)(2). The City Clerk and the Director of the Department of Innovation and Economic Opportunity may cooperate to ensure and record the submittal of the ordinance.

SECTION 3. SEVERABILITY. The provisions of this ordinance are severable. If any part of this ordinance is determined by a court of competent jurisdiction to be invalid, unenforceable or unconstitutional, such determination shall not affect any other part of this ordinance.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective when published as required by law.

ORDINANCE NO. 2158

**ORDINANCE AUTHORIZING THE OPERATION OF MEDICAL CANNABIS
DISPENSING SITES**

WHEREAS, in 2021 legislative session the Alabama legislature passed Act No. 21-450 legalizing and creating a regulatory framework for medical cannabis and,

WHEREAS, the Alabama legislature made a number of findings of fact including:

"Medical research indicates that the administration of medical cannabis can successfully treat various medical conditions and alleviate the symptoms of various medical conditions."

"There are residents in Alabama suffering from a number of medical conditions whose symptoms could be alleviated by the administration of medical cannabis products if used in a controlled setting under supervision of a physician licensed in this state."

"Establishing a program providing for the administration of cannabis derivatives for medical use in this state will not only benefit patients by providing relief to pain and other debilitating symptoms, but also provide opportunities for patients with these debilitating conditions to function and have a better quality of life and provide employment and business opportunities for farmers and other residents of this state and revenue to state and local governments,"; and

WHEREAS, this act requires the governing body of any municipality by ordinance to authorize the operation of the dispensing sites within the corporate limits of the municipality; and

WHEREAS, a dispensary would be required to purchase a business license and pay sales tax to the City of Northport, thus increasing revenue; and

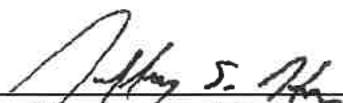
WHEREAS, the City of Northport wishes to authorize the operation of medical cannabis dispensing sites within the corporate limits of the City of Northport to assure its citizens can benefit from the medical and economic benefits of medical cannabis.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHPORT, ALABAMA AS FOLLOWS:

1. That, in accordance with Alabama Code § 20-2A-51 a holder of a license granted by the State of Alabama pursuant to Act 21-450 is hereby authorized to operate a medical cannabis dispensing site within the corporate limits of the City of Northport subject to the provisions of Act 21-450 and any relevant provisions of the code of the City of Northport.

ORDAINED THIS THE 24th DAY OF OCTOBER, 2022.


CITY COUNCIL OF THE CITY OF NORTHPORT

BY: 
Jeff Hogg, Its President


ATTEST:


Glenda D. Webb
City Administrator

Approved this the 24th day of October 2022.


Bobby Herndon, Mayor

I hereby certify that the above and foregoing Ordinance was published on November 09, 2022 in the Northport Gazette, a newspaper of general circulation published in the City of Northport.


Glenda D. Webb, City Administrator

1st Reading: Rules Suspended
Motion By: Hogg
Second By: Hinton
2nd Reading: October 24, 2022
Motion By: Washington
Second By: Hinton
Publication: November 09,2022

ORDINANCE NO. 2022 – 29
TO AUTHORIZE THE OPERATION OF MEDICAL CANNABIS DISPENSING SITES WITHIN THE CORPORATE LIMITS OF THE CITY OF CULLMAN

WHEREAS, during the 2021 Regular Session of the Alabama legislature, Act 2021-450 was enacted and codified in Title 20, 2A, *Code of Alabama* 1975, to create within Alabama a wholly interstate system of the cultivation, processing, and distribution of medical cannabis; and

WHEREAS, Act 2021-450 defines a "dispensary" as an entity licensed by the Alabama Medical Cannabis Commission to dispense and sell medical cannabis at the dispensing sites to registered, qualified patients and registered caregivers; and

WHEREAS, Act 2021-450 defines an "integrated facility" as an entity licensed to perform the functions of a cultivator, processor, secure transporter, and dispensary; and

WHEREAS, Act 2021-450 defines a "dispensing site" as a site operated by a dispensary licensee or an integrated facility licensee; and

WHEREAS, Act 2021-450 states that a dispensary licensee or integrated facility licensee may not operate a dispensing site within a municipality unless the governing body of that municipality has authorized, by ordinance, the operation of dispensing sites within its jurisdictional boundaries; and

WHEREAS, Act 2021-450 states that a program providing for the administration of cannabis derivatives for medical use in this state will not only benefit patients by providing relief from pain and other debilitating symptoms but will also provide opportunities for patients with debilitating conditions to function and have a better quality of life and provide employment and business opportunities for farmers; and

WHEREAS, the City Council believes it is in the public's interest to authorize the operation of dispensing sites within the corporate limits of the City of Cullman.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CULLMAN, ALABAMA, AS FOLLOWS:

1. The Cullman City Council does hereby authorize the operation of medical cannabis dispensing sites by dispensary licensees and integrated facility licensees within the corporate limits of the City of Cullman.
2. The City Clerk or designee is hereby directed to forward a copy of this ordinance to the Alabama Medical Cannabis Commission within seven calendar days its adoption.
3. Each and every provision of this Ordinance is hereby declared to be an independent provision and the holding of any provision hereof to be void or invalid for any reason shall not affect any other provision hereof, and it is hereby declared that the other provisions of this Ordinance would have been enacted regardless of any provisions which might have been invalid.
4. This ordinance shall become effective upon its passage and publication as required by law.

ADOPTED BY THE CITY COUNCIL this the 22nd day of August, 2022.

ATTEST:

Wesley A. Moore
City Clerk

Jenny Tolson
President of the City Council

APPROVED BY THE MAYOR this the 22nd day of August, 2022.

[Signature]
Mayor

**CITY OF RUSSELLVILLE
ORDINANCE NO. 2022-102**

**TO AUTHORIZE THE OPERATION OF MEDICAL CANNABIS DISPENSING SITES
WITHIN THE CORPORATE LIMITS OF THE CITY OF RUSSELLVILLE**

WHEREAS, during the 2021 Regular Session of the Alabama Legislature, Act 2021-450 was enacted and codified in Title 20, 2A, Code of Alabama 1975, to create within Alabama a wholly interstate system of the cultivation, processing, and distribution of medical cannabis; and

WHEREAS, Act 2021-450 defines a "dispensary" as an entity licensed by the Alabama Medical Cannabis Commission to dispense and sell medical cannabis at the dispensing sites to registered, qualified patients and registered caregivers; and

WHEREAS, Act 2021-450 defines an "integrated facility" as an entity licensed to perform the functions of a cultivator, processor, secure transporter, and dispensary; and

WHEREAS, Act 2021-450 defines a "dispensing site" as a site operated by a dispensary licensee or an integrated facility licensee; and

WHEREAS, Act 2021-450 states that a dispensary licensee or integrated facility licensee may not operate a dispensing site within a municipality unless the governing body of that municipality has authorized, by ordinance, the operation of dispensing sites within its jurisdictional boundary; and

WHEREAS, Act 2021-450 states that a program providing for the administration of cannabis derivatives for medical use in this state will not only benefit patients by providing relief from pain and other debilitating symptoms but will also provide opportunities for patients with debilitating conditions to function and have a better quality of life and provide employment and business opportunities for farmers; and

WHEREAS, the City Council believes it is in the public's interest to authorize the operation of dispensing sites within the corporate limits of the City of Russellville.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RUSSELLVILLE,
ALABAMA, AS FOLLOWS:**

1. The Russellville City Council does hereby authorize the operation of medical cannabis dispensing sites by dispensary licensees and integrated facility licensees within the corporate limits of the City of Russellville.
2. The City Clerk or designee is hereby directed to forward a copy of this ordinance to the Alabama Medical Cannabis Commission within seven calendar days after its adoption.
3. Each and every provision of this Ordinance is hereby declared to be an independent provision and the holding of any provision hereof to be void or invalid for any reason shall not affect any other provision hereof, and it is hereby declared that the other provisions of this Ordinance would have been enacted regardless of any provisions which might have been invalid.
4. This ordinance shall become effective upon its passage and publication as required by law.

ADOPTED BY THE CITY COUNCIL this the day of September 6, 2022.



David R. Grissom, Mayor

ATTEST:



Belinda Miller, City Clerk

APPROVED AS TO FORM


Office of the City Attorney

Prepared By: SBH/cr
Requested: Admin Committee Date: 8/16/22
Council Presentation on: 8/23/22
Suspension of Rules: No

ORDINANCE NO. 9259

AN ORDINANCE AUTHORIZING THE OPERATION OF
MEDICAL CANNABIS DISPENSING SITES
(A22-0798)

WHEREAS, in 2021 legislative session the Alabama legislator passed Act No. 21-450 legalizing and creating a regulatory framework for medical cannabis and,

WHEREAS, the Alabama legislator made a number of findings of fact including:

“Medical research indicates that the administration of medical cannabis can successfully treat various medical conditions and alleviate the symptoms of various medical conditions.”

“There are residents in Alabama suffering from a number of medical conditions whose symptoms could be alleviated by the administration of medical cannabis products if used in a controlled setting under supervision of a physician licensed in this state.”

“Establishing a program providing for the administration of cannabis derivatives for medical use in this state will not only benefit patients by providing relief to pain and other debilitating symptoms, but also provide opportunities for patients with these debilitating conditions to function and have a better quality of life and provide employment and business opportunities for farmers and other residents of this state and revenue to state and local governments,”; and

WHEREAS, this act requires the governing body of any municipality by ordinance to authorize the operation of the dispensing sites within the corporate limits of the municipality; and

WHEREAS, a dispensary would be required to purchase a business license and pay sales tax to the City of Tuscaloosa, thus increasing revenue; and

WHEREAS, the City of Tuscaloosa wishes to authorize the operation of medical cannabis dispensing sites within the corporate limits of the City of Tuscaloosa to assure its citizens can benefit from the medical and economic benefits of medical cannabis.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA that, in accordance with Alabama Code § 20-2A-51 a holder of a license granted by the State of

Alabama pursuant to Act 21-450 is hereby authorized to operate a medical cannabis dispensing site within the corporate limits of the City of Tuscaloosa subject to the provisions of Act 21-450 and any relevant provisions of the code of the City of Tuscaloosa.

NOW, THEREFORE, BE IT FURTHER ORDAINED, any business license or sales tax revenue generated by medical cannabis dispensaries authorized by this ordinance shall be deposited to the public safety fund. The funds collected shall not be comingled with other funds of the city.


FUNDING REQUIRED: Yes No


COUNCIL ACTION

By: _____

Chief Financial Officer

Resolution _____
Ordinance _____
Introduced _____
Passed _____
2nd Reading _____
Unanimous _____
Failed _____
Tabled _____
Amended _____
Comments: _____

Adopted 8/30/22
(Ty/H)
(C, B-NO)

City Clerk

Introduced (L-Absent)
8/23/2022
intro: (Ty/H - Y ; C-NO)
unanimous: FAILED

City Clerk

STATE OF ALABAMA)
TUSCALOOSA COUNTY)

I, Brandy P. Johnson, City Clerk of the City of Tuscaloosa, Alabama, hereby certify that the attached is a full, true, and correct copy of Ordinance No. 9259 duly adopted by the City Council of Tuscaloosa at a regular meeting of said Council held on the 30th day of August, 2022, as the same appears and remains of record in the record book in the Office of City Clerk wherein are recorded the Minutes of Proceedings of said Council.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the official seal of said City of Tuscaloosa this the 31st day of August, 2022.



Brandy P. Johnson, City Clerk

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 9 – Business Plan

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.



CEO

Printed Name of Verifying Individual

Title of Verifying Individual



12/12/2022

Signature of Verifying Individual

Verification Date

Exhibit 9 – Business Plan

9.1 – Modified Flat - Hierarchical Organizational Structure

Due to the complexity of the industry and reporting requirements we have chosen a modified flat - hierarchical organizational approach to management. We will begin operations with a horizontal or flat structure which will have one of the three founders on premises during open hours. This will streamline integration of standardized processes across all areas/locations of the organization, fosters open lines of communication and improves speed and coordination of process implementation. As the company grow/matures we will transition to a more common pyramid shaped hierarchy. The benefits include:

- Clear lines of authority
- Clearer understanding of employee roles and responsibilities
- Accountability
- Career path for employees – room for advancement
- Narrow managerial control increases supervision across the workplace
- Employee loyalty

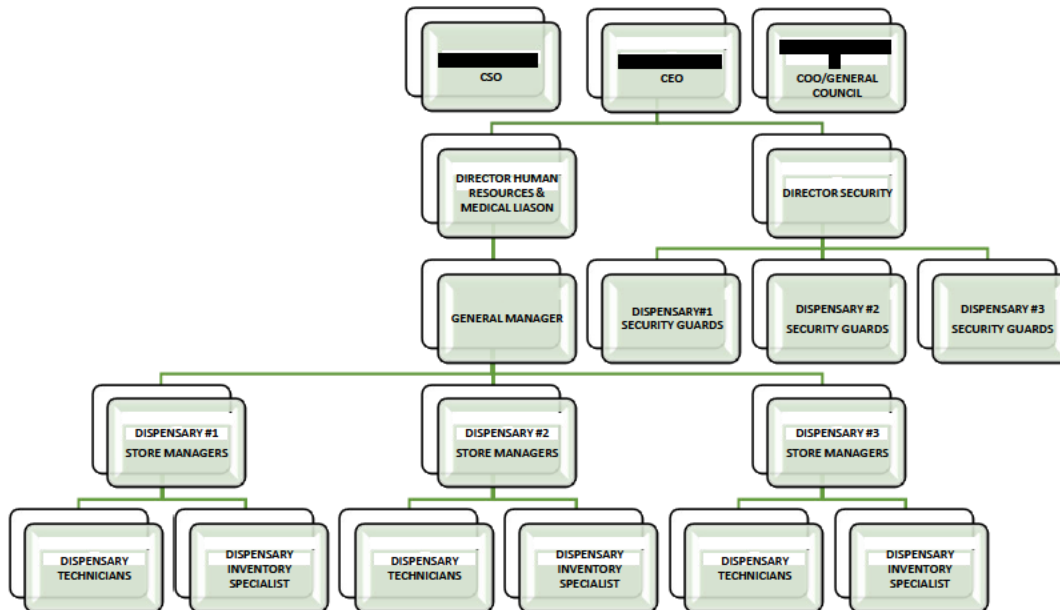
9.2 – Goals

A. Short Term (3 Year) - Opening of retail dispensaries providing Medical Cannabis to authorized patients employing at a minimum of 60-80 employees and associating with St. Vincent’s East Hospital in clinical trials of Medical Cannabis and the treatment of Parkinson’s disease.

B. Long Term (4 Year) – Continue to operate retail dispensaries providing Medical Cannabis to authorized patients and provide employment for as many employees as necessary to effectively operate the dispensaries abiding by the laws and regulations set forth by the Commission. We anticipate the opening of additional

retail dispensaries providing Medical Cannabis to authorized patients. We will continue to explore additional opportunities to partner with other medical providers to conduct research for other applicable treatment options of Medical Cannabis. In addition, we have no interest in participating in the recreational side of the industry.

9.3 – Org Chart



9.4 – Job Descriptions

a. Corporate Level Positions

CEO – Will be responsible for the following:

1. Oversee strategic direction of the organization including the application process.
2. Set goals for growth at both the dispensary & corporate level.
3. Implement changes, standard operating procedures & proposed plans.
4. Engage in media & public relations obligations at both the state & local level.

5. Interact with other leadership executives to ensure all areas of the organization are functioning properly & following all procedures.
6. Monitor company performance.
7. Set precedence for working culture & environment. ii.

CLO – Chief Legal Officer is the head of the corporate legal department & is responsible for the legal affairs of the entire corporation to include:

1. Oversee & implement all security related standards.
2. Develop & lead corporate legal strategy
3. Develop & lead internal audit & corporate compliance.
4. Engage in media & public relations obligations.
5. Oversee delivery of legal services & resources to accomplish corporate goals, strategies & priorities.
6. Maintain proper corporate interactions with the relevant local & state governmental bodies, legislatures & communities.
7. Participate in the formulation of general management policy.

COO – Chief Operating Officer will be responsible for the following:

1. Oversee dispensary buildout to ensure meet or exceed all state and local requirements.
2. Collaborate with leadership team in setting & driving organizational vision, operations strategy, & hiring levels.
3. Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, & annual operations planning.
4. Oversee company operations & employee productivity, building a highly inclusive culture that ensures team members can thrive & that organizational goals are met.

5. Build & maintain trusting relationships with key customers, clients & partners.
6. Engage in media & public relations obligations.

HR Director – Will plan, lead, direct, develop, & coordinate the policies, activities, & staff of the Human Resource (HR) department, ensuring legal compliance & implementation of the organizations mission & talent strategy.

Responsibilities include:

1. Collaborates with senior leadership to understand & the organizations goals & strategy related to staffing, recruiting, & retention.
2. Plans, leads, develops, coordinates, & implements policies, processes, training, initiatives, & surveys to support the organizations human resource compliance & strategy needs.
3. Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, & leave; disciplinary matters; disputes & investigations; performance & talent management; productivity, recognition, & morale; occupational health & safety; & training & development.
4. Facilitates professional development, training, & certification activities for all staff.

General Manager – Will be responsible for conducting & or assisting the HR Director in the hiring of employees. In addition, he will be responsible for the following:

1. Implementing standard operating procedures set forth in the business plan.
2. Manage dispensary staff, including interviewing, onboarding, Key Performance Indicator (KPI's) evaluations.
3. Creating dispensary work schedule to ensure proper staffing levels.
4. Facility maintenance scheduling
5. Building & maintaining relationships with vendors.
6. Implementing the training of all facility level personnel.

b. Dispensary Level Management Descriptions

Dispensary Manager - In addition to understanding & showing proficiency in all sub management level positions, the general manager/manager will be responsible for the day-to-day dispensary operations. Tasks include but not limited to:

1. Implementing standard operating procedures set forth in the business plan.
 - a. Opening/closing procedures
 - b. Patients check in/out procedures
 - c. Inventory Audits
 - d. Inventory Intake
 - e. Cash management/deposits
2. Manage dispensary staff, including interviewing, onboarding, Key Performance Indicator (KPI's) evaluations.

3. Creating dispensary work schedule to ensure proper staffing levels.
4. Facility maintenance scheduling
5. Building & maintaining relationships with vendors.

9.5 – Job Descriptions (Non-Managerial)

Executive Assistant – Assist the executive team with tasks such as scheduling, reviewing, prioritizing & responding to emails. In addition, they will be responsible for the following:

1. Manage scheduling for company executives.
2. Draft, review & send communications on behalf of the company &/or management team.
3. Answer & respond to phone calls, communicate messages & information to the executive
4. Prioritize emails & respond when necessary
5. Maintain various records & documents (data repositories) for the organization.

Inventory Specialist - In addition to understanding & showing proficiency in the technician level position, the Inventory Specialist will be responsible for but not limited to the following:

1. Managing all task related to receiving, stocking & reporting medical cannabis products.
2. Implementing standard operating procedures specific to inventory.
3. Reporting all necessary inventory & product information in compliance with Alabama laws & regulations. (See Alabama

Medical Cannabis Commission Rules & Regulations 538-x-1.01)

4. Controlling inventory levels, ordering products & ensuring adequate stock.
5. Complying with all documented security procedures to safeguard inventory.
6. Performing routine inventory audits & reconciling inventory information (Flowhub & physical counts).
7. Managing product return, expire product, etc.
8. Assist the technicians during peak times to ensure we limit the wait times as much as possible.

Dispensary Technicians are the most customer facing role on the dispensary team. Technicians will be responsible for the following:

1. Opening/closing of the store to include powering on/off Point of Sale systems, lighting, music, kiosks, etc.
2. Providing service to dispensary patients, including education on strains, products & consumption methods.
3. Handling cash/electronic payments & entering transaction data into Flowhub through the point-of-sale devices.
4. Maintaining the appearance of the retail sales floor to include merchandising, restocking inventory & cleaning the sales floor.
5. Continuing medical cannabis education & maintaining up-to-date product knowledge.

Receptionist will be a customer's first introduction to the [REDACTED] Dispensary. Receptionist will be responsible for the following:

1. Opening/Closing of the store to include visual inspection of front desk & waiting area (seating, educational materials, etc.), making sure all tech related devices are charged & ready for use, check areas for trash, tidy, refold or restock any noncannabis merchandise.
2. Greeting customers when they enter the dispensary.
3. Check & scan patient identification cards & ensuring all patients are of legal age before entering the secure sales floor.
4. Answering phones & fielding calls to the appropriate dispensary staff.
5. Tracking the daily flow of patients into the dispensary by entering the prerequisite information/data into Flowhub.
6. Gathering customer contact information for loyalty programs & documenting medical records if applicable following standardized HIPPA procedures.

9.6 – Executive Summary

- **OPPORTUNITY** – Create a business entity to secure a dispensary license through the Alabama Medical Cannabis Commission. This will allow [REDACTED] LLC, known hereafter as [REDACTED] the opportunity to open a minimum of three dispensary sites across the Northwest quadrant of the state.
- **MISSION** – Distribute medical cannabis through three, state approved, dispensaries. We will supply jobs to no less than sixty employees following the completion of phase three. [REDACTED] will dispense medical cannabis in a safe, secure and legal manner following the laws of the State of Alabama & all rules/regulations

specified in 538-X-1-10. These proven products will improve quality of life for patients suffering from life altering complications from (but not limited to): multiple sclerosis, neurological disorders, stroke, seizures, Parkinson's, and chronic pain. In addition, these products will alleviate the fear of overdosing, addiction, and side effects such as constipation, physical dependence, tolerance, and respiratory depression in treating these medical complications.

In addition, we are currently working with Dr. Gill Diethelm at St Vincent's East to implement clinical trials utilizing medical cannabis in the treatment of Parkinson's Disease and in particular dosage and frequency as it relates to the long-term side effects of the disease. Dr Diethelm is a board-certified Neurology Specialist with over 20 years' experience in the medical field. Dr Diethelm completed his residency with UAB Hospital in 2007 and opened his Neurology practice in 2007 at St Vincent's East where he treats patients with migraines, neuropathy, multiple sclerosis, dementia, Parkinson's disease, stroke and epilepsy.

- **FOUNDERS** – [REDACTED] LLC is a startup company founded by [REDACTED] [REDACTED] and [REDACTED]. All members of the Limited Liability Company have immediate family members suffering from medical conditions where medical cannabis serves as a direct and viable solution. See Company Descriptive Overview Section 3 for additional information.

CANNABIS INDUSTRY – According to Data Bridge Market Survey on August 6th, 2022, the “Medical cannabis market to generate USD \$54.34 Billion globally by 2029 and is expected to undergo a CAGR of 22.1. The Healthcare Products industry as a whole is expecting only 12.9% for the same period.

According to Report ID: GMI2890 released in October of 2022 by Global Market Insights states “U.S. Medical Cannabis Market size was worth more than USD \$9 billion in 2021 and is anticipated to exhibit 10% CAGR between 2022 to 2030”. This would estimate the market to reach USD \$23 billion by 2030. Key drivers include increasing application of medical cannabis for a myriad of medical conditions and symptoms, growing demand for medical cannabis legalization and the rising number of research and development & clinical trial activities. States similar in size and demographics as Alabama have shown significant growth rates as these programs have come online. For instance, Utah experienced USD \$8 million in sales in the first 6 months upon program launch. This exceeded expectations by TWO YEARS. From 2021 – 2022 Utah is seeing a 300% increase in sales, year over year. Alabama is forecasted to reach USD \$48 million at the end of the first year. Please see Company Descriptive Overview Section 1 titled Market Opportunities for a more in-depth look at the Alabama market.

- **CAPITAL INVESTMENTS AND REPAYMENT** - The estimated capital investment will be approximately Seven Hundred Thousand (\$700,000.00) dollars. Two Hundred and Fifty Thousand (\$250,000.00) will be utilized for the initial buildout, hiring and opening of dispensary. The remaining amount will be utilized to offset

loss due to low product availability and a small customer base early on in the process. We will further refine and lower the capital investment costs during the time period between application submittal and licensing awarding.

9.7 – Products/Services

MEDICAL CANNABIS CHEMOVARS

- a. **Cannabis Sativa** –Sativas have a higher THC and lower CBD content than Indicas, however additional chemical components still have a role in it effects and uses. One of the most common medical benefits of Cannabis Sativa is the reduced symptoms associated with depression. This chemovar has a wellestablished ability to promote activity, reduce apathy and elevate moods. In addition, the beneficial qualities associated include increased focus and creativity, anti-depressant qualities, relief from anxiety, and the ability to treat chronic pain. Sativa helps to increase levels of serotonin, the neurotransmitter involved in the regulation of sleep, mood, learning, appetite, and anxiety. Cannabis Sativa is recommended for daytime use in medical cannabis patients.

- b. **Cannabis Indica** – Indicas have a higher CBD and lower THC content than Sativas. One of the most common benefits of Cannabis Sativa is its muscle relaxant properties, reduced insomnia severity and appetite stimulant. In addition, the beneficial qualities of Indica medicinal cannabis include decreased nausea, decreased acute pain, increased muscle relaxation, and increased appetite. Indica is also known to help increase dopamine, the neurotransmitter that helps control the brain’s pleasure and reward centers. Cannabis Indica is recommended for nighttime use with medical cannabis patients.

- c. **Hybrids** - Hybrid cannabis strains are plants that have the combined characteristics of Cannabis sativa and Cannabis indica plants. Most cannabis today is a type of hybrid marked as either indica- or sativa-dominant, rather than pure indica or sativa. This is because “landrace strains,” or original cannabis strains that maintain their native characteristics, are difficult to obtain in today’s cross-breeding, global market. Patients should view these categories as a blend of attributes. Hybrids are proven to improve the treatment options for the patient. For example, a patient who finds a particular sativa strain overstimulating may be tempted to avoid this category entirely, when in fact some milder Sativa’s may be able to treat their symptoms successfully. Hybrids will continue to improve over time with the continued research and testing across the nation.

Medical Cannabis Products

- a. **Tablets/Capsules** – This category includes gel caps and/or tablets holding cannabinoids. The physical components and formulations can vary depending on the on the manufacturer and intended use of the medication. For example, some may contain high levels of CBD, whereas others may contain high levels of THC. They typically come in three forms.
 - i. Oil capsules have an oil/distillate inside them. They are typically in the form of clear gel caps and come in concentrations that range from 5 to 25mg THC. This allows for precise dosing.
 - ii. Decarboxylated Capsules contain decarboxylated cannabinoids. This includes all the cannabinoids found in the plant matter that is typically missing from both the oil/distillate and the Crystalline THC.
 - iii. Crystalline tablets. Crystalline THC is a white powder that resembles table salt. Crystalline THC is made up entirely of THC, leaving out all plant matter, terpenes, and minor

cannabinoids in the process. These tablets can also allow for very precise dosing.

- b. **Tinctures** – Tinctures are cannabis extracts suspended in oil, alcohol or glycerin. Tinctures typically come in 1 Fl oz (30mL) glass bottles with droppers. Due to the classification of the product, they typically exceed the 100mg THC content seen in other products. Tinctures allow for sublingual administration. The membranes under the tongue are thin and allow for a high bioavailability, meaning they are quickly absorbed. Tinctures have a speedier onset than other forms of ingestible THC because they do not require digestion to activate the cannabinoids. Tinctures in general have an onset time of 20-40 minutes with effects lasting up to 3 hours.

- c. **Topical Use Products** – Topical cannabis products are creams, gels or oils that are infused with CBD, THC or CBD/THC. In general, the CBD/THC infused topicals typically work best for inflammation/pain due to the antiinflammatory properties of CBD and the analgesic properties of THC. Other uses include the treatment of Eczema, acne, inflammation and in some instances skin cancer. Cannabinoids, in early lab testing, have shown some degree of cancer killing properties. Topicals do not enter the blood stream and provide no cerebral effect.

- d. **Transdermal Patches** – Transdermal patches have been around for 40+ years. In 1979 the FDA approved a scopolamine patch for motion sickness. In 1991 the market saw the nicotine patch to combat tobacco use. A THC Transdermal Patch is a thin plastic coated and adhesive backed patch that can be worn on venous parts of the body (ankle, arm, wrist, etc.). The body heat activates the patch thus allowing a metered dose of THC. Transdermal

patches have the longest active benefits and can supply metered dosing for up to 72 hours. In addition, they provide a low level of cerebral effects.

- e. **Nebulizers** – A nebulizer is a device which delivers a mist of medicine that is easily inhaled into the lungs. Nebulizers have been used for respiratory illnesses for decades. They have proven to be an efficient way to administer medication to the body without the side effects of irritated lungs and throat. Research in this area is ongoing and there are very few products that have been approved. This is due in part to the cannabis extracts being hydrophobic. Cannabis extracts are not water soluble. We do not expect Nebulizers to be an active product during the first two years of operations.

- f. **Edibles** (Gummies) – Gummies are a unique type of medical cannabis products used for a variety of ailments. They are unique due to the considerable delay in effects (up to 1 hour). Through ingestion the THC becomes metabolized in the liver and converts the Delta 9-THC to 11Hydroxy THC. 11 Hydroxy is five times stronger than Delta 9, therefore smaller doses can be utilized with the same benefits. Due to the lengthy metabolization process gummies can supply medical relief for 4-8 hours thus making it a favorite among all the products listed above.

- g. **Inhalers** – Medical Cannabis Inhalers are a new form of consumption. Designed for discretionary medicating these devices supply a metered dose (typically a micro dose) of cannabinoids (CBD/THC). Inhalers work like asthma inhalers and typically use the same propellant. As you inhale the compounds reach the bronchial tubes and lungs. The cannabinoids are absorbed by the alveoli and sent to the bloodstream. This efficient delivery of cannabinoids due to high bioavailability has proven to be an efficient option.

Effects are felt within 10-15 minutes and last approximately 2-3 hours.

9.8 – Advertising & Marketing

Market Growth – There are increasing numbers of age-related medical problems including strokes, orthopedic issues, and autoimmune diseases.

This is partly due to

an aging population and poor dietary habits increasing the number of people affected by autoimmune diseases. All these deal with neurological and pain related issues. Funding and research from the Alabama Cannabis Commission will continue to identify areas in which this product creates a valid solution. Additionally, future approved products will continue to increase the spectrum of patients who qualify for treatment. We expect the market (potential patients) to grow at a rate above 15% per month for a minimum of 2 years then stabilizing at 5-7% growth year over year thereafter.

PROMOTIONAL STRATEGY – ██████████ LLC will market and advertise its business utilizing the following channels.

- Website
 - Website to be active 60 days prior to grand opening
- Print Advertising
 - Newspaper, Community Magazines
 - QR Codes
- Billboards
 - Standard and Poster Sized
- Radio Ads
 - WJOX-FM
 - 106.9

- 103.7
- 104.7
- Email Blasts
 - Voluntary signup through the website
- Digital Media
 - Iheartjane.com (ecommerce)
- Leaflets
 - Print and Digital
 - QR Codes
- Product Education Brochures
 - Print and Digital
 - QR Codes

9.9 – Community Engagement Plan

Engage community leaders – Involve the leadership of the communities

- Communicate short and long term plans with city leaders.
- Review security plans with local LEO.

Participate in community functions/celebrations

- Parades
- Festivals

Participate in community organizations

- Join and participate in the local Chamber of Commerce.

Hire local

- We will make every effort to hire local for all dispensary positions should the candidates meet the requirements of the positions.

Buy local (Non Cannabis Products)

- Utilize local community banks and credit unions where applicable
- Create supplier relations with other local business owners for all NON cannabis related products.

Support Education

- Support local schools through donations, ad purchasing, etc

Participate in Drug Awareness Programs/Education

- Schools
- Civic
- Other

9.10 – Environmental Impact Study

Due to the nature of a dispensary, we estimate zero negative environmental impact.

9.11 – Insurance Plan



LACY GRICE INSURANCE AGENCY, INC.

1917 THIRD AVENUE

P O BOX 1952

JASPER, AL 35501

Phone 205-221-2620

Fax 205-221-0066

December 19, 2022

Attention:

Mr. Danny Morrow
2401 Woodridge Drive
Jasper AL 35504

Dear Danny:

Thank you for your call to inquire about insurance for medical cannabis dispensaries. I have researched the available coverages as you requested. I am pleased to report that, while this is a difficult class of business to insure, there are emerging insurance markets that specialize in this type of coverage. I do not anticipate difficulty finding adequate insurance protection, including General and Professional Liability coverage. I will be happy to prepare proposals and coverage offers for you at the appropriate time.

I appreciate your business very much.

Sincerely,

A handwritten signature in blue ink that reads "Jeff Grice".

Jeffrey C. Grice, CIC

jcg

██████████ LLC

COMPLETE BUSINESS PLAN

EXECUTIVE SUMMARY

OPPORTUNITY –a Create business entity to secure a dispensary license through the Alabama Medical Cannabis Commission. This will allow ██████████ LLC, known hereafter as ██████████ the opportunity to open a minimum of three dispensary sites across the Northwest quadrant of the state.

MISSION – Distribute medical cannabis through three, state approved, dispensaries. We will supply jobs to no less than sixty employees following the completion of phase three. ██████████ will dispense medical cannabis in a safe, secure and legal manner following the laws of the State of Alabama & all rules/regulations specified in 538-X-1-10. These proven products will improve quality of life for patients suffering from life altering complications from (but not limited to): multiple sclerosis, neurological disorders, stroke, seizures, Parkinson’s, and chronic pain. In addition, these products will alleviate the fear of overdosing, addiction, and side effects such as constipation, physical dependence, tolerance, and respiratory depression in treating these medical complications.

- In addition, we are currently working with Dr. Gill Diethelm at St Vincent’s East to implement clinical trials utilizing medical cannabis in the treatment of Parkinson’s Disease and in particular dosage and frequency as it relates to the long-term side effects of the disease. Dr Diethelm is a board-certified Neurology Specialist with over 20 years’ experience in the medical field. Dr

Diethelm completed his residency with UAB Hospital in 2007 and opened his Neurology practice in 2007 at St Vincent's East where he treats patients with migraines, neuropathy, multiple sclerosis, dementia, Parkinson's disease, stroke and epilepsy.

FOUNDERS – ██████████ LLC is a startup company founded by ██████████ ██████████ and ██████████ Jr. All members of the Limited Liability Company have immediate family members suffering from medical conditions where medical cannabis serves as a direct and viable solution. See Company Descriptive Overview Section 3 for additional information.

CANNABIS INDUSTRY – According to Data Bridge Market Survey on August 6th, 2022, the “Medical cannabis market to generate USD \$54.34 Billion globally by 2029 and is expected to undergo a CAGR of 22.1. The Healthcare Products industry as a whole is expecting only 12.9% for the same period. According to Report ID: GMI2890 released in October of 2022 by Global Market Insights states “U.S. Medical Cannabis Market size was worth more than USD \$9 billion in 2021 and is anticipated to exhibit 10% CAGR between 2022 to 2030”. This would estimate the market to reach USD \$23 billion by 2030. Key drivers include increasing application of medical cannabis for a myriad of medical conditions and symptoms, growing demand for medical cannabis legalization and the rising number of research and development & clinical trial activities. States similar in size and demographics as Alabama have shown significant growth rates as these programs have come online. For instance, Utah experienced USD \$8 million in sales in the first 6 months upon program launch. This exceeded expectations by TWO YEARS. From 2021 – 2022 Utah is seeing a 300% increase in sales, year over year. Alabama is forecasted to reach USD \$48 million at the end of the first year. Please see Company Descriptive Overview Section 1 titled Market Opportunities for a more in-depth look at the Alabama market.

CAPITAL INVESTMENTS AND REPAYMENT - The estimated capital investment will be approximately Seven Hundred Thousand (\$700,000.00) dollars. Two Hundred and Fifty Thousand (\$250,000.00) will be utilized for the initial buildout, hiring and opening of dispensary. The remaining amount will be utilized to offset loss due to low product availability and a small customer base early on in the process. We will further refine and lower the capital investment costs during the time period between application submittal and licensing awarding. See cost breakdown on the following page.

Startup Expenses	
Incorporation Fees	\$500.00
Insurance	
Business Personal Property (\$1,000,000)	\$6,250.00
General Liability (\$1,000,000)	\$2,500.00
Workers Compensation	\$2,000.00
Graphic Art	\$500.00
Signage (illuminated Outdoor/Backlit Steel in waiting)	
Storefront Illuminated Letters	\$4,838.08
Lobby	\$500.00
Brushed Stainless Outdoor Sign (48"x96" with Standoffs)	\$300.00
Rectangular Illuminated with Backlight (36"x 68")	\$2,240.00
Advertising	
8 Static Poster Unit-10.5'x22.8' (Tuscaloosa \$5k/Month)	\$9,870.00
Digital Geolocation Advertising (\$1,800/month)	\$3,600.00
Website Design & Hosting	\$5,000.00
Print Media	
Trifold Educational Brochure (full color/gloss) Qty-5000	\$600.00
Trifold Product Brochure (full color/gloss) Qty-1000	\$300.00
Bound Standard Operating Procedures Qty-10	\$200.00
ID Badges (Will they need barcode, QR or mag stripe??) Qty-20	\$100.00

Facility Equipment, Furniture & Fixtures**NEWOOD**

Cash Wraps Series 961 (73" Wide) Qty-3	\$7,500.00
Modular Wall Bins (16"x47"x92") Qty-6	\$2,844.00

PARKER

Cash Wrap Series FDCAN103 (36" Wide) Qty - 4 (\$1077/ea)	\$4,308.00
Corner Unit Series FDCAN105 (24" Wide) Qty - 1 (\$525/ea)	\$525.00
Inline Display Series FDCAN104 (64" Wide) Qty - 4 (\$1445/ea)	\$5,780.00
Credenza Wall Piece with slatwall FDCAN113 (48" Wide) Qty-4 (\$1575/ea)	\$6,300.00
Modular Wall Unit Shelves (24" Wide) Qty-6 (\$450/ea)	\$2,700.00
Secure Inventory Cabinets (48x24x74) Qty-4	\$6,200.00
Modular Vault (6'x8"x81")	\$8,000.00
Waiting Room Chairs (Singles) Qty-20	\$1,200.00
Reception Office Furniture	\$2,000.00
Breakroom Furniture & Equipment (Tables, Refrigerator, Microwave & Coffee)	\$1,500.00
Manager Office Furniture	\$2,000.00
TV - Waiting Room	\$500.00
TV- Sales Floor (55" for product information) Qty-3	\$1,500.00
Printers (Back office and reception)	\$1,000.00
Phone System	\$300.00
Misc. Office Supplies	\$1,500.00
Filing Cabinets	\$400.00
ATM	\$2,420.00
Badge Access Door Locks Qty-3	\$3,000.00
Point of Sale Hardware	
NUG (Handheld Scanner) Qty-2	\$2,000.00
Point of Sale Hardware System (Fixed Location) Qty-5	\$11,000.00
Receipt Printer (1 per register) Qty-5	\$1,580.00

Software

Flowhub (\$950/month)(Point of Sale)	\$11,400.00
Jane.com (E-Commerce) (\$300/month)	\$3,600.00

Buildout/Construction

200' Finished Lineal Wall (Sheetrocked) (\$25/Foot)	\$5,000.00
Interior Doors (Steel) Qty - 7	\$2,100.00
Concrete Floor Coating (\$7/Sqft) 1750 Sqft Total	\$12,250.00
Lighting	\$5,000.00
Electrical	\$3,500.00
Plumbing	\$3,500.00
Integrated Security System	\$2,500.00
Rent (First and Last Month)	\$6,000.00

Product

Medical Cannabis	\$50,000.00
Non Cannabis Items	\$5,000.00

Uniforms

\$1,000.00

TOTAL Startup Expenses **\$226,205.08**

Seven Months Fixed Expenses (\$55,236/Month) **\$386,652.00**

\$612,857.08

FINANCIAL HIGHLIGHTS – The estimations based on various states of similar populations and demographics place the financial return on investment to approximately 10% or \$625,000 in the second year and 14-18% for each additional

year. The industry average is 15-20% Net Income after all tax obligations therefore we will set our benchmark initially at 17.5%. All financial projections, both here and as attachments, represent a max of three dispensaries under a single [REDACTED] license. Grand openings of the dispensaries will be staggered in order to ensure we are exceeded the state level requirements and can operate in an efficient and profitable manner.

a. Forecasted P&L

6 Year Forecasted Profit & Loss

Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Medical	\$2,019,428.76	\$6,489,716.60	\$7,470,830.90	\$7,931,615.40	\$8,420,052.95
Cannabis					
COGS	\$1,009,714.38	\$3,244,858.30	\$3,735,415.45	\$3,965,807.70	\$4,210,026.47
Total Income	\$1,009,714.38	\$3,244,858.30	\$3,735,415.45	\$3,965,807.70	\$4,210,026.47
<hr/>					
Expenses					
Monthly Fixed Expense	\$393,400.00	\$1,294,968.00	\$1,294,968.00	\$1,294,968.00	\$1,294,968.00
Corporate Expense	\$378,040.02	\$933,420.24	\$1,038,437.24	\$1,086,819.62	\$1,138,105.56
Total Expenses	\$771,440.02	\$2,228,388.24	\$2,333,405.24	\$2,381,787.62	\$2,433,073.56
<hr/>					
EBIT	\$238,274.36	\$1,016,470.06	\$1,402,010.21	\$1,584,020.08	\$1,776,952.91
Income Tax (IRS 208E) 21%	\$212,040.02	\$681,420.24	\$784,437.24	\$832,819.62	\$884,105.56
<hr/>					

Profit/Loss **\$26,234.34** **\$625,497.39** **\$960,877.13** **\$1,057,690.93** **\$1,111,468.94**

COMPANY DESCRIPTIVE OVERVIEW

1. **MARKET OPPORTUNITIES** –DENVER, June 17, 2021 /PRNewswire/ -- Business intelligence from Avera (Nasdaq: [KERN](#)), an enterprise software, leading compliance technology provider, and developer of the cannabis industry's first seed-to-sale enterprise resource planning (ERP) software technology ([MI Platform®](#)), predicts that Alabama will make \$600,146,880 in its first three years of medical retail cannabis sales. Research and financial forecasts are showing the potential of Alabama to retail around \$48 million in its first full year of medical sales, \$163 million in the second year, and approximately \$387 million in the third year of legal medical cannabis sales. ██████████ LLC is poised to be first to market in the dispensary licensing category.

2. **TARGET MARKET (WHO WE SERVE)** – To date a total of fourteen different disorder/ailment categories have been approved for treatment. As this program progresses, we fully expect to see other disorders or ailments added to the list below. The following specific issues or disorders have been approved to participate in the medical cannabis program once they have been issued a medical cannabis medical card by licensed medical doctors. The issues include:

- a. Autism
- b. Cancer-related weight loss, chronic pain & nausea
- c. Crohn's
- d. Depression, epilepsy or condition causing seizures
- e. HIV/AIDS-related nausea or weight loss
- f. Panic disorder
- g. Parkinson's

- h. Persistent nausea not related to pregnancy
- i. PTSD
- j. Sickle Cell
- k. Spasticity associated with diseases including ALS, multiple sclerosis, & spinal cord injuries
- l. Terminal illnesses
- m. Tourette's
- n. Chronic pain for which conventional therapies & opiates should not be used or are ineffective

In addition, we will participate in a clinical study, with Richard G. Diethelm, M.D. PC regarding dosing and frequency to treat Parkinson's disease. This clinical study will take place at Neurology East (St. Vincent's East) in Birmingham, AL.

3. **OUR UNIQUENESS** – All of the members of the Limited Liability Company have immediate family members suffering from medical conditions in which medical cannabis will serve to provide an improved quality of life. These family members of the members suffer from complications from severe stroke, multiple sclerosis, Crohn's Disease and seizure disorders. We each have a personal vested interest in improving the quality of life for our families and our communities. We also come from various backgrounds of education and vocational experience. As members of the LLC, we have one attorney who has twenty-five years of experience practicing law, a former employee of the coal industry who is a member of a company selling mechanical applications to the pipeline and fluids industry and another of that same company member who has been in outside sales for over twenty years in the industrial machine industry. This gives [REDACTED] almost 100 years of experience in operating profitable businesses. All members have operated in

management and/or retail sales during their careers and all three currently own and operate profitable long-term businesses within the state of Alabama.

4. **FUTURE PLANS** – Currently our business model is built around a three-phase approach to facility openings. Opening one storefront at a time allows us the ability to make any necessary changes to layout, procedures, etc. to improve efficiency, customer service and profitability. In addition, we will be able to train the second and third wave of employees in an existing storefront providing invaluable training experiences. We have identified Jefferson, Tuscaloosa, Walker, Fayette, Cullman, Franklin and Lawrence Counties as potential locations.

- a. **Phase One** (3-5 months) – Build or purchase structures to dispense medical cannabis in all approved forms. Dispensary #1 will be located within Jefferson County.
- b. **Phase Two** (6-9 months after dispensary #1 opening) – Reevaluate the market and our ability to service our customer base deciding the necessity of the second dispensary. In addition, we will take into consideration all existing dispensaries to ensure overall coverage of the state’s population centers.
- c. **Phase Three** (9-12 months after dispensary #1 opening) – Reevaluate the market and our ability to service our customer base deciding the necessity of the third dispensary. In addition, we will take into consideration all existing dispensaries to ensure overall coverage of the state’s population centers.
- d. **Phase Four** – Reevaluate the market and our ability to service our customer base deciding the necessity of added satellite dispensaries.

- e. **NOTE:** By opening in phases, we can ensure proper training and implementation of Standard Operating Procedures (SOPs) across ALL facilities. In addition, with any new business venture, we expect some level of setbacks and opportunities to further improve our processes.

- a. **REGULATIONS** – The customers must have a Medical Cannabis Card and a prescription/recommendation from a licensed physician. We have chosen FLOWHUB as our point-of-sale software program. FLOWHUB was the first software developed to integrate with METRC (Alabama State Level Tracking Software) in a concise and prompt manner. As new patients are populated in the METRC Database, we (██████████) will receive daily data dumps to include all new approved patients from the previous day. This data will automatically synchronize with the FLOWHUB database to ensure ANY AND ALL patients/caregivers entering the facility are in fact registered at the state level. In addition, all daily sales transactions will be sent to METRC in real time to ensure that the patient cannot then drive to a competitor’s locations and purchase quantities above the state regulated limits.

INDUSTRY ANALYSIS

- 1. **INDUSTRY OVERVIEW** – This industry will be tightly controlled by the State of Alabama. The State legislature has codified laws governing the Medical Cannabis industry. In addition to the codification of laws, the legislature has formed a Commission to regulate and oversee this industry. The Commission, in conjunction with the codified laws will serve to govern the Medical Cannabis industry.

- 1. **Market Trends** – The current treatment for most of the medical issues that will be treated by medical cannabis are currently treated by opioids. These are highly addictive and have a high rate of overdosing. Neither of these problems are possible with medical cannabis. In addition, medical cannabis can and does

treat a multitude of ailments with far fewer side effects. Alabama is projected to see over \$600,000,000 in GDP growth over the first 3 years of inception. Medical cannabis has proven to be profitable across the thirty-five previous states which have implemented similar programs.

2. **Market Growth** – There are increasing numbers of age-related medical problems including strokes, orthopedic issues, and autoimmune diseases. This is partly due to an aging population and poor dietary habits increasing the number of people affected by autoimmune diseases. All these deal with neurological and pain related issues. Funding and research from the Alabama Cannabis Commission will continue to identify areas in which this product creates a valid solution. Additionally, future approved products will continue to increase the spectrum of patients who qualify for treatment. We expect the market (potential patients) to grow at a rate above 15% per month for a minimum of 2 years then stabilizing at 5-7% growth year over year thereafter.

3. **COMPETITOR ANALYSIS** – There are currently no competitors within this market as this is a new industry within the state of Alabama. The current regulations permit a total of thirty dispensaries to open in the State. We expect 10-15 total dispensaries opening within 180 days of the licenses being awarded.

COMPANY OVERVIEW

1. **HISTORY** – ██████████ LLC. is a startup company based in Jasper, AL.
2. **LEGAL STRUCTURE** – ██████████ will operate as a Multi Member Limited Liability Company under the laws of the State of Alabama.
3. **PRODUCTS AND SERVICES** – The retail sale of medical cannabis and medical cannabis accessories as permitted by the State.
 - a. Tablets/Capsules
 - b. Tinctures

- c. Topical Use Products
- d. Transdermal Patches
- e. Nebulizers
- f. Edibles (gelatin/gummies)
- g. Inhalers
- h. Secure Storage Devices
- i. Nebulizer Hardware

4. SUMMARY OF GOALS (SHORT & LONG TERM)

Short Term (3 Year) - Opening of retail dispensaries providing Medical Cannabis to authorized patients employing at a minimum of 60-80 employees and associating with St. Vincent's East Hospital in clinical trials of Medical Cannabis and the treatment of Parkinson's disease.

Long Term (4 Year) - Continue to operate retail dispensaries providing Medical Cannabis to authorized patients and provide employment for as many employees as necessary to effectively operate the dispensaries abiding by the laws and regulations set forth by the Commission. We anticipate the opening of additional retail dispensaries providing Medical Cannabis to authorized patients. We will continue to explore additional opportunities to partner with other medical providers to conduct research for other applicable treatment options of Medical Cannabis. In addition, we have no interest in participating in the recreational side of the industry.

PRODUCTS AND SERVICES

1. MEDICAL CANNABIS CHEMOVARS

- d. **Cannabis Sativa** –Sativas have a higher THC and lower CBD content than Indicas, however additional chemical components still have a role in it effects and uses. One of the most common medical benefits of Cannabis Sativa is the reduced symptoms associated with depression. This chemovar has a wellestablished ability to promote activity, reduce apathy and elevate moods. In addition, the beneficial qualities associated include increased focus and creativity, anti-depressant qualities, relief from anxiety, and the ability to treat chronic pain. Sativa helps to increase levels of serotonin, the neurotransmitter involved in the regulation of sleep, mood, learning, appetite, and anxiety. Cannabis Sativa is recommended for daytime use in medical cannabis patients.

- e. **Cannabis Indica** – Indicas have a higher CBD and lower THC content than Sativas. One of the most common benefits of Cannabis Sativa is its muscle relaxant properties, reduced insomnia severity and appetite stimulant. In addition, the beneficial qualities of Indica medicinal cannabis include decreased nausea, decreased acute pain, increased muscle relaxation, and increased appetite. Indica is also known to help increase dopamine, the neurotransmitter that helps control the brain’s pleasure and reward centers. Cannabis Indica is recommended for nighttime use with medical cannabis patients.

- f. **Hybrids** - Hybrid cannabis strains are plants that have the combined characteristics of Cannabis sativa and Cannabis indica plants. Most cannabis today is a type of hybrid marked as either indica- or sativa-dominant, rather than pure indica or sativa. This is because “landrace

strains,” or original cannabis strains that maintain their native characteristics, are difficult to obtain in today’s cross-breeding, global market. Patients should view these categories as a blend of attributes. Hybrids are proven to improve the treatment options for the patient. For example, a patient who finds a particular sativa strain overstimulating may be tempted to avoid this category entirely, when in fact some milder Sativa’s may be able to treat their symptoms successfully. Hybrids will continue to improve over time with the continued research and testing across the nation.

2. PRODUCT DESCRIPTIONS

- h. **Tablets/Capsules** – This category includes gel caps and/or tablets holding cannabinoids. The physical components and formulations can vary depending on the on the manufacturer and intended use of the medication. For example, some may contain high levels of CBD, whereas others may contain high levels of THC. They typically come in three forms.
- Oil capsules have an oil/distillate inside them. They are typically in the form of clear gel caps and come in concentrations that range from 5 to 25mg THC. This allows for precise dosing.
 - Decarboxylated Capsules contain decarboxylated cannabinoids. This includes all the cannabinoids found in the plant matter that is typically missing from both the oil/distillate and the Crystalline THC.
 - Crystalline tablets. Crystalline THC is a white powder that resembles table salt. Crystalline THC is made up entirely of THC, leaving out all plant matter, terpenes, and minor cannabinoids in the process. These tablets can also allow for very precise dosing.

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- k. **Transdermal Patches** – Transdermal patches have been around for 40+ years. In 1979 the FDA approved a scopolamine patch for motion sickness. In 1991 the market saw the nicotine patch to combat tobacco use. A THC Transdermal Patch is a thin plastic coated and adhesive backed patch that can be worn on venous parts of the body (ankle, arm, wrist, etc.). The body heat activates the patch thus allowing a metered dose of THC. Transdermal patches have the longest active benefits and can supply metered dosing for up to 72 hours. In addition, they provide a low level of cerebral effects.

- l. **Nebulizers** – A nebulizer is a device which delivers a mist of medicine that is easily inhaled into the lungs. Nebulizers have been used for respiratory illnesses for decades. They have proven to be an efficient way to administer medication to the body without the side effects of irritated lungs and throat. Research in this area is ongoing and there are very few products that have been approved. This is due in part to the cannabis extracts being hydrophobic. Cannabis extracts are not water soluble. We do not expect Nebulizers to be an active product during the first two years of operations.

- m. **Edibles (Gummies)** – Gummies are a unique type of medical cannabis products used for a variety of ailments. They are unique due to the considerable delay in effects (up to 1 hour). Through ingestion the THC becomes metabolized in the liver and converts the Delta 9-THC to 11Hydroxy THC. 11 Hydroxy is five times stronger than Delta 9, therefore smaller doses can be utilized with the same benefits. Due to the lengthy metabolization process gummies can supply medical relief for 4-8 hours thus making it a favorite among all the products listed above.

- n. **Inhalers** – Medical Cannabis Inhalers are a new form of consumption. Designed for discretionary medicating these devices supply a metered dose (typically a micro dose) of cannabinoids (CBD/THC). Inhalers work like asthma inhalers and typically use the same propellant. As you inhale the compounds reach the bronchial tubes and lungs. The cannabinoids are absorbed by the alveoli and sent to the bloodstream. This efficient delivery of cannabinoids due to high bioavailability has proven to be an efficient option.
Effects are felt within 10-15 minutes and last approximately 2-3 hours.

4. **MARKET ROLE** – The most common use for medical cannabis, within the medical field, is pain control. Medical cannabis is not strong enough for severe pain (i.e., post-surgical patients, trauma, etc.). However, research and testing have shown medical cannabis is highly effective on chronic pain that plagues millions of individuals across the country. Medical cannabis has shown itself to be a practical alternative to daily use of opiates to effectively control chronic pain while reducing the side effects associated with opiates. In addition, a multitude of neurological related issues have shown significant improvement with medical cannabis treatment. As education continues to improve, more physicians are becoming aware of the potential benefits thus creating increased patient numbers.

5. **RESEARCH AND DEVELOPMENT** – Research and development for medical cannabis is ongoing across the country. From creating hybrid strains of product to improved modes of delivery, we are seeing an increase in products and or applications on a regular basis. As this program moves forward, the state committee has committed funds to further increase the level of research and development for future products. In addition, [REDACTED] is committed to participating in clinical study trials to further these research goals.

MARKET ANALYSIS

1. **CUSTOMER DEMOGRAPHICS** – A recent snapshot of the US Industry by FLOWHUB shows most medical cannabis users to fall in the following categories: Millennials 42%, Generation X 23%, and Baby Boomers 17%. From this we can determine our market age will be 25-75 years old. Alabama has a population of 4,447,100. 65.9% of the population consist of individuals between the ages of 25 and 75. That puts the current market size at 2,930,638. However, to engage this market, we need the

support of the Alabama based clinicians. A recent Medscape Survey showed over 70% support and according to survey data published in the journal *Cannabis and Cannabinoid Research* they concluded almost identical numbers.

2. INDUSTRY OUTLOOK

a. Forecasted Gross Revenue (State Level)

- i. Year 1 - \$48,000,000
- ii. Year 2 - \$163,000,000
- iii. Year 3 - \$387,000,000

3. SWOT

<p>STRENGTHS</p> <ul style="list-style-type: none">• New market• Evidence based research/results• Market growth potential• Limited competition (short term)• Medical community support (>70%)	<p>WEAKNESSES</p> <ul style="list-style-type: none">• Stigma• Lack of banking options• Insurance challenges• Small business• Lack of social media advertising• IRS Rule 208E
<p>OPPORTUNITIES</p> <ul style="list-style-type: none">• First/Early to market• Wide range of product offerings• Limited startup risks• Regulation changes (bipartisan Senate support)	<p>THREATS</p> <ul style="list-style-type: none">• Current Regulations• Supply Chain• Big Brands• Limited “traditional” marketing channels

STRATEGY & IMPLEMENTATION

1. [REDACTED] will, in accordance with the allowances by the Commission, market and promote the uses of Medical Cannabis providing the public with the attributes and effectiveness of Medical Cannabis in treating various medical and physical disorders. We will promote the safety of Medical Cannabis as well as the minimal side effects in treating the medical and physical disorders. All staff will be formally trained to further help provide education of products to the patients.

2. [REDACTED] will be very competitive in pricing the various products that we are allowed to offer to our patients. We will also strictly adhere to the regulations concerning the distribution of Medical Cannabis to our patients and give them detailed instructions on the procedures of our dispensaries and how we are permitted to operate. We will utilize FLOWHUB as our software. FLOWHUB was detailed earlier in our document.

3. [REDACTED] anticipates employing a minimum of sixty employees giving each employee the opportunity for upward advancement. We will offer all necessary training to promote strict compliance with all regulations while encouraging advancement. Due to the nature of this business, we have identified Pharmacy Technicians and Pharmacy Inventory Managers as the field from which to hire. The formal training and education of these two careers align well within the medical cannabis industry and dispensaries.

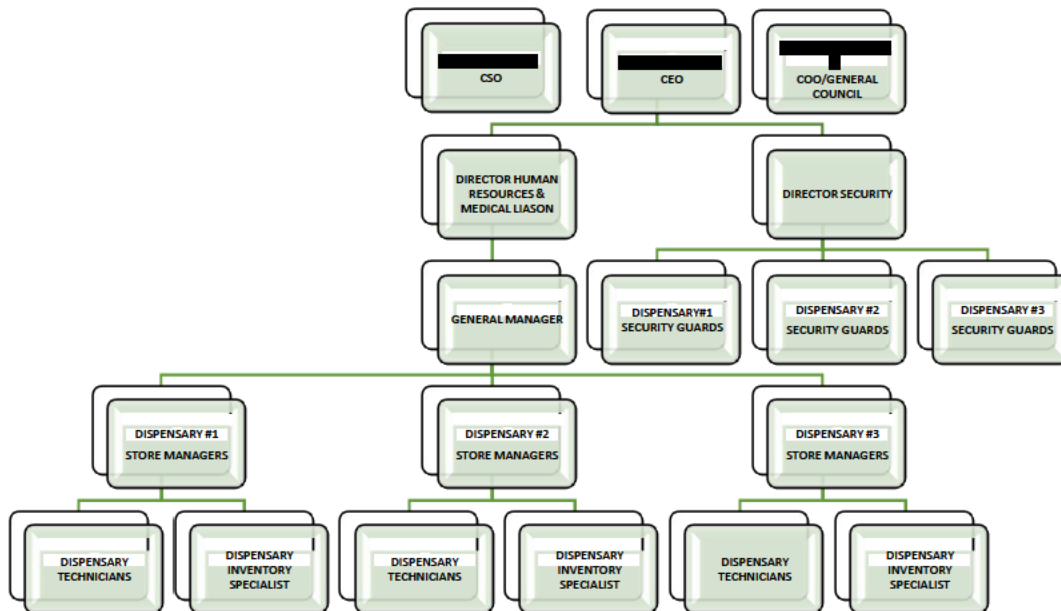
4. [REDACTED] anticipates operating each dispensary for the maximum hours allowed by the regulations to allow all patients to access our locations, including our patients who are employed. Our initial assessment shows opening hours of 9AM – 7PM Monday through Saturday. We will further refine hours of operations once we fully understand the patient numbers with which we are working.

5. [REDACTED] will partner with Solink Security for all video surveillance needs. Solink is an industry leader in cloud based video surveillance that offers cutting edge security monitoring. Their security system will be integrated with the FLOWHUB Point of Sale system allowing us the ability to view each transaction in real time or from the server in which it is stored. In addition, they have proven to

reduce the number of after hour false alarm calls through the use of real time monitoring. In the event of a break-in Solink will verify entry through the cameras and communicate with local police to dispatch officers. The entire system will meet, at a minimum, the requirements set forth.

ORGANIZATION & MANAGEMENT TEAM

1. ORGANIZATIONAL CHART



2. FOUNDERS

a. CEO – [REDACTED]

i. [REDACTED] was born in Birmingham, AL on December 29th, 1978 and has been a life long resident of Walker County, Alabama. He is a 2001 graduate of the UAB School of Business where he earned Bachelor of Science degree in both Finance & Marketing. [REDACTED] spent thirteen years with a Fortune 500 company (Konecranes, Inc) reaching the director level before transitioning to the family business. [REDACTED] was responsible for Key Accounts, at the corporate level, in both North and South America. During his tenure at Konecranes he was responsible for \$10 Million in annual sales and also created and implemented the Compliance Gap Analysis program to ensure customers were meeting both OSHA and ANSI requirements in regards to cranes. For the past 6 years [REDACTED] has been the Vice President of Sales for [REDACTED] where his responsibilities include customer sales cycle, contract negotiation, customer training and education, and consultative services in the heavy manufacturing industry.

b. **CLO/GENERAL COUNCIL** – [REDACTED]

i. [REDACTED] is a 1991 graduate of the University of Alabama in the Culverhouse College of Business. [REDACTED] worked for three years with a retail business managing over seventy-five employees and approximately 2 million dollars of inventory. [REDACTED] then entered Cumberland School of Law and graduated in 1997 with a Juris Doctor. He has been practicing law for the past 25 years.

c. **COO** – [REDACTED]

i. [REDACTED] was born in Jasper, AL on October 21st, 1953 and is a lifelong resident of Walker County, AL. [REDACTED] worked his way up through the mining industry starting in the mid 1970s. [REDACTED] reached the Vice President level with Drummond Coal/Perry Supply where he was responsible for all sales and inventory for ALL underground mining products. In 1990, [REDACTED] founded his present company [REDACTED]

██████ has been a tier one supplier, regarding pumps, mechanical seals and site services in the oil/gas, heavy manufacturing, and wastewater industries for the past 30 years. Currently ██████ has long term contracts with many customers, most notably Colonial Pipeline, Michelin North America, Nelson Brothers, Jefferson County Waste Water and Southern Company. In addition ██████ has a third party logistic (3PL) contracts with several of the above mentioned companies where we oversee inventory, warehousing and delivery of spares inventory.

3. ██████ JOB DESCRIPTIONS

a. Corporate Level Positions

CEO – Will be responsible for the following:

- Oversee strategic direction of the organization including the application process.
- Set goals for growth at both the dispensary & corporate level.
- Implement changes, standard operating procedures & proposed plans.
- Engage in media & public relations obligations at both the state & local level.
- Interact with other leadership executives to ensure all areas of the organization are functioning properly & following all procedures.
- Monitor company performance.
- Set precedence for working culture & environment. ii.

CLO – Chief Legal Officer is the head of the corporate legal department & is responsible for the legal affairs of the entire corporation to include:

- Oversee & implement all security related standards.
- Develop & lead corporate legal strategy
- Develop & lead internal audit & corporate compliance.
- Engage in media & public relations obligations.
- Oversee delivery of legal services & resources to accomplish corporate goals, strategies & priorities.
- Maintain proper corporate interactions with the relevant local & state governmental bodies, legislatures & communities.
- Participate in the formulation of general management policy.

COO – Chief Operating Officer will be responsible for the following:

- Oversee dispensary buildout to ensure meet or exceed all state and local requirements.
- Collaborate with leadership team in setting & driving organizational vision, operations strategy, & hiring levels.
- Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, & annual operations planning.
- Oversee company operations & employee productivity, building a highly inclusive culture that ensures team members can thrive & that organizational goals are met.
- Build & maintain trusting relationships with key customers, clients & partners.
- Engage in media & public relations obligations.

Executive Assistant – Assist the executive team with tasks such as scheduling, reviewing, prioritizing & responding to emails. In addition, they will be responsible for the following:

- Manage scheduling for company executives.
- Draft, review & send communications on behalf of the company &/or management team.
- Answer & respond to phone calls, communicate messages & information to the executive
- Prioritize emails & respond when necessary
- Maintain various records & documents (data repositories) for the organization.

HR Director – Will plan, lead, direct, develop, & coordinate the policies, activities, & staff of the Human Resource (HR) department, ensuring legal compliance & implementation of the organizations mission & talent strategy.

Responsibilities include:

- Collaborates with senior leadership to understand & the organizations goals & strategy related to staffing, recruiting, & retention.
- Plans, leads, develops, coordinates, & implements policies, processes, training, initiatives, & surveys to support the organizations human resource compliance & strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, & leave; disciplinary matters; disputes & investigations; performance & talent management; productivity, recognition, & morale; occupational health & safety; & training & development.
- Facilitates professional development, training, & certification activities for all staff.

General Manager – Will be responsible for conducting & or assisting the HR Director in the hiring of employees. In addition, he will be responsible for the following:

- Implementing standard operating procedures set forth in the business plan.
- Manage dispensary staff, including interviewing, onboarding, Key Performance Indicator (KPI's) evaluations.
- Creating dispensary work schedule to ensure proper staffing levels.
- Facility maintenance scheduling
- Building & maintaining relationships with vendors.
- Implementing the training of all facility level personnel.

Dispensary Level Job Descriptions

General Manager/Manager - In addition to understanding & showing proficiency in all sub management level positions, the general manager/manager will be responsible for the day-to-day dispensary operations. Tasks include but not limited to:

- Implementing standard operating procedures set forth in the business plan.
- Opening/closing procedures
- Patients check in/out procedures
- Inventory Audits
- Inventory Intake
- Cash management/deposits
- Manage dispensary staff, including interviewing, onboarding, Key Performance Indicator (KPI's) evaluations.
- Creating dispensary work schedule to ensure proper staffing levels.
- Facility maintenance scheduling

- Building & maintaining relationships with vendors.

Inventory Specialist - In addition to understanding & showing proficiency in the technician level position, the Inventory Specialist will be responsible for but not limited to the following:

- Managing all task related to receiving, stocking & reporting medical cannabis products.
- Implementing standard operating procedures specific to inventory.
- Reporting all necessary inventory & product information in compliance with Alabama laws & regulations. (See Alabama Medical Cannabis Commission Rules & Regulations 538-x-1.01)
- Controlling inventory levels, ordering products & ensuring adequate stock.
- Complying with all documented security procedures to safeguard inventory.
- Performing routine inventory audits & reconciling inventory information (Flowhub & physical counts).
- Managing product return, expire product, etc.
- Assist the technicians during peak times to ensure we limit the wait times as much as possible.

Dispensary Technicians are the most customer facing role on the dispensary team.

Technicians will be responsible for the following:

- Opening/closing of the store to include powering on/off Point of Sale systems, lighting, music, kiosks, etc.
- Providing service to dispensary patients, including education on strains, products & consumption methods.
- Handling cash/electronic payments & entering transaction data into Flowhub through the point-of-sale devices.

- Maintaining the appearance of the retail sales floor to include merchandising, restocking inventory & cleaning the sales floor.
- Continuing medical cannabis education & maintaining up-to-date product knowledge.

Receptionist will be a customer's first introduction to the [REDACTED] Dispensary.

Receptionist will be responsible for the following:

- Opening/Closing of the store to include visual inspection of front desk & waiting area (seating, educational materials, etc.), making sure all tech related devices are charged & ready for use, check areas for trash, tidy, refold or restock any noncannabis merchandise.
- Greeting customers when they enter the dispensary.
- Check & scan patient identification cards & ensuring all patients are of legal age before entering the secure sales floor.
- Answering phones & fielding calls to the appropriate dispensary staff.
- Tracking the daily flow of patients into the dispensary by entering the prerequisite information/data into Flowhub.
- Gathering customer contact information for loyalty programs & documenting medical records if applicable following standardized HIPPA procedures.

FINANCIAL PLANS & PROJECTIONS

1. **PROSPECTIVE FINANCIAL INFORMATION** – There is a abundance of data regarding the sale of medical cannabis across the country. Oklahoma, Missouri, Louisiana and Arizona were the four states we ([REDACTED]) used to base the financial projections due to similarities in demographics across ages, incomes and poverty levels. See graph below.

State	PROGRAM STARTED	Medical Cannabis Sales (2021)	Population (2021)	Sales/Person (\$)	Median Age	Median Household Income	Percentage Below Poverty Line
OKLAHOMA	2018	\$ 150,000,000.00	3,986,639	\$ 37.63	36.7	\$ 53,840.00	15%
LOUISIANA	2019	\$ 50,000,000.00	4,624,047	\$ 10.81	37.7	\$ 51,073.00	19%
MISSOURI	2020	\$ 200,000,000.00	6,168,187	\$ 32.42	38.7	\$ 57,290.00	13%
ALABAMA	2023	\$ 48,000,000.00	5,073,187	\$ 9.46	39.2	\$ 52,035.00	16%

**Note – Alabama sales data estimated and for comparison only.

The above figures/estimates were compared to the AKERNA flash report article released Jun 17, 2021, and found to be very similar. (See appendix 1). In short, the GDP projections for the state of Alabama are \$48MM in sales year one, \$163MM in sales year two & \$387MM in sales year three. Alabama stands to increase its GDP by \$600,000,000 in the next three years.

2. **MARKET SHARE** – Based on the data provided by the Alabama Medical Cannabis

Commission there will be a maximum of 37 Dispensaries located within the state. The dispensary license in which [REDACTED] is applying for would provide us the ability to open three facilities within the first year of operations. Due to the structure of the licensing, it is more probable to see 9-12 dispensaries opening within the first 12 months. It is our plan, at [REDACTED] to open the first facility on or before the estimate arrival of products to the market. We estimated this to be 90 days from the day licenses are awarded. We would move to the second opening once facility #1 becomes profitable. Based on all the projections, we have this period at 120-150 days. The third opening would follow the same requirements thus having [REDACTED] FULLY operational at 100% of the allotment within the first 18 months of operations. We will be able to further refine this estimate within the first 30-60 days of operations. Therefore, we forecast our market share to be 1020%, for the first 24 months of operations.

Appendix 1

Akerna Flash Report: Alabama could add over \$600,000,000 to its GDP in first three years of medical cannabis retail sales

Southern-region US states are recognizing the economic opportunity of legalizing medical cannabis



NEWS PROVIDED BY

Akerna

Jun 17, 2021, 09:04 ET

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DENVER, June 17, 2021 /PRNewswire/ -- Business intelligence from Akerna

(Nasdaq: [KERN](#)), an enterprise software, leading compliance technology provider, and developer of the cannabis industry's first seed-to-sale enterprise resource planning (ERP) software technology ([MJ Platform®](#)), predicts that Alabama will make \$600,146,880 in its first three years of medical retail cannabis sales.

In May, Alabama became the 36th state to legalize medical cannabis, marking the second "Deep South" state to do so.

Akerna data analyzed the average retail sales history of current legal medical-only marijuana markets and then compared those figures to Alabama's population. Based on the study, Alabama is projected to retail around \$48 million in its first full year of medical sales, about \$163 million in the second year, and approximately \$387 million in the third year of legal medical cannabis sales.

It was a widely shared expectation that all southern-region states, many of which have long been led by conservative politicians, would never legalize cannabis at any level. However, recent legislative moves have proved otherwise. For example, Louisiana has a medical program, Virginia recently legalized adult use, medical licensing is underway in Georgia, and medical bills are up for vote in South Carolina, North Carolina, and Kentucky. If the remaining southern-region states were to fully legalize medical marijuana, they would see the following retail sales trajectory:

State	Population	Year 1 Sales	Year 2 Sales	Year 3 Sales	Total Sales in First 3 Years
State with medical-only cannabis	13,002,700	\$ 126,488,281.42	\$ 422,631,126.48	1,004,044,705.50	\$ 1,553,164,113.40
		Projected:			
AL	5,024,279	\$ 48,875,419.42	\$ 163,305,828.29	\$ 387,965,632.44	\$ 600,146,880.15

	10,711,	\$				
GA*	908	104,203,806.	\$ 348,172,74	\$ 827,153,9	\$ 1,279,530,	
		41	4.49	38.27	489.18	
KY	4,505,8	\$ 43,832,08	\$ 146,454,70	\$ 347,932,4	\$ 538,219,	
	36	5.03	1.29	12.47	198.79	
LA*	4,657,7	\$ 45,309,94	\$ 151,392,64	\$ 359,663,4	\$ 556,366,	
	57	9.33	0.59	74.15	064.07	
MS	2,961,2	\$ 28,806,87	\$ 96,251,44	\$ 228,664,5	\$ 353,722,	
	79	0.23	6.21	46.71	863.14	
NC	10,439,	\$	\$ 339,314,93	\$ 806,110,4	\$ 1,246,978,	
	388	101,552,773.	5.38	42.45	151.27	
SC	5,118,4	\$ 49,791,25	\$ 166,365,88	\$ 395,235,4	\$ 611,392,	
	25	7.34	7.36	14.32	559.02	
TN	6,910,8	\$ 67,227,59	\$ 224,625,35	\$ 533,642,4	\$ 825,495,	
	40	6.94	4.28	21.39	372.61	
TX	29,145,	\$	\$ 947,326,14	2,250,562,574	\$ 3,481,411,	
	505	283,523,025.	0.72	.26	740.09	
		11				
WV*	1,793,7	\$ 17,448,99	\$ 58,301,75	\$ 138,507,4	\$ 214,258,	
	16	5.53	3.76	67.91	217.20	

* Indicates state with current limited medical program

Virginia, which recently legalized adult-use cannabis, is projected to see over \$109 million in their first year, \$364 million in their second, and \$866 million in their third, totaling over \$1.3 billion in projected cannabis retail sales. Florida has had a full medical market for over three years and was omitted from the report.

"States across the US are realizing the massive economic impact that legalizing medical marijuana would have on their local economy," said James Ahrendt, Business Intelligence Architect at Akerna. "With so much movement happening in the south, we compared states in that region with other legal medical-only markets to uncover the potential retail sales of cannabis. The history of other markets and our data reports show that cannabis has the potential to be a major cash crop in regions of the US that are historically leaders in agriculture and farming."

Cannabis sales in other medical markets have consistently shown year-over-year growth, due to more medical licenses, increased retail access, and decreased stigma around the medical use of cannabis.

About MJ Freeway

MJ Freeway is more than software as a service. Its flagship solution, MJ Platform, includes Platform Insights. Now operators, investors, and regulators can access the industry's largest and most statistically relevant database to drive data-driven business decisions.

Platform Insights provides:

- The greatest statistical relevance across countries
- Normalized data (not farmed from various disparate POS platforms)
- Full cannabis supply chain data
- Business insights founded in category management methodology
Platform Insights can eliminate the guesswork and provide answers to questions like:
 - What is the gross margin return on inventory?
 - What SKUs should be carried?

- How do basket adjacencies influence discounting and retention strategies?
- What does a medical market look like a year or five years after decriminalizing cannabis?

[Click here](#) for more information about MJ Platform.

About Akerna:

Akerna (Nasdaq: [KERN](#)) is an enterprise software company focused on compliantly serving the cannabis, hemp, and CBD industry. First launched in 2010, Akerna has tracked more than \$20 billion in cannabis sales to date and is the first cannabis software company listed on Nasdaq. The company's cornerstone technology, MJ Platform, the world's leading infrastructure as a service platform, powers retailers, manufacturers, brands, distributors, and cultivators.

For more information, visit <https://www.akerna.com/>.

About the Akerna Flash Report:

Flash Report is a look at buying trends in the cannabis market as captured by Akerna's MJ Freeway subsidiary.

MJ Freeway provides operators with MJ Platform, the industry-leading solution for regulatory compliance technology, from seed-to-sale-to-self. Some instances of the flash report may include business intelligence derived from Akerna's family of companies, including Ample Organics, Leaf Data Systems, solo sciences, Trellis, and Viridian Sciences.

Data is derived from MJ Platform, the leading provider of cannabis compliance software for the marijuana industry. Sales projections are based on market adjustment calculations and represent the entire US market as an aggregate.

Reporting Data is obtained from operators using Akerna's MJ Platform solutions. Akerna has one of the largest seed-to-sale footprints in the cannabis industry, operating in fifteen countries and 23 U.S. states, including Pennsylvania, Oklahoma, Puerto Rico, Arizona, California, Utah, Michigan, Colorado, Montana, Nevada, Maine, Vermont, New Mexico, Missouri, Texas, Ohio, Maryland, Washington D.C., Kansas, Arkansas, New York.

Increases are relative to the prior period. Additional business intelligence data sources may include proprietary tools used by Akerna's family of companies.

Forward-Looking Statements:

Certain statements made in this release are "forward-looking statements" within the meaning of the "safe harbor" provisions of the United States Private Securities Litigation Reform Act of 1995. When used in this press release, the words "estimates," "projected,"

"expects," "anticipates," "forecasts," "plans," "intends," "believes," "seeks," "may," "will," "should," "future," "propose" and variations of these words or similar expressions (or the negative versions of such terms or expressions) are intended to identify forward-looking statements. Such forward-looking statements include but are not limited to statements regarding the ability of the MJ Platform team to help operators make decisions through analytics and reporting. These forward-looking statements are not guarantees of future performance, conditions, or results, and involve a number of significant known and unknown risks, uncertainties, assumptions, and other important factors, many of which are outside Akerna's control, which could cause actual results or outcomes to differ materially from those discussed in the forward-looking statements. Important factors,

among others that may affect actual results or outcomes, include (i) Akerna's ability to maintain relationships with customers and suppliers and retain its management and key employees, (ii) changes in applicable laws or regulations, (iii) changes in the market place due to the coronavirus pandemic or other market factors, (iv) and other risks and uncertainties disclosed from time to time in Akerna's filings with the U.S. Securities and Exchange Commission, including those under "Risk Factors" therein. You are cautioned not to place undue reliance on forward-looking statements. All information herein speaks only as of the date hereof, in the case of information about Akerna, or the date of such information, in the case of information from persons other than Akerna. Akerna undertakes no duty to update or revise the information contained herein. Forecasts and estimates regarding Akerna's industry and end markets are based on sources believed to be reliable; however, there can be no assurance these forecasts and estimates will prove accurate in whole or in part.

SOURCE Akerna

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 10 – Evidence of Business Relationship

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

Printed Name of Verifying Individual

████████████████████

CEO

Title of Verifying Individual

12/12/2022

Evidence of Business Relationships

10.1 - Letter of Intent with...

10.2 - In process to be completed 30 days after award of license

10.3 - In process to be completed 30 days after award of license

10.4 - Letter of Intent with....

10.5 - In process to be completed 30 days after award of license



Dear [REDACTED],

We are happy to confirm that [REDACTED] (“Client”) has selected Green Phoenix Holdings LLC as a legal medical cannabis processor for its Alabama dispensary to be performed by Green Phoenix Holdings LLC in the event the Client and Green Phoenix Holdings LLC are both awarded Medical Cannabis Licenses through the state of Alabama.

As CEO of Green Phoenix Holdings LLC we support the entire [REDACTED] efforts, so we offer our deepest gratitude for the opportunity to work with them in this exciting new venture.

We grant the guarantee of the following:

- o Manufacture finished products for sale.
- o Work with Capitol Medical, LLC to provide the highest quality of products.

Again, we’re thrilled to potentially be working with [REDACTED] and look forward to a rewarding and enduring relationship that will increase our ability to offer Alabama patients clean sustainable medical cannabis products.

Sincerely,

DocuSigned by:
Stacey Hamilton
885C655B3D81469...

Stacey Hamilton
Green Phoenix Holdings LLC

[REDACTED]

[REDACTED] LLC



December 1, 2022

Re: Letter of Intent

This letter is to outline our intent to work together in the event that we are both granted licenses by the AMCC, within the scope of what those licenses would allow. As we have discussed, working together benefits the overall supply-chain for medical cannabis in the State of Alabama, and we believe that it will be in our mutual interest as well. More specifically, CRC may in the future decide to engage a processor to create finished products to sell at a retail location and [REDACTED] [REDACTED] LLC wishes to sell cannabis manufactured by CRC at a retail location, with exact pricing to be determined by mutual agreement. Together we can rapidly increase supply to the market in order to meet the demand of the state's qualified medical cannabis cardholders. This will also allow CRC to be efficient in its operations by having a retailer to sell its finished product after processing. We hope to be able to work together as outlined here, and to be nimble in our businesses as we address the market's needs.

This is not a binding contract but accurately reflects what we each believe to be terms and condition upon which we will build a more formal contract when licensed.

CRC OF ALABAMA

[REDACTED] LLC

BY: 
Christina D. Crow
Chief Legal Officer

BY: [REDACTED]
Name: [REDACTED]
Its: [REDACTED] 12/12/22

PO Box 707, Troy AL 36081

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The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 11 – Coordination of Information with Registered Physicians

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

Signature of Verifying Individual

12/12/2022

Verification Date

Confidentiality of Patient Information & Coordination of Information with Registering Physicians

NOTE

Exhibit 11 & 13 are combined due to the integration of software and subsequent data flow.

TIMING

Ongoing - Anytime a customer shops and transacts at your dispensary.

PURPOSE

██████████ has chosen Flowhub as its retail software system for all aspects of operations including its seamless integration with the state level METRC Software. In addition, Flowhub Terms and Conditions require users/subscribers maintain HIPAA Compliance and/or Confidentiality with all Patient Data. Flowhub is the most flexible cannabis retail platform available. It automates compliance, creates delightful customer experiences, and ensures data collection is maintained in a secure and efficient manner. Its regulatory ability allows ██████████ to adjust local and state regulations with a “no code” user interface. State mandated purchase limits will be applied to all products before patients ever enter the dispensary, and those individual limits will be updated before their transactions are complete.

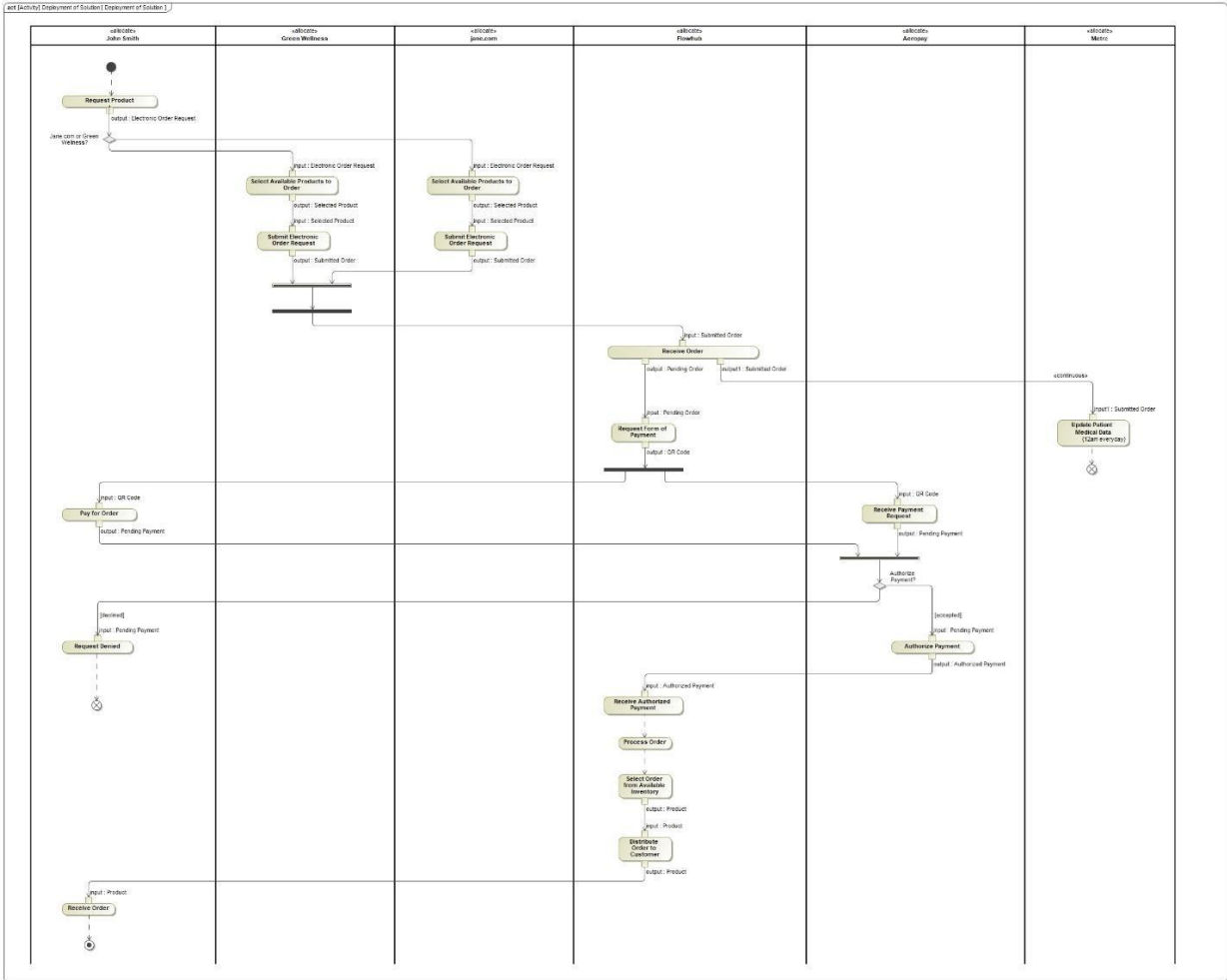
DATA FLOW AND PROTECTION

- Every night at midnight METRC automates an update to the state level

patient registry.

- Patient Name
 - DOB
 - General Demographic's
 - Prescribing Physician
 - Recommendations
-
- All dispensary transactions are reported in real time to METRC from Flowhub.
 - All traffic to Flowhub systems is SSL-encrypted in flight. The SSL certificates are automatically renewed and applied to keep our systems secure and up to date.
 - Customer connections to our point-of-sale system are authenticated via secure OAuth2 sessions. Our OAuth2 provider delivers scalable authentication with ISO27001, ISO27018, and SOC2 certifications.
 - Encryption doesn't stop with in-flight security—all data on disk is encrypted to protect against physical compromise.
 - The design specifications require all Flowhub services to be multi-zone fault- tolerant. Combined with Flowhub's 24/7/365 systems server monitoring, this means that a disruption in the cloud won't affect transactions.
 - Every user who tries to access our Flowhub account is authenticated by Badge ID and password. Not only is our data encrypted, but Flowhub's extensive permission controls allow the administrator of our account to manage roles and access at our retail locations.

SOFTWARE INTEGRATION MAP



**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
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Exhibit 12 – Point of Sale Responsibilities

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████
████████████████████
████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date

Customer Check Out Standard Operating Procedure

ROLE

- 1) Sales Associates/Dispensary Technician

TIMING

Ongoing - Anytime a customer shops and transacts at your dispensary.

PURPOSE

The check-out process starts the moment a customer or patient enters the secure sales floor. This is the time when technician provide education, recommend products, and eventually process the transaction for the customer.

Properly managing customers and the check out process is important for customer experience, but also for compliance, including proper handling of cash and cannabis products. Failing to managing customers according to your state regulations could result in fines, audits, or closure.

This SOP details every step in the check out or transaction process, including helping customers make selections, adding products to the customer cart, processing transactions, including debit payments, fulfilling orders, and how customers exit.

PROCESS FOR HELPING CUSTOMERS/PATIENTS

This process outlines how technician approach customers/patients, and how they help choose products to purchase.

- 1) Customer enters the secure sales floor.
- 2) Technician greets the customer by name. Technician checks customer ID as a second safeguard and to ensure you're helping the right customer.
- 3) Technician asks the customer what brings them in today, if they are looking for something specific, or what the physician recommended.
- 4) Depending on customer:
 - a) If the customer knows exactly what they want, the technician can move to the process of adding to the cart, fulfilling the order, and processing the transaction.
 - b) If the customer needs help, the technician answers questions, provides guidance, and moves forward with the check-out process when and if the customer is ready to make decisions.
 - c) If the customer has an idea of what they like, but is open to suggestions, the technician may steer them toward specific products or introduce them to new brands/options.

PROCESS FOR ADDING PRODUCTS TO A CUSTOMER CART

This process outlines how to add specific items to the customers' cart in Flowhub.

1. The customer chooses the products they want to purchase.
2. Technician opens Flowhub and selects the customer from the customer queue to open the cart.
3. Technician adds all desired products and quantities to the customer's cart.
 - a. Customer is not allowed to handle product until the sales transaction is complete.
4. Technician watches the cannabis purchase counter and advises customers if they have selected too many items. Technician may offer up-sell options at this point.

HOW TO PROCESS TRANSACTIONS

This process outlines how to process transactions in Flowhub, take customer money, and give correct change back.

Once all products/items have been added to the cart, technician will complete the transaction:

- 1) Before starting the transaction, confirm all products in the cart with the customer by reading them back. Make edits to the cart if applicable.
- 2) Verify all relevant specials applied. If the customer or order qualifies for an inline discount, add the code in the panel on the right side of the screen.
- 3) Select the button to Checkout at the bottom of the right sidebar.
- 4) Select payment method and the total amount given.
- 5) Enter your Flowhub PIN, and complete the transaction.
- 6) Exit labels and a receipt will print.
- 7) The cash drawer will open. Give change and the receipt to the customer, if applicable. Always double-count change to ensure accuracy, once when you remove the money from the drawer, and once as you count the change back to the customer.

PROCESS FOR FULFILLING ORDERS

This process outlines how to fulfill an order and ensure the customer/patient receives the products (in exact amounts) that they wanted and paid for.

- 1) Technician, or fulfillment staff, depending on your workflow collects all products in the customers' order.
- 2) Technician or fulfillment staff affixes exit labels to all cannabis products
- 3) Place all products into an exit bag
- 4) Hand the exit bag to the customer.
- 5) Thank the customer.
- 6) Point customers toward the exit door.

[Online ordering and/or curbside pickup: If you're doing online ordering, most of this process will be the same, except customers won't require education and will build their own carts. Update or add steps to reflect how this customer flow differs from traditional in- store shoppers. Processing transactions and fulfilling orders will probably be the same, except you may fulfill the order before the customer arrives.]

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Exhibit 13 - Confidentiality of Patient Information

Verification

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██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████
████████████████████
████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date

CONFIDENTIALITY OF PATIENT INFORMATION

NOTE

Exhibit 11 & 13 are combined due to the integration of software and subsequent data flow.

TIMING

Ongoing - Anytime a customer shops and transacts at your dispensary.

PURPOSE

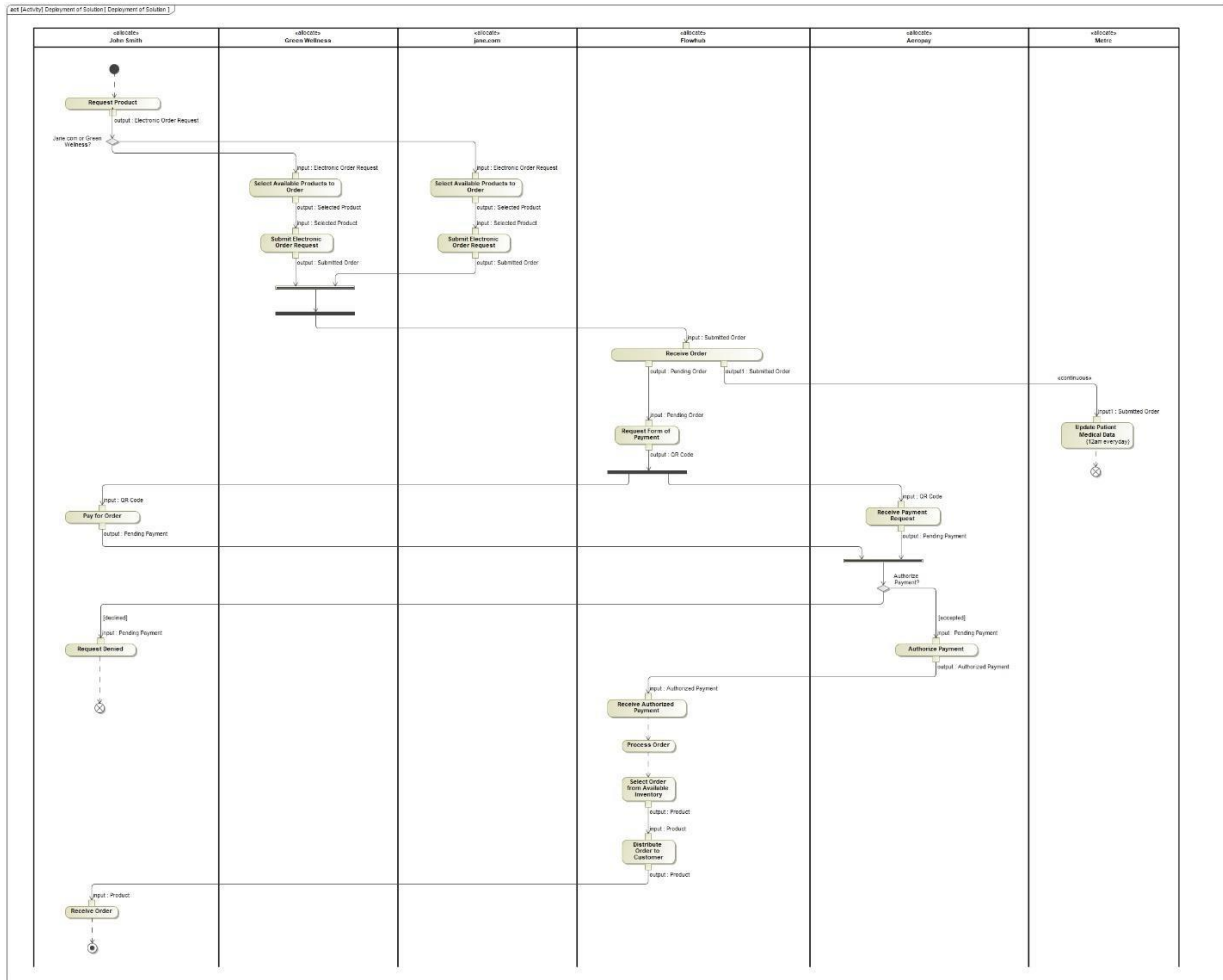
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DATA FLOW AND PROTECTION

- Every night at midnight METRC automates an update to the state level patient registry.
 - Patient Name
 - DOB
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- All dispensary transactions are reported in real time to METRC from Flowhub.
- All traffic to Flowhub systems is SSL-encrypted in flight. The SSL certificates are automatically renewed and applied to keep our systems secure and up to date.
- Customer connections to our point-of-sale system are authenticated via secure OAuth2 sessions. Our OAuth2 provider delivers scalable authentication with ISO27001, ISO27018, and SOC2 certifications.
- Encryption doesn't stop with in-flight security—all data on disk is encrypted to protect against physical compromise.
- The design specifications require all Flowhub services to be multi-zone fault-tolerant. Combined with Flowhub's 24/7/365 systems server monitoring, this means that a disruption in the cloud won't affect transactions.
- Every user who attempts to access our Flowhub account is authenticated by Badge ID and password. Not only is our data encrypted, but Flowhub's extensive

permission controls allow the administrator of our account to manage roles and access at our retail locations.

SOFTWARE INTEGRATION MAP



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Exhibit 14 - Money Handling & Taxes

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

Printed Name of Verifying Individual

Signature of Verifying Individual

CEO

Title of Verifying Individual

12/12/2022

Verification Date

 LLC

Cash Management Standard Operating Procedure

PURPOSE

Cannabis is a cash-based operation. Even when other banking options appear, cash will always be a part of the equation. You must have strict controls for managing cash in your dispensary. Failing to properly count, store, and manage cash is a liability to your business, including theft, loss, and inaccurate reporting and accounting. The tighter your controls, the lesser your risk.

This SOP details every step in the process from customer cash payment to putting the money in safe storage (whether that's a bank account, offsite secure facility, or onsite safe). This SOP accounts for how you handle cash at opening, when and how you do drops during the day, accepting cash/giving change to customers, when and how you close out drawers, deposit the days' cash at closing, reconcile discrepancies, and storage/transport.

OPENING A CASH DRAWER PROCESS

A drawer is the physical register or till used to check out customers. The drawer is opened at the start of each day, or with a new employee starting a shift.

- 1) Technician/Sales Associate gets a new cash drawer from general manager
- 2) GM puts the days' starting cash, in various bills, into the drawer as part of the opening process. Take \$300 from the safe as a payout or in a register lockbox with pre counted, packaged amounts for each starting drawer.
- 3) In Flowhub, select "Drawers" from the navigation bar.
 - a) If the drawer isn't in the list, you'll need to Create a New Drawer.
 - b) Note: Employees need "Manage drawers" permission to be able to open,

close, or manage drawers within Flowhub.

- 4) Find the drawer you'd like to open within Flowhub, click "Count & Open."
- 5) Count and enter the total of each coin and dollar denomination within the drawer. The total starting balance is shown. Double count to ensure accuracy.
- 6) Add notes if desired and click "Open Cash Drawer."
- 7) Put the till into the cash drawer at your terminal.

CLOSING A CASH DRAWER PROCESS

A drawer is closed at the end of each day (or shift) to confirm cash/debit totals.

Steps for technician:

- 1) After the last transaction is processed, count all monies in the drawer. If the store is open, count in the manager's office or other safe room. If the store is closed, money can be counted at the terminal.
- 2) In Flowhub, select "Drawers" from the navigation bar.
- 3) Find the drawer you'd like to close. Select "Close Drawer."
- 4) Manually count and enter the total of each coin and dollar denomination within the drawer. Double count to ensure accuracy. Count the drawer down to zero, meaning no money is left uncounted in the drawer.
- 5) Add your PIN and click "Close Drawer."
- 6) Put the cash in a labeled manilla envelope or a sealed cash bag and take the cash and physical drawer to your manager to review and close.
 - a) Note: Be cautious about carrying cash throughout the store when it's open and customers are present.

Steps for Managers:

- 1) Receive the cash and physical drawer from the budtender. If the store is open, complete the closing process in the manager's office or other safe room. If the store is closed, money can be counted at the terminal.

- 2) In Flowhub, select “Drawers” from the navigation bar.
- 3) Select the drawer you need to review - it’ll have a blue pending status.
- 4) Under the “Details” tab, review the counted totals and notes submitted by the budtender.
- 5) Count the monies in the drawer and compare the expected cash with the actual cash.
 - a) If they match, close the drawer.
 - b) If they do not match, recount and update as necessary.
 - c) If they still don’t match, follow the discrepancy process below.
- 6) Add any relevant notes.
- 7) Select “Close Drawer.”
- 8) Put the funds (along with the Z-receipt printed from Flowhub and a deposit slip) in the safe drop box on premises

CASH DROP PROCESS

Cash drops are when a cash drawer/till is counted, and a portion of the cash is removed from the drawer to be deposited elsewhere. Cash drops are different from payouts, as they do not impact revenue. The goal is to limit the amount of cash in a drawer at any given time.

** Managers are expected to perform a cash drop twice per day OR whenever a till exceeds \$3,000.

Aim to count and remove cash when as few customers are in the store as possible to ensure safety.

- 1) Count the drawer and physically remove the desired amount of cash.
 - a) Put the removed cash into a sealed cash bag or locking cash box.

- b) Count twice to ensure accuracy.
 - c) Note: Be sure the surroundings are safe to count money before doing so.
- 2) In Flowhub, select “Cashier.”
 - 3) Select the open drawer you are making a drop on and click “Make drop”.
 - 4) Enter the amount taken from the drawer, enter your PIN, add a reason for the drop, and select “Submit/Save.”
 - 5) Immediately deposit the cash and deposit slip into the safe or safe room.

PAYOUT PROCESS

A payout is when a payment, such as paying a vendor, needs to be taken from a cash drawer/till. A payout is different than a drop, as the payout will impact revenue.

- 1) Physically remove the desired amount of cash from the drawer.
 - a) Count twice to ensure accuracy.
 - b) Note: Be sure the surroundings are safe to count money before doing so.
- 2) In Flowhub, select “Cashier.”
- 3) Select the open drawer you are making a payout on and click “Payout”.
- 4) In the details section, enter the amount taken from the drawer, your PIN, add a reason for the payout, and select “Submit/Save.”
- 5) Put the money into an envelope and give to the vendor or person you’re paying. Ensure you receive a receipt and place the receipt in or under the cash drawer to include in documentation during closing.

DEPOSITING MONEY INTO THE SAFE PROCESS

Managers must follow this process anytime cash is deposited into the safe.

- 1) Ensure the surroundings are appropriate to open the safe.
- 2) Open the safe.
- 3) Fill out your store's deposit slip with the pertinent information (i.e., amount being deposited, name of employee, where the cash came from, date, time, and notes, if applicable.)
- 4) Attach the deposit slip to the cash.
- 5) Put the cash and deposit slip in the safe.
- 6) Close and lock the safe.

COLLECTING PAYMENT/GIVING CHANGE PROCESS

As technicians process transactions, they will receive cash from customers and hand back the correct change. This is the process for reducing errors in cash handling during the transaction process.

- 1) For each customer/transaction, build the cart in Flowhub.
- 2) Once all products are added, and specials applied (if applicable), tell the customer their total.
- 3) Select "Collect Payment" to process the transaction.
- 4) On the next screen, you'll see a summary of the transaction, with payment options.
- 5) The customer will hand you the cash. Have them count the cash to you to confirm the amount.
- 6) Take the cash and count it down onto the counter in front of the customers as a second check to verify the amount. Say the amount out loud.
- 7) Enter the cash amount into the payment screen. Enter your PIN and click "Check Out."
 - a) If you are assigned to more than one drawer, you will need to select the drawer before processing the payment.
 - b) Count the cash one more time while putting the money into the drawer.

- 8) The payment screen will show you the amount of change due to the customer.
 - a) Grab the required change amount from the drawer. Count it as you remove it from the drawer.
 - b) Then count the change back to the customer, verifying that amount is what shows on your screen.
- 9) Close the drawer.
- 10) Provide the customer with the receipt.

RECONCILING DRAWER DISCREPANCIES PROCESS

Sometimes drawers are off, sometimes by pennies, and sometimes by significantly more. A drawer can either be over (meaning it has more cash in it than expected) or under (meaning it has less cash than expected). The most effective way to reduce drawer discrepancies is to use the triple cash count process (outlined in the collecting payment/giving cash process above) while accepting money from customers and counting back change.

If a drawer is off by any amount at the end of the night, the closing manager will follow this process:

- 1) Run the End of Day (EOD) PDF Report in Flowhub for the day.
- 2) Run a Sales Report and [Drawer Activity Report](#) in Flowhub for the day.
- 3) On the Sales Report:

Trenchtown		END-OF-DAY REPORT		April 24, 2020	
\$12,302.77	\$6,130.46	\$0.00	\$0.00		
CASH SALES	DEBIT SALES	GIFT CARD SALES	LOYALTY SALES		
\$3,201.97	\$18,433.23	\$15,231.26			
TOTAL TAX	TOTAL SALES	TOTAL REVENUE			
TAX ACCESSORIES: \$4.44		SALES ACCESSORIES: \$53.32			
TAX CANNABIS: \$3,197.53		SALES CANNABIS: \$15,177.94			
-\$250.89	\$0	\$0			
REFUNDS	PAYOUTS	GIFT CARDS SOLD			
*****TEST DRAWER ONLY!*****					
	LOYALTY	GIFT CARD	DEBIT	CASH	EMPLOYEE SALES
Starting Balance				\$0.01	
Sales	\$0	\$0	\$0	\$0.00	
CLOSING BALANCE			\$0	\$0.01	
Medical					
	LOYALTY	GIFT CARD	DEBIT	CASH	EMPLOYEE SALES
Starting Balance				\$201.02	Clark Thomehill (M78933) \$2,963.26
Sales	\$0	\$0	\$1,150.46	\$2,587.51	Ignacio Cervantes (M72458) \$489.90
ABOVE EXPECTED BY \$1.03					
		\$1,150.46		\$2,789.56	

	Before Tax	Tax	After Tax
Sales Cash	-	-	12302.77
Sales Debit	-	-	6130.46
Sales Gift Cards	-	-	0
Sales Loyalty	-	-	0
Sales Medical	3451.16	286.81	3737.97
Sales Rec	11780.1	2915.16	14695.26
Sales Cannabis	3448.65	286.6	3735.25
Sales Cannabis	11729.29	2910.93	14640.22
Sales Accessor	2.51	0.21	2.72
Sales Accessor	50.81	4.23	55.04
Tax Exempt Sal	-	-	0
Sold Gift Cards	-	-	0
Revenue	-	-	15231.26
Total Sales	15231.26	3201.97	18433.23

- a) Confirm that the total number of sales, revenue, and total taxes matches the top portion of the EOD PDF (see green boxes).
- b) Confirm gift card and loyalty point totals match (see red boxes).
- c) Highlight the cash sales column to see the total. Make sure all sales made that day equal the EOD PDF (see yellow boxes).
- 4) Verify the total number of payouts and drops on the Drawer Activity Report equal the same values expressed on the EOD PDF.
- 5) Verify the drawer number of sales in the EOD PDF.
 - a) If the drawer is over in the PDF, take the cash value and subtract that from the total to get the real number in cash sales.
 - b) If the drawer is under in the PDF, take the cash value and add that to the total to get the real number in cash sales.
- 6) Compare drawer cash sales within the EOD PDF with the Sales Report by sorting the Sales Report by Drawer name and highlighting the Cash Sales column of the specific drawer. This will tally all cash sales made on this drawer.
- 7) If the EOD PDF values do not match the itemized Sales Report values, then the cash that was either added to the drawer or removed from the drawer was done external to Flowhub.
- 8) Look into the Drawer Activity Report to find the employee username associated with that drawer. Watch for consistent drawer errors from that

employee.

- 9) Add all drawer discrepancies to a Cash Discrepancy Log
 - a) Note: When the drawer was closed, the discrepancy and employee information was tracked in Flowhub.
 - b) If an employee is found to consistently have drawer errors, determine whether the error appears to be malicious (i.e., theft) or negligence (i.e., errors in counting).

CASH STORAGE & TRANSPORT PROCESS

This process explains how to safely store cash at your dispensary.

- 1) During the business day, all cash being used for transactions is stored in the open drawers/tills.
 - a) Aim to keep drawer totals below \$3,000.
- 2) Do drops twice per day or every \$3,000.
- 3) Count down and close drawers at the end of the day (or employee shift).
- 4) Put all cash from drops and drawer closing into the time-triggered safe in secured area, along with a deposit slip.
 - a) Only count money when and where it is safe to do so.
 - b) Do not count or transport cash when or where customers may see.
 - c) Only open the safe when no other employees are around.

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Exhibit 15 - Standard Operating Plan and Procedures

Verification

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CEO

Printed Name of Verifying Individual

Title of Verifying Individual

Signature of Verifying Individual

12/12/2022

Verification Date

Exhibit 15 – Standard Operating Plan and Procedures

15.1 – IT Plan

We have chosen FLOWHUB as our point-of-sale software program. FLOWHUB was the first software developed to integrate with METRC (Alabama State Level Tracking Software) in a concise and prompt manner. As new patients are populated in the METRC Database, we will receive daily data uploads to include all new approved patients from the previous day. This data will automatically synchronize with the FLOWHUB data base to ensure ANY AND ALL patients/caregivers entering the facility are in fact registered at the state level. In addition, all daily sales transactions will be sent to METRC in real time to ensure that patient cannot then drive to a competitor's locations and purchase quantities above the state regulated limits.

*See Exhibit 16

15.2 – Secured Storage of Medical Cannabis

Access to the secure inventory storage area will be controlled through facility management (i.e. badge access). All activity in the secure storage room will be video monitored (24/7/365). Access to the controlled cannabis storage will only be granted to Facility Management and Inventory Specialist positions.

- a) Inventory storage will be in a secure room (64-100 square foot)
- b) The room will be constructed with a modular saferoom system to include steel walls, ceiling and door.
- c) The secure room will meet FEMA's standards (FEMA Rule 320) and will ensure staff safety during inclement weather.

*Additional data provide in Exhibit 16

15.3 – Quality Control/Quality Assurance

* See Exhibit 23

15.4 – Contamination and Recall Plan

* See Exhibit 24

15.5 – Criminal Activity Plan

*In progress with completion expected 30 days after award of license

**Local LEO have been consulted during the early stages of this process. We will take all recommendations and create a standardized Criminal Activity Plan.

15.6 – Emergency Procedures/Disaster Plan

PROCESS FOR A POWER OUTAGE

A power outage makes it impossible to operate your business, and it also creates a short-term risk to your business and customers. This process outlines what you do when you lose electricity at your dispensary.

Immediate Action:

1. Technicians and receptionists turn on flashlights and escort current customers safely out of the store. Apologize for the inconvenience and notify that you'll reopen as soon as the power is restored. Consider giving them a discount or coupon to use on their next visit.
2. Lock the door and hang a note advising customers that your power is out and you will reopen when it's restored (add the expected timelines if you have them). [Suggestion: If you use other marketing channels for customer communication, like website, email, or text, consider posting or sending a notification about the outage.]
3. Owner or general manager calls the power company to determine the cause of the outage and get timelines for restoration.

4. Decide your plan and communicate with all staff currently in the building.
[Outline parameters of what to do next, keeping employee safety in mind. For example, if the outage is expected to last around 1 hour, and you can safely keep employees in the store without power, ask them to stay. Beyond 1 hour, or if the outage is major, send them home. Factor in the time of day. For example, an evening outage may be more costly to keep employees on than it would be to just close early. Also define who makes this decision.]

PROCESS FOR AN INTERNET OUTAGE

An internet outage is frustrating but won't require you to close your store.

This process outlines what you do when you lose internet at your dispensary.

Immediate Action:

Owner or general manager calls your [internet service provider](#) to determine the cause of the outage and get timelines for restoration. Based on diagnosis and timelines, you may be back up quickly, or you may have to shift to workarounds.

Enable Hotspot:

1. Flowhub Nug users can quickly pivot to using that device as an internet hotspot. Here's how to enable the hotspot:
2. Go to Settings > Personal Hotspot
3. Enable the hotspot and note the WiFi password. The name of the device will be the network name.
4. Connect each computer, tablet, or other device to the hotspot network as you would your dispensary's WiFi.

[Note: you can also use the owner or manager's personal cell device as a hotspot for the short-term. Fees may apply.]

Offline Mode:

[Note: Flowhub does not currently have offline mode. Also note: For states with live Metrc reporting requirements, continuing to transact without the internet will put you out of compliance, so you would need to stop making sales until the internet is restored.]

Process Manually:

- If there is no hotspot or offline mode, you'll need to shift to a manual check out process (details below).
- Hang a note on the door notifying customers that your internet is down and that transactions will take a bit longer than usual. If this also impacts your ATM availability, note so that customers can decide whether to come back or stay and make their purchase before even entering the store. [Suggestion: If you use other marketing channels for customer communication, like website, email, or text, consider posting or sending a notification about the outage.]

PROCESS FOR HARDWARE ISSUES

This process outlines how to resolve problems with your hardware, including printers, scanners, scales, payment terminals, cash drawers, computers, or ATM.

Printer: (if you have multiple printers, name them or distinguish between each here)

The printer is necessary to print exit labels and customer receipts.

Common issues and how to fix:

- Out of paper: Add more paper to the printer (outline where and how, and say where the extra paper is stored). Try printing again.

- Out of ink: Turn off the printer. Add new ink (outline where and how, and say where the ink is stored). Turn the printer back on. Try printing again.
- Lost connection to computer: Check that the internet is working. Look at the printer and make sure the internet icon (where is it and what should it be doing?) is flashing blue. If it's flashing orange, hold the "connect" button. It should reconnect.

PROCESS FOR SOFTWARE OUTAGES

This process outlines how to resolve problems with your software, including POS, track-and-trace systems like Metrc, and other integrations like loyalty programs, online menus, digital menus, and kiosks.

Immediate Action:

Owner or general manager calls the technology provider or checks their [status page](#) to determine whether there is an outage and get timelines for restoration. Based on diagnosis and timelines, you may have to shift to workarounds.

Hang a note on the door notifying customers that your software is down and that transactions will take a bit longer than usual. If appropriate, specify which technology is down, and who the outage will impact (if not all customers).

Special Workarounds:

Depending on the tool and cause of the outage, there may be unique workarounds to solve the problem. These workarounds would be communicated by the technology provider either over the phone or by email. Prepare your team to pivot quickly to enable these special workarounds should they be necessary.

Process Manually:

If your POS or other transaction-critical software goes down, and special workarounds aren't possible, you can process sales manually (details below).

PROCESS FOR MANUALLY REPORTING TO METRC

Every sale must be reported to Metrc to be compliant.

States that require live (immediate) sales tracking in Metrc:

You will need to [manually enter sales into Metrc](#) as you manually check out customers.

1. Log into Metrc.
2. Click the “Sales” tab in the upper navigation.
3. Select “Receipts” from the drop-down.
4. Select “Active” receipts.
5. Select “Record Receipts.”
6. In the pop-up, enter all pertinent information, such as date, time, patient details, package details, price, quantity, unit of measure, etc.
7. Select “Record Sales Receipts” to send those details to Metrc.

Note: If Metrc is down, live push states will be out of compliance if you process sales without immediately logging that sale in Metrc. Check local regulations on handling Metrc outages before creating workaround processes.

States that use end-of-day reporting in Metrc:

You can enter your days’ sales into Metrc at the end of the day (or the next morning before sales begin).

If the outage will be resolved by the end of the day, you will do your EOD reporting as usual. However, make sure all transactions from the day have been entered into your POS before reporting to Metrc.

MANAGING INVENTORY DURING AN OUTAGE

Your physical inventory, POS inventory, and Metrc inventory must always match. We recommend not doing these processes manually if you can wait for the software to be restored.

Here's the recommendations for managing inventory during a software outage:

Inventory Auditing: Withhold your days' audit, and shift the auditing schedule to accommodate later in the week.

Inventory Transfers: If possible, do not make any transfers during the outage. If you must do a transfer (either between rooms or locations), keep a detailed log including every activity you conducted. Immediately mimic those activities within your POS immediately upon restoration.

Inventory Intake: If possible, do not intake any inventory products during the outage. If you must do a product intake, keep a detailed log including every activity you conducted. Immediately mimic those activities within your POS immediately upon restoration.

15.7 - Alcohol, Smoke and Drug Free Workplace

██████████ DRUG AND ALCOHOL POLICY

TERMS

Drug and alcohol abuse contribute to billions of dollars of lost productivity and thousands of workplace injuries every year. Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. This company takes drug and alcohol abuse as a serious matter and will not tolerate it. The company absolutely prohibits the use of alcohol or non-prescribed drugs at the workplace or while on company premises. It also discourages non-workplace drug and alcohol abuse. The use, sale or possession of alcohol or drugs while on the job or on company property will result in disciplinary action, up to and including termination, and may have legal consequences. Employees are expected and required to

report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment.

██████████, LLC reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, involvement in an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination.

The company also cautions against use of prescribed or over-the-counter medication which can affect your workplace performance. You may be suspended or discharged if the company concludes that you cannot perform your job properly or safely because of using over the counter or prescribed medication. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication which may affect your performance.

Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within [7] days after the conviction. ██████████ LLC will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug or alcohol dependency. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. You may also be required to agree to random testing and a "one-strike" rule.

If you have a drug or alcohol problem, please ask for our help!

EMPLOYEE AGREEMENT ON DRUG AND ALCOHOL POLICY

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions. I am aware that violations of this guideline may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further

understand that I have a responsibility to maintain a positive representation of the company and govern myself accordingly. Furthermore, I understand that this policy can be amended at any time.

Dated: _____

EMPLOYEE

_____ LLC

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title

15.8 – Employee Safety Plan

This SOP details safety and security processes, including using security systems, storing products, handling cash, in-store cleaning and health policies, employee permissions/hiring protocols, incident management, and emergency protocols. In addition, to the Standard Operating Procedures Training concerning safety, we will also provide the following training to ALL employees/contractors.

- **Emergency Preparedness**
 - Medical emergency (CPR, AED & First Aid)
 - Active Shooter, Robberies, Assaults
- **Disaster Preparedness**
 - Weather events and how to maintain security
 - Maintenance problems and how the facility would respond in terms of doing business
- **De-escalation Training**
 - Effective communication
 - Active listening

- **Situational Awareness**
 - Perception, assessment, decision
 - Recognizing suspicious behavior
 - Avoiding complacency
- **Safe Handling of Products and Cash**
 - Receiving shipments and dispensing
 - Securing money and money pickups
- **Personal Security**
 - To and from work (awareness of vehicles and people, changing routes)
 - Security of keys, passcodes, swipe cards, badges
- **Recognizing Counterfeit Currency**
 - Recognizing, reporting and how to respond when presented with counterfeit currency (U.S. Secret Service has an online training course)
 - Proper use of counterfeit currency detection tool (AccuBanker LED 430, Dri-Mark UV Light, Dri-Mark Pen)

15.9 – Maintaining Confidential Information

DATA FLOW AND PROTECTION

- Every night at midnight METRC automates an update to the state level patient registry.
 - Patient Name
 - DOB
 - General Demographic's
 - Prescribing Physician
 - Recommendations
- All dispensary transactions are reported in real time to METRC from Flowhub.
- All traffic to Flowhub systems is SSL-encrypted in flight. The SSL certificates are automatically renewed and applied to keep our systems secure and up to date.

- Customer connections to our point-of-sale system are authenticated via secure OAuth2 sessions. Our OAuth2 provider delivers scalable authentication with ISO27001, ISO27018, and SOC2 certifications.
- Encryption doesn't stop with in-flight security—all data on disk is encrypted to protect against physical compromise.
- The design specifications require all Flowhub services to be multi-zone fault-tolerant. Combined with Flowhub's 24/7/365 systems server monitoring, this means that a disruption in the cloud won't affect transactions.
- Every user who attempts to access our Flowhub account is authenticated by Badge ID and password. Not only is our data encrypted, but Flowhub's extensive permission controls allow the administrator of our account to manage roles and access at our retail locations.

15.10 – Plan for Disposal and Waste

MISSION – Ensure the safety of all products to the end user. Should [REDACTED] receive a recall notice for any product we will perform the following:

- Identify and remove all affected products from the sales floor.
- Ensure all necessary communication to METRC regarding affected product.
- Utilize Flowhub Customer Relationship Management data to identify all patients who have purchased the affected product.
- Send out communications to each affected customer
 - Email
 - Phone
 - Text
- Dispose of product safely and within the confines of the rules and regulations as set forth by the Alabama Medical Cannabis Commission.

15.11 – Security Plan

* See Exhibit 19

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 16 – Standard Operating Plan and Procedures

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

Printed Name of Verifying Individual

CEO

Title of Verifying Individual

████████████████████

Signature of Verifying Individual

12/12/2022

Verification Date

Standard Operating Procedures

Version [01] – August 10th, 2022

**Standard Operating Procedures
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██████████ LLC

Customer Check In

Standard Operating Procedure

ROLE

- 1) Front Desk Staff/Receptionist/Security

TIMING

Ongoing - Anytime a customer enters the dispensary.

PURPOSE

The check in process starts the moment a customer or patient opens the front door of your dispensary. It's imperative to have strict procedures around how (and where) customers are greeted, how they're checked in, when/how ID's and/or medical cards are verified, where they wait, and when they enter the store.

Failing to properly manage the flow of customers and verify identity is a compliance and safety issue, and could result in fines, revocation of your license, and consumer safety concerns.

This SOP details every step in the check in process, including ID/age/medical card verification, waiting room protocol, and how customers move throughout the store.

PROCESS FOR GREETING CUSTOMERS/PATIENTS

This process starts the moment a customer or patient enters your dispensary.

- 1) Customer enters the dispensary.
- 2) Receptionist verbally greets the customer
 - a) If there is a line to check in, say “Welcome. I’ll be right with you” or “Hello. Please step in line and I’ll be with you momentarily.”
 - b) If there is no line, the customer steps up to for check in.
 - c) Patients will remain in the lobby/waiting area until called back.

CHECK IN PROCESS USING FLOWHUB GREET APP

This process starts the moment a patient is ready to be checked into the dispensary.

[Note: This SOP assumes use of Flowhub and the Greet app on the Nug mobile scanner. If you check in customers using Flowhub on a tablet or desktop computer, delete this section and see below for the tablet/desktop process. If you use another system, update all items to reflect your process.]

- 1) Customer steps up to the check in counter.
- 2) Receptionist verbally greets the customer and says “Welcome to [REDACTED] Could I please see your ID and/or med card?”
 - d) Patient hands receptionist their ID and medical card
- 3) Receptionist logs into Greet using their Flowhub username/password (if not already logged in).
- 4) Receptionist looks at the ID/med card to verify age and authenticity, in addition the receptionist will check customer purchase availability, then checks the customer in using one of two (2) methods.

a) Scan the ID barcode using the Nug scanner device (recommended) or use the camera to scan the ID barcode.

- i) Hold the Nug 6-8 inches away from the barcode on the bottom of the back of the ID (look for the 2d/complex barcode).
- ii) Click one of the side buttons on the Nug sled and scan the light over the barcode.
- iii) Listen for a beep and look to see that the customer's information loads on the screen.

Note: If the Nug scanner is not functioning, tap the plus sign in the lower right corner of the screen. The camera will open with a white box over the screen. Center the white box over the 2D barcode to scan it.

- iv) You will either see "Welcome Back" if they are a returning customer, or "New Customer" if they are new.

(1) Patient full name, date of birth, state of residence, Med ID, and Med ID expiration are required when creating new Med profiles.

b) Use "Look up customer profile" within Greet to search for an existing customer profile.

- i) Tap "Look up customer profile." Select "REC" or "MED." Type in at least 3 characters to search for an existing customer.
- ii) Cross reference the DOB on the customer's ID to verify it's the right profile.
- iii) Once verified, tap into the customer profile, and select "Check in as a MED Customer" to add them to the queue.

5) If the customer has been flagged as a potential risk to your dispensary in the past, you will be notified on the app.

6) If the customer is new, or information has changed for a returning

customer, edit their profile, and tap “Save.”

- a) Add them to your loyalty program by adding the customer’s phone number.
 - b) Add the customer to your pre-set customer groups (if applicable).
 - c) Add “Customer Sources” information (if applicable). Check them in and add them to the queue.
 - d) Tap “Check in as Med Customer.”
- 7) Receptionist tells the customer to take a seat in the waiting room until they are called by a Dispensary Technician.

CHECK IN PROCESS USING A TABLET/DESKTOP

This process outlines how to check in a patient in Flowhub on a desktop or tablet.

- 1) Customer steps up to receptionist desk
- 2) Receptionist verbally greets the customer, and says “Welcome to [REDACTED] Could I please see your ID and/or med card?”
 - a) Patient hands receptionist their ID and medical card
- 3) Patient hands receptionist their ID and medical card
- 4) Receptionist looks at the ID/med card to verify age and authenticity
- 5) Receptionist logs into Cashier using their Flowhub username/password (if not already logged in). There are three options of checking in the customer:
 - a) If the customer is returning and has an existing profile, use the “Find by name” feature in the upper left corner. Search using the customer’s legal name. Verify it’s the correct profile by cross referencing the date of birth on the customer’s ID. Click “Check In” to add them to the queue.
 - b) If the customer is new, click “New Profile” in the lower left hand corner.

- i) Select “Create New Profile” under “Med Customer.” Add their full legal name, date of birth, state and Med Card info.
- ii) Click “Save & Check In” to add them to the queue.

CUSTOMER MOVEMENT PROCESS

This process outlines how customers/patients go from check in to transaction, including where they wait.

- 1) After completing check in, the receptionist tells the customer/patient where to wait, and gives an estimated wait time if available.
- 2) The customer/patient must stay within the waiting area, and will not be allowed into the consultation area or secured sales floor until called back.

ORDER AHEAD PROCESS

This process outlines how to check in customers/patients who are picking up and paying for orders made ahead of time.

- 1) Make sure that the order is in the “Ready” column within Flowhub Cashier. You will not be able to pair a customer with an order that isn’t ready.
- 2) Follow the typical greeting, new customer set up, and ID/med card verification steps as customers/patients arrive
- 3) Instead of checking in the customer/patient as you normally would, select “Order Pick Up.”
- 4) Find the customer/patient’s name in the list of orders, select their name, and select “Check In Order.”
- 5) You’ll be directed back to the main queue and will see the name at the top that reads “Order Pick Up.” The order is now paired.
- 6) The next available dispensary technician will meet the customer/patient, take them back to the terminal, and process the transaction as usual, including adding specials.

MANAGING THE QUEUE PROCESS

This process is for maintaining and updating the queue of checked in customers/patients. This is important for accurate reporting of average wait time.

- 1) Once a customer/patient is checked in, their name automatically appears in the list of checked in customers, called the queue, on the main screen of Greet.

Note: Order ahead customers/patients always go to the top of the queue.

- 2) All active customers/patients in the queue have an associated wait time.
- 3) To edit a customer/patient, select their name. This directs you to their profile. Update the applicable information, or add customer notes or flags, and "Save."
- 4) To remove a customer/patient from the queue:
 - a) Select their name. This directs you to their profile. Choose "Remove from Queue." To remove the customer from the queue view, slide your finger across a customer's name in the queue to the left. This gives two options: "Left Store" and "Flag." Select "Left Store" to indicate that the customer/patient has left and should no longer be in the queue.
 - b) Select a reason why the customer/patient left the store. If "Other" is selected, a text box will appear. Describe the reason. Tap "Remove."
- 5) Customers/patients will be automatically removed from the queue once they start building their cart with a budtender.

EQUIPMENT

- Computer and/or Flowhub Nug mobile scanner with Greet app
- Flowhub account and login information

DEFINITIONS

- Greet = a mobile app on Flowhub's mobile Nug scanner device that allows you to scan the barcode on state-issued identification to automatically and compliantly verify age and check in customers.
- Queue = A list of people in line. For dispensaries, this is the list of people who have been checked in, IDs verified, and are now waiting for a budtender to show them products and process the transaction. As customers/patients build carts with budtenders, they are removed from the queue.
- Order ahead = The act of placing your dispensary order ahead of time, often through websites or apps. Some dispensaries allow customers/patients to call or email with their orders, though this is much harder to track and manage. The benefit of order ahead is customers can choose their products from the comfort of their own homes and drive to your dispensary when it's ready, minimizing their time spent in the store. The benefit to dispensaries is the ability to prepare orders as time allows rather than always working reactively on a full queue of people waiting in person.

██████████ LLC

Customer Check Out

Standard Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Sales Associates/Dispensary Technician

TIMING

Ongoing - Anytime a customer shops and transacts at your dispensary.

PURPOSE

The check-out process starts the moment a customer or patient enters the bud room in your dispensary. This is the time when technician provide education, recommend products, and eventually process the transaction for the customer.

Properly managing customers and the check out process is important for customer experience, but also for compliance, including proper handling of cash and cannabis products. Failing to managing customers according to your state regulations could result in fines, audits, or closure.

This SOP details every step in the check out or transaction process, including helping customers make selections, adding products to the customer cart, processing transactions, including debit payments, fulfilling orders, and how customers exit.

PROCESS FOR HELPING CUSTOMERS/PATIENTS

This process outlines how technician approach customers/patients, and how they help choose products to purchase.

- 1) Customer enters the secure sales floor.
- 2) Technician greets the customer by name. Technician checks customer ID as a second safeguard and to ensure you're helping the right customer.
- 3) Technician asks the customer what brings them in today, if they are looking for something specific, or what the physician recommended.
- 4) Depending on customer:
 - a) If the customer knows exactly what they want, the technician can move to the process of adding to the cart, fulfilling the order, and processing the transaction.
 - b) If the customer needs help, the technician answers questions, provides guidance, and moves forward with the check-out process when and if the customer is ready to make decisions.
 - c) If the customer has an idea of what they like, but is open to suggestions, the technician may steer them toward specific products or introduce them to new brands/options.

PROCESS FOR ADDING PRODUCTS TO A CUSTOMER CART

This process outlines how to add specific items to the customers' cart in Flowhub.

1. The customer chooses the products they want to purchase.
2. Technician opens Flowhub and selects the customer from the customer queue to open the cart.
3. Technician adds all desired products and quantities to the customer's cart.
 - a. Customer is not allowed to handle product until the sales transaction is complete.

4. Technician watches the cannabis purchase counter and advises customers if they have selected too many items. Technician may offer up-sell options at this point.

HOW TO PROCESS TRANSACTIONS

This process outlines how to process transactions in Flowhub, take customer money, and give correct change back.

Once all products/items have been added to the cart, technician will complete the transaction:

- 1) Before starting the transaction, confirm all products in the cart with the customer by reading them back. Make edits to the cart if applicable.
- 2) Verify all relevant specials applied. If the customer or order qualifies for an inline discount, add the code in the panel on the right side of the screen.
- 3) Select the button to Checkout at the bottom of the right sidebar.
- 4) Select payment method and the total amount given.
- 5) Enter your Flowhub PIN, and complete the transaction.
- 6) Exit labels and a receipt will print.
- 7) The cash drawer will open. Give change and the receipt to the customer, if applicable. Always double-count change to ensure accuracy, once when you remove the money from the drawer, and once as you count the change back to the customer.

PROCESS FOR FULFILLING ORDERS

This process outlines how to fulfill an order and ensure the customer/patient receives the products (in exact amounts) that they wanted and paid for.

- 1) Technician, or fulfillment staff, depending on your workflow collects all

products in the customers' order.

- 2) Technician or fulfillment staff affixes exit labels to all cannabis products
- 3) Place all products into an exit bag
- 4) Hand the exit bag to the customer.
- 5) Thank the customer.
- 6) Point customers toward the exit door.

[Online ordering and/or curbside pickup: If you're doing online ordering, most of this process will be the same, except customers won't require education and will build their own carts. Update or add steps to reflect how this customer flow differs from traditional in- store shoppers. Processing transactions and fulfilling orders will probably be the same, except you may fulfill the order before the customer arrives.

EQUIPMENT

- Computer, laptop, or tablet (Point of Sale Hardware)
- Cash drawer
- Flowhub account and login information
- Barcode scanner, if applicable
- Receipt printer
- Debit card terminal, if applicable
- Secure packaging/bags (within state guidelines)

DEFINITIONS

- Transaction = the process of buying or selling something.
- Debit card processing = the process of buying something and paying with a debit card. Debit cards are considered legal tender for dispensaries, though credit cards

are prohibited due to the federal illegality of cannabis. Learn more in this [dispensary payments guide](#).

- Exit labels = the labeling required for cannabis products. Exit label requirements vary by market.
- Exit bag = all states require secure packaging for products. A child-proof container may be sufficient, and any products not in child-proof containers must be in secure exit bags. Be sure to understand your market's requirements around secure packaging.

██████████ LLC

Dispensary Closing Standard Operating Procedure

Version [01] - August 10th, 2022

ROLE

- 1) Front Desk Staff/Receptionist
- 2) Technician/Sales Associates
- 3) Closing Manager

TIMING

Every day - during the last hour of business and after the store closes to customers/patients.

PURPOSE

The closing process starts around an hour before closing time and concludes after the last employee leaves the store for the night. Closing is one of the times of greatest risk for

dispensaries, so it's important to have thoughtful processes.

Failing to properly conduct closing tasks is a compliance and safety issue for your store and employees.

This SOP details every step in the closing process, including managing products, counting drawers, cleaning, and locking the door/leaving the building.

Technician: CLOSING PROCESS

This process outlines technicians responsibilities at closing, with a focus on the bud room.

- 1) If it's not busy, begin closing drawers one at a time.
 - a) Technicians on closed drawers will count their drawer, then begin closing duties, focusing on back of house duties so as to not disturb customers.
 - b) Technicians still serving customers are expected to provide great service, but aim to get all customers out by closing time.
- 2) Count drawers and submit for review:
 - a) Within Flowhub, select "Drawers" > "Details" > Submit for Review.
 - b) Manually count your drawer's final cash totals down to zero. Enter each coin and dollar denomination.
 - c) Add relevant notes.
 - d) Select "Submit Drawer for Review."
 - e) The closing manager will verify and close the drawer.
- 3) Divide up closing duties.
 - a) Lock up every product for the evening.
 - b) Ensure the check out area is clean, tidy, and well-stocked
 - c) Ensure the secure sales room is clean and tidy. The evening staff

cleans the store (opening staff will tidy and spot clean where necessary).

- d) Do multiple walk-throughs of the store to make sure no messes remain, and that no products are hidden somewhere.
- 4) Log out of Flowhub and turn off all computers. Plug in any devices that need to be charged.
- 5) Turn off any other tech.

RECEPTIONIST: CLOSING PROCESS

This process outlines reception/front desk staff responsibilities at closing, with a focus on the waiting room.

- 1) If it's not busy, begin closing cleaning/tidying tasks as appropriate.
- 2) At closing time, the manager will come lock the front door.
- 3) After all customers have been served, check Flowhub and make sure no customers are left waiting in the queue.
- 4) Tidy and fold merchandise or other non-cannabis items for sale in your waiting area.
- 5) Tidy chairs, furniture, and magazines/educational materials.
Sweep/vacuum floors, with special focus on entryway rugs. Wipe down any customer-facing surfaces
- 6) Close out of all computers, plug in anything that needs to be charged.

MANAGER: CLOSING PROCESS

This process outlines manager responsibilities at closing, with a focus on back of house.

- 1) Prior to closing, start doing closing tasks.
 - a) Assign closing duties
- 2) At closing time, lock the front door and turn off the Open sign.
- 3) Stay up front and let out any customers who are still shopping at the time of closing.

- 4) After the last customer leaves the store, perform or designate a staff member to perform a store security check, making sure no customers remain anywhere in the store. [Note specific areas to check, including restrooms, offices, and even back of house areas that customers are restricted from.]
- 5) Go to security office and watch the cameras every 5 minutes to look for anything suspicious.
- 6) Reconcile all drawers. Note: Some drawers may be closed and reconciled prior to closing if it's slow.
 - a) Technicians informs the closing manager that their drawer is ready for review.
 - b) Review the counts and notes submitted by the technicians into Flowhub. Compare the expected cash with the actual cash and look for over/unders for debit or cash.
 - i) If totals match, close the drawer.
 - ii) If totals don't match, recount and update totals and reconcile the difference
 - c) Count out your daily starting amount for each drawer for the morning shift. Put in secure bags in the safe.
 - d) Put empty drawers back in the till, and leave the till open.
- 7) Verify that all drawers are closed in Flowhub. Note: If you don't close all drawers, you won't be able to run the End of Day PDF Report.
- 8) Run your [EOD Sales CSV Report](#) in Flowhub to help verify drawer totals and find discrepancies.
- 9) Metrc states only: Upload your [daily sales to Metrc](#).
- 10) Count the safe and record totals. Keep the safe open for as short a time as possible.
- 11) As other employees complete their duties, go let them out using the "Leaving the Building Process" below.
- 12) Send a closing note to the opening manager.

PROCESS FOR LEAVING THE BUILDING - ALL STAFF

- 1) Clock out and grab personal belongings.
- 2) Closing manager lets employees out. First check cameras to make sure no one is outside. Immediately lock the door behind them.
- 3) Closing manager and last employee leave together.
- 4) Closing manager and last employee to leave:
 - a) Does a final visual inspection of the interior of the store, confirming all products are put away and all areas are clean. Turn off all lights, leaving one set of lights on until it's time to exit the building.
 - b) Check the camera to make sure no one is outside.
 - c) If all clear, activate the alarm
 - d) Turn off the remaining lights, lock the door, and step outside.
 - e) Confirm that the door is locked.
 - f) Closing manager and final employee walk quickly and directly to cars.
 - g) Closing manager drives around the building to confirm nothing suspicious and both employees drive away together.

EQUIPMENT

- Computer
- Flowhub account and login information
- Cash drawers
- Safe and access to the safe
- Cleaning equipment
- Keys to all exterior doors

- Metrc access and login information

██████████ LLC

Dispensary Opening Process Standard Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Front Desk Staff/Receptionist
- 2) Technicians/Sales Associates
- 3) General Manager

TIMING

Every day before the store opens to customers/patients.

PURPOSE

The opening process starts the moment a manager or store lead unlocks the front door and ends when the store opens for that days' business. Opening is one of the times of greatest risk for dispensaries, so it's important to have thoughtful processes on entering the building and preparing for the day, including counting cash, preparing products, cleaning, and auditing.

Failing to properly conduct opening tasks is a compliance and safety issue for your store and employees.

This SOP details every step in the opening process, including unlocking the door, stocking products, preparing drawers/workstations, and welcoming the first customers of the day.

MANAGER: OPENING PROCESS

This process outlines manager responsibilities at opening, with a focus on back of house.

- 1) Audit the safe to ensure the amounts match what was recorded during the prior evening's audit.
 - a) Check cameras every 5 minutes to ensure nothing looks suspicious.
- 2) Prepare drawers with \$300 in varying denominations. Make sure every drawer has enough change.
- 3) As other employees arrive, go let them in using the "Entering the Building Process" below.
- 4) Technicians will come grab their drawers. Have technicians count their drawers to ensure the correct starting amount.
- 5) If you have any nearly-expired products to discount, bring them out onto the sales floor and notify technicians.
- 6) Divvy up opening tasks
- 7) Schedule lunches and breaks.
- 8) Have a team huddle to start the day.
- 9) 5 minutes before opening, ensure Receptionist, Technicians, and all customer-facing spaces are clean, stocked, and ready for the day. Also ensure every employee has their badge visible.
- 10) At opening time, unlock the front door and welcome any waiting customers.

TECHNICIAN: OPENING PROCESS

This process outlines budtender responsibilities at opening, with a focus on the bud room.

- 1) Turn on all computers and navigate to Flowhub Cashier.
- 2) Turn on any other tech to include music, lighting, kiosks, etc.
- 3) Go to the manager and get your drawer
 - a) Count your drawer to ensure the correct starting denomination.

- b) If you need any change, inform the manager.
 - c) Put your drawer into your till.
 - d) Assign the drawer to yourself in Flowhub.
- 4) Unlock product displays in the secured sales room.
 - 5) Ensure all products are stocked based on expected sales for that day. Aim to have enough product stocked to get you through at least mid-day.
 - 6) If technicians assist inventory managers with auditing/counting inventory, include a task to check with the inventory manager on what needs to be counted that day, or include what inventory items count on which day.
 - 7) Ensure the check out area is clean, tidy, and well-stocked
 - 8) Ensure the secured sales room is clean and tidy. Spot clean any areas missed by closing staff.
 - 9) 5 minutes before opening, you must be done with opening tasks and ready to start helping customers. Ensure your badge is visible.
 - 10) Throughout the day:
 - a) Package up cash into appropriate bundles to make it easier to count at the end of the shift or at closing (1's = \$25; 5's = \$50; 10's = \$100).
 - b) Sanitize regularly as outlined by your regional and business's COVID protocols.
 - c) Clean and tidy the secured sales room and check out area as time allows to make the closing cleaning process smoother.

RECEPTIONIST: OPENING PROCESS

This process outlines reception/front desk staff responsibilities at opening, with a focus on the waiting room.

- 1) Visually inspect the front desk/waiting room area and note immediate

- tasks to complete before customers start arriving.
- 2) Turn on the front desk computer. Log into Flowhub.
 - 3) Make sure all tech is charged and ready for use. If not, plug it in immediately. [If using the Nug, make sure it's fully charged and scanning correctly.]
 - 4) Check trash cans, water stations, coffee stations, and refill as necessary
 - a) [Note: We recommend not taking out trash when the doors are locked, so wait until about one hour after opening, or a dedicated time in the afternoon, to bring trash out to the dumpster. Use the buddy system.]
 - 5) Check chairs, furniture, and magazines/educational materials. Spot clean and straighten as necessary.
 - 6) Tidy, refold, or restock merchandise or other non-cannabis items for sale in your waiting area
 - 7) 5minutes before opening, you must be done with opening tasks and seated at the front desk. Ensure your badge is visible.

PROCESS FOR ENTERING THE BUILDING - ALL STAFF

- 1) Opening manager arrives. Drive around the building to make sure nothing looks suspicious.
- 2) If the exterior of the dispensary looks ok, park in assigned employee lot. If you spot something suspicious, call 911, or call security, or other.
- 3) Manager unlocks the door and enters the building.
- 4) Manager immediately locks the door after entering.
- 5) Manager disarms the alarm
- 6) Manager turns on the lights and does a visual inspection of the interior of the store, including whether the closing staff completed their procedures

adequately, and looking for any water or rodent issues from overnight.

- 7) As other staff arrive, first check the cameras to make sure no one else is waiting outside. If clear, let them in the front door. Immediately lock the door behind them.
- 8) Clock in, securely store personal belongings, and get started on opening procedures by job type.

EQUIPMENT

- Computer
- Flowhub account and login information
- Cash drawers
- Safe and access to the safe
- Cleaning equipment
- Keys to all exterior doors
- Metrc access and login information

██████████ LLC

Technology & Power

Outage Standard

Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Front Desk Staff/Receptionist
- 2) Technicians/Sales Associates
- 3) Shift/Store Manager

4) Owner

TIMING

Whenever you have a power, internet, hardware, or software outage or issue.

PURPOSE

Technology and tools are necessary to conduct business. It's imperative to have strict procedures for managing outages.

If your power, internet, POS system, hardware, or computer isn't working, you'll need processes to allow customers to compliantly check in and complete their transaction.

This SOP details processes for managing your business during a technology, internet, or power outage, including using a hotspot, manually processing transactions, reporting to Metrc, and managing inventory.

PROCESS FOR A POWER OUTAGE

A power outage makes it impossible to operate your business, and it also creates a short- term risk to your business and customers. This process outlines what you do when you lose electricity at your dispensary.

Immediate Action:

1. Technicians and receptionists turn on flashlights and escort current customers safely out of the store. Apologize for the inconvenience and notify that you'll reopen as soon as the power is restored. Consider giving them a discount or coupon to use on their next visit.
2. Lock the door and hang a note advising customers that your power is out and you will reopen when it's restored (add the expected timelines if you

have them). [Suggestion: If you use other marketing channels for customer communication, like website, email, or text, consider posting or sending a notification about the outage.]

3. Owner or general manager calls the power company to determine the cause of the outage and get timelines for restoration.
4. Decide your plan and communicate with all staff currently in the building. [Outline parameters of what to do next, keeping employee safety in mind. For example, if the outage is expected to last around 1 hour, and you can safely keep employees in the store without power, ask them to stay. Beyond 1 hour, or if the outage is major, send them home. Factor in the time of day. For example, an evening outage may be more costly to keep employees on than it would be to just close early. Also define who makes this decision.]

PROCESS FOR AN INTERNET OUTAGE

An internet outage is frustrating, but won't require you to close your store. This process outlines what you do when you lose internet at your dispensary.

Immediate Action:

Owner or general manager calls your [internet service provider](#) to determine the cause of the outage and get timelines for restoration. Based on diagnosis and timelines, you may be back up quickly, or you may have to shift to workarounds.

Troubleshooting:

Enable Hotspot:

Flowhub Nug users can quickly pivot to using that device as an internet hotspot. Here's how to enable the hotspot:

- Go to Settings > Personal Hotspot
- Enable the hotspot and note the WiFi password. The name of the device will be the network name.
- Connect each computer, tablet, or other device to the hotspot network as you would your dispensary's WiFi.

[Note: you can also use the owner or manager's personal cell device as a hotspot for the short-term. Fees may apply.]

Offline Mode:

[Note: Flowhub does not currently have offline mode. Also note: For states with live Metrc reporting requirements, continuing to transact without the internet will put you out of compliance, so you would need to stop making sales until the internet is restored.]

Process Manually:

- If there is no hotspot or offline mode, you'll need to shift to a manual check out process (details below).
- Hang a note on the door notifying customers that your internet is down and that transactions will take a bit longer than usual. If this also impacts your ATM availability, note that so customers can decide whether to come back or stay and make their purchase before even entering the store. [Suggestion: If you use other marketing channels for customer communication, like website, email, or text, consider posting or sending a notification about the outage.]

PROCESS FOR HARDWARE ISSUES

This process outlines how to resolve problems with your hardware, including printers, scanners, scales, payment terminals, cash drawers, computers, or ATM.

Printer: (if you have multiple printers, name them or distinguish between each here) The printer is necessary to print exit labels and customer receipts.

Common issues and how to fix:

- Out of paper: Add more paper to the printer (outline where and how, and say where the extra paper is stored). Try printing again.
- Out of ink: Turn off the printer. Add new ink (outline where and how, and say where the ink is stored). Turn the printer back on. Try printing again.
- Lost connection to computer: Check that the internet is working. Look at the printer and make sure the internet icon (where is it and what should it be doing?) is flashing blue. If it's flashing orange, hold the "connect" button. It should reconnect.

Also note any workarounds here. For example, if the printer won't connect, note other printers to try printing to instead.]

Note: We recommend using surge protectors to prevent damage to hardware in the event of a power outage.

PROCESS FOR SOFTWARE OUTAGES

This process outlines how to resolve problems with your software, including POS, track- and-trace systems like Metrc, and other integrations like loyalty programs, online menus, digital menus, and kiosks.

Immediate Action:

Owner or general manager calls the technology provider or checks their [status page](#) to determine whether there is an outage and get timelines for restoration. Based on diagnosis and timelines, you may have to shift to workarounds.

Hang a note on the door notifying customers that your software is down and that transactions will take a bit longer than usual. If appropriate, specify which technology is down, and who the outage will impact (if not all customers).

[Suggestion: If you use other marketing channels for customer communication, like website, email, or text, consider posting or sending a notification about the outage.]

● Examples:

- Notice! Our kiosks are currently down. All customers will need to place orders with a technicians. We apologize for any inconvenience.
- Important! Our POS is currently down. We can currently process cash sales only and transactions will take a bit longer than usual. Apologies for the inconvenience!

Special Workarounds:

Depending on the tool and cause of the outage, there may be unique workarounds to solve the problem. These workarounds would be communicated by the technology provider either over the phone or by email. Prepare your team to pivot quickly to

enable these special workarounds should they be necessary.

Process Manually:

If your POS or other transaction-critical software goes down, and special workarounds aren't possible, you can process sales manually (details below).

PROCESS FOR MANUALLY REPORTING TO METRC

Every sale must be reported to Metrc to be compliant.

States that require live (immediate) sales tracking in Metrc:

You will need to [manually enter sales into Metrc](#) as you manually check out customers.

1. Log into Metrc.
2. Click the "Sales" tab in the upper navigation.
3. Select "Receipts" from the drop-down.
4. Select "Active" receipts.
5. Select "Record Receipts."
6. In the pop-up, enter all pertinent information, such as date, time, patient details, package details, price, quantity, unit of measure, etc.
7. Select "Record Sales Receipts" to send those details to Metrc.

Note: If Metrc is down, live push states will be out of compliance if you process sales without immediately logging that sale in Metrc. Check local regulations on handling Metrc outages before creating workaround processes.

States that use end-of-day reporting in Metrc:

You can enter your days' sales into Metrc at the end of the day (or the next morning before sales begin).

If the outage will be resolved by the end of the day, you will do your EOD reporting as usual. However, make sure all transactions from the day have been entered into your POS before reporting to Metrc.

MANAGING INVENTORY DURING AN OUTAGE

Your physical inventory, POS inventory, and Metrc inventory must always match. We recommend not doing these processes manually if you can wait for the software to be restored.

Here's the recommendations for managing inventory during a software outage:

Inventory Auditing: Withhold your days' audit, and shift the auditing schedule to accommodate later in the week.

Inventory Transfers: If possible, do not make any transfers during the outage. If you must do a transfer (either between rooms or locations), keep a detailed log including every activity you conducted. Immediately mimic those activities within your POS immediately upon restoration.

Inventory Intake: If possible, do not intake any inventory products during the outage. If you must do a product intake, keep a detailed log including every activity you conducted. Immediately mimic those activities within your POS immediately upon restoration.

EQUIPMENT

- Flashlights to use in power outage
- Phone number for power and internet companies (better yet, a quick link to a status page, and make sure you get text alerts if the provider

offers them) [The Nug](#) (or a mobile device with a hotspot. Note: Fees may apply on personal devices.)

- Product manuals for all hardware
- Contact details for all software providers
- Pre-built document to capture sales manually
- Metrc access and login information

DEFINITIONS

- Outage = a period when a power supply or other service is not available or when equipment isn't working.
- Hardware = the physical pieces of technology equipment in your store, including computers, printers, scales, scanners, tablets, kiosks, card readers, monitors, etc.
- Hotspot = allow you to share 5G service from your mobile device or phone to other WiFi-enabled devices, like laptops or other phones. Many cell phone plans allow for hotspots, but additional fees may apply.
- Software = the non-physical pieces of technology in your store, including loyalty programs tools, point-of-sale, analytics tools, CRM, marketing tools, inventory management tools, etc.

██████████ LLC

Cash Management Standard Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Technician/Sales Associate - Handles cash at the time of the transaction, responsible for accurate drawer counts
- 2) Store Manager/General Manager - Handles drops, reconciliation, and deposits, responsible for accurate counts and safe storage of cash.

TIMING

Daily. Most processes as part of your broader cash management SOP will occur at least once per day. Some may occur multiple times per day.

PURPOSE

Cannabis is a cash-based operation. Even when other banking options appear, cash will always be a part of the equation. You must have strict controls for managing cash in your dispensary. Failing to properly count, store, and manage cash is a liability to your business, including theft, loss, and inaccurate reporting and accounting. The tighter your controls, the lesser your risk.

This SOP details every step in the process from customer cash payment to putting the money in safe storage (whether that's a bank account, offsite secure facility, or onsite safe). This SOP accounts for how you handle cash at opening, when and how you do drops during the day, accepting cash/giving change to customers, when and how you close out

drawers, deposit the days' cash at closing, reconcile discrepancies, and storage/transport.

OPENING A CASH DRAWER PROCESS

A drawer is the physical register or till used to check out customers. The drawer is opened at the start of each day, or with a new employee starting a shift.

- 1) Technician/Sales Associate gets a new cash drawer from general manager
- 2) GM puts the days' starting cash, in various bills, into the drawer as part of the opening process. Take \$300 from the safe as a payout or in a register lockbox with precounted, packaged amounts for each starting drawer.
- 3) In Flowhub, select "Drawers" from the navigation bar.
 - a) If the drawer isn't in the list, you'll need to Create a New Drawer.
 - b) Note: Employees need "Manage drawers" permission to be able to open, close, or manage drawers within Flowhub.
- 4) Find the drawer you'd like to open within Flowhub, click "Count & Open."
- 5) Count and enter the total of each coin and dollar denomination within the drawer. The total starting balance is shown. Double-count to ensure accuracy.
- 6) Add notes if desired, and click "Open Cash Drawer."
- 7) Put the till into the cash drawer at your terminal.

CLOSING A CASH DRAWER PROCESS

A drawer is closed at the end of each day (or shift) to confirm cash/debit totals.

Steps for technician:

- 1) After the last transaction is processed, count all monies in the drawer. If the store is open, count in the manager's office or other safe room. If the store is closed, money can be counted at the terminal.
- 2) In Flowhub, select "Drawers" from the navigation bar.
- 3) Find the drawer you'd like to close. Select "Close Drawer."
- 4) Manually count and enter the total of each coin and dollar denomination within the drawer. Double-count to ensure accuracy. Count the drawer down to zero, meaning no money is left uncounted in the drawer.
- 5) Add your PIN and click "Close Drawer."
- 6) Put the cash in a labeled manilla envelope or a sealed cash bag and take the cash and physical drawer to your manager to review and close.
 - a) Note: Be cautious about carrying cash throughout the store when it's open and customers are present.

Steps for Managers:

- 1) Receive the cash and physical drawer from the budtender. If the store is open, complete the closing process in the manager's office or other safe room. If the store is closed, money can be counted at the terminal.
- 2) In Flowhub, select "Drawers" from the navigation bar.
- 3) Select the drawer you need to review - it'll have a blue pending status.
- 4) Under the "Details" tab, review the counted totals and notes submitted by the budtender.
- 5) Count the monies in the drawer and compare the expected cash with the actual cash.
 - a) If they match, close the drawer.
 - b) If they do not match, recount and update as necessary.
 - c) If they still don't match, follow the discrepancy process below.

- 6) Add any relevant notes.
- 7) Select "Close Drawer."
- 8) Put the funds (along with the Z-receipt printed from Flowhub and a deposit slip) in the safe drop box on premises

CASH DROP PROCESS

Cash drops are when a cash drawer/till is counted and a portion of the cash is removed from the drawer to be deposited elsewhere. Cash drops are different from payouts, as they do not impact revenue. The goal is to limit the amount of cash in a drawer at any given time.

** Managers are expected to perform a cash drop twice per day OR whenever a till exceeds \$3,000.

Aim to count and remove cash when as few customers are in the store as possible to ensure safety.

- 1) Count the drawer and physically remove the desired amount of cash.
 - a) Put the removed cash into a sealed cash bag or locking cash box.
 - b) Count twice to ensure accuracy.
 - c) Note: Be sure the surroundings are safe to count money before doing so.
- 2) In Flowhub, select "Cashier."
- 3) Select the open drawer you are making a drop on and click "Make drop".
- 4) Enter the amount taken from the drawer, enter your PIN, add a reason for the drop, and select "Submit/Save."
- 5) Immediately deposit the cash and deposit slip into the safe or safe room.

PAYOUT PROCESS

A payout is when a payment, such as paying a vendor, needs to be taken from a cash drawer/till. A payout is different than a drop, as the payout will impact revenue.

- 1) Physically remove the desired amount of cash from the drawer.
 - a) Count twice to ensure accuracy.
 - b) Note: Be sure the surroundings are safe to count money before doing so.
- 2) In Flowhub, select "Cashier."
- 3) Select the open drawer you are making a payout on and click "Payout".
- 4) In the details section, enter the amount taken from the drawer, your PIN, add a reason for the payout, and select "Submit/Save."
- 5) Put the money into an envelope and give to the vendor or person you're paying. Ensure you receive a receipt and place the receipt in or under the cash drawer to include in documentation during closing.

DEPOSITING MONEY INTO THE SAFE PROCESS

Managers must follow this process anytime cash is deposited into the safe.

- 1) Ensure the surroundings are appropriate to open the safe.
- 2) Open the safe.
- 3) Fill out your store's deposit slip with the pertinent information (i.e. amount being deposited, name of employee, where the cash came from, date, time, and notes, if applicable.)
- 4) Attach the deposit slip to the cash.
- 5) Put the cash and deposit slip in the safe.
- 6) Close and lock the safe.

COLLECTING PAYMENT/GIVING CHANGE PROCESS

As technicians process transactions, they will receive cash from customers and hand back the correct change. This is the process for reducing errors in cash handling during the transaction process.

- 1) For each customer/transaction, build the cart in Flowhub.
- 2) Once all products are added, and specials applied (if applicable), tell the customer their total.
- 3) Select “Collect Payment” to process the transaction.
- 4) On the next screen, you’ll see a summary of the transaction, with payment options.
- 5) The customer will hand you the cash. Have them count the cash to you to confirm the amount.
- 6) Take the cash and count it down onto the counter in front of the customers as a second check to verify the amount. Say the amount out loud.
- 7) Enter the cash amount into the payment screen. Enter your PIN and click “Check Out.”
 - a) If you are assigned to more than one drawer, you will need to select the drawer before processing the payment.
 - b) Count the cash one more time while putting the money into the drawer.
- 8) The payment screen will show you the amount of change due to the customer.
 - a) Grab the required change amount from the drawer. Count it as you remove it from the drawer.
 - b) Then count the change back to the customer, verifying that amount is what shows on your screen.
- 9) Close the drawer.
- 10) Provide the customer with the receipt.

RECONCILING DRAWER DISCREPANCIES PROCESS

Sometimes drawers are off, sometimes by pennies, and sometimes by significantly more. A drawer can either be over (meaning it has more cash in it than expected) or under (meaning it has less cash than expected). The most effective way to reduce drawer discrepancies is to use the triple cash count process (outlined in the collecting payment/giving cash process above) while accepting money from customers and counting back change.

If a drawer is off by any amount at the end of the night, the closing manager will follow this process:

- 1) Run the End of Day (EOD) PDF Report in Flowhub for the day.
- 2) Run a Sales Report and [Drawer Activity Report](#) in Flowhub for the day.
- 3) On the Sales Report:

	Before Tax	Tax	After Tax
Sales Cash	-	-	12302.77
Sales Debit	-	-	6130.46
Sales Gift Cards	-	-	0
Sales Loyalty	-	-	0
Sales Medical	3451.16	286.81	3737.97
Sales Rec	11780.1	2915.16	14695.26
Sales Cannabis	3448.65	286.6	3735.25
Sales Cannabis	11729.29	2910.93	14640.22
Sales Accessor	2.51	0.21	2.72
Sales Accessor	50.81	4.23	55.04
Tax Exempt Sale	-	-	0
Sold Gift Cards	-	-	0
Revenue	-	-	15231.26
Total Sales	15231.26	3201.97	18433.23

- a) Confirm that the total number of sales, revenue, and total taxes matches the top portion of the EOD PDF (see green boxes).
- b) Confirm gift card and loyalty point totals match (see red boxes).
- c) Highlight the cash sales column to see the total. Make sure all sales

made that day equal the EOD PDF (see yellow boxes).

- 4) Verify the total number of payouts and drops on the Drawer Activity Report equal the same values expressed on the EOD PDF.
- 5) Verify the drawer number of sales in the EOD PDF.
 - a) If the drawer is over in the PDF, take the cash value and subtract that from the total to get the real number in cash sales.
 - b) If the drawer is under in the PDF, take the cash value and add that to the total to get the real number in cash sales.
- 6) Compare drawer cash sales within the EOD PDF with the Sales Report by sorting the Sales Report by Drawer name and highlighting the Cash Sales column of the specific drawer. This will tally all cash sales made on this drawer.
- 7) If the EOD PDF values do not match the itemized Sales Report values, then the cash that was either added to the drawer or removed from the drawer was done external to Flowhub.
- 8) Look into the Drawer Activity Report to find the employee username associated with that drawer. Watch for consistent drawer errors from that employee.
- 9) Add all drawer discrepancies to a Cash Discrepancy Log
 - a) Note: When the drawer was closed, the discrepancy and employee information was tracked in Flowhub.
 - b) If an employee is found to consistently have drawer errors, determine whether the error appears to be malicious (i.e. theft) or negligence (i.e. errors in counting).

CASH STORAGE & TRANSPORT PROCESS

This process explains how to safely store cash at your dispensary.

- 1) During the business day, all cash being used for transactions is stored with

the open drawers/tills.

- a) Aim to keep drawer totals below \$3,000.
- 2) Do drops twice per day or every \$3,000.
- 3) Count down and close drawers at the end of the day (or employee shift).
- 4) Put all cash from drops and drawer closing into the time-triggered safe in secured area, along with a deposit slip.
 - a) Only count money when and where it is safe to do so.
 - b) Do not count or transport cash when or where customers may see.
 - c) Only open the safe when no other employees are around.

EQUIPMENT

- Computer
- Flowhub account and login information
- Cash Drawers
- Calculator (if applicable)
- Secure, locked cash bags (for moving cash throughout the store)
- Time-triggered safe
- Deposit slips and withdrawal slips
- Armored vehicle (or safe way to transport cash)

DEFINITIONS

- Cash = the physical paper money you receive as payment for cannabis products
- Drawers = Also known as the register or till, a drawer is the part of your point-of-sale hardware set-up that securely holds cash. Monies received from customers are placed in the drawer and change owed to customers is

pulled from drawers.

- Safe = the locked, secure storage vessel for your dispensary's cash
- Reconciliation = the process of ensuring the money you have in your drawers aligns with what your sales reports say you should have.
- Discrepancy = the difference between what money should be in your drawer and what's actually there. This number is determined during the reconciliation process.
- Transportation = the physical act of moving cash from your store to either the bank or longer-term secure storage facility.

██████████ LLC

Inventory Intake Standard Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Inventory Lead (could be dedicated Inventory Manager, GM, Owner, or other similarly trained individual)

TIMING

Whenever product is delivered to the store.

PURPOSE

Having detailed SOP for inventory intake is crucial to your operation. You must have strict controls for how you manage every stage of the inventory process for cannabis products and goods. Failing to properly account for your products is a compliance concern, and could result in hefty fines or a revocation of your license.

This SOP should detail every step in the process from the time inventory arrives at your dispensary until it is ready to sell. This SOP needs to account for how inventory comes into your dispensary, and how to handle inventory from the back-of-house perspective, including who handles, how you handle, what you track, how it's tagged/labeled, where you track it, how it's stored, where it's stored, who has access to stored product, how product ends up on the sales floor, etc.

STEPS

*Steps 1-5 MUST be done at the time of delivery

*If you are unable to begin steps 6+, then product must be stored in a secure location separate from other inventory.

- 1) Complete a 5-point manifest compliance check on all products arriving at your store, comparing the invoice to the manifest.
 - a) Verify the products and items names/strains, quantities, compliance information, and Metrc tags.
 - b) Verify the time window in which the product is being delivered.
 - c) Verify the courier signature.
 - d) Verify the license numbers are correct.
 - e) Sign the manifest after receiving the product into Metrc.
- 2) Make sure all products are compliant
- 3) Follow in store protocol for invoices. Be sure to save a copy for your records. Keep a copy of the invoice and manifest to facilitate in importing the products.
- 4) Receive or reject transferred packages in Metrc. Note: Don't rush; this is where you need to make sure you got what was ordered and that it's compliant.
 - a) When the courier/vendor arrives, receive the transporter and product into the counting room (They must sign into the visitor log and have a visitor badge before entering any secure area).
 - b) Make sure the counting area is secure, clear of other products, and ready to review your incoming product.
 - c) Log in to Metrc under the correct license you're working under, and verify the order is there to receive (Do not receive it yet!) by clicking "transfers" at the top of the page, then select the "Incoming" tab, then select the correct incoming transfer by comparing the manifest number.
 - d) Count and check each item off the copy of the invoice. Either

you or the transport driver will also need to check it off the manifest.

- i) Don't count cases or boxes, verify that they hold the exact quantity and correct product that is on the manifest and invoice. Check each individual product to ensure nothing wrong is mixed in. Match the product name.
 - ii) Ensure that product has no mold, seeds, seed pods, or bad quality in general.
 - iii) Match the product and Metrc tag to the manifest. Note: This could be a production batch/source package instead, seen next to the Metrc tag in Metrc.
 - iv) Use the compliance regulations listed above to ensure the product is compliant.
 - v) Double-check your work to ensure accuracy.
- e) Walk the transporter out, take their visitor badge, and ensure they sign out of the visitor log.
- 5) Use the invoice and manifest to import the product into Flowhub. [Find step-by-step instructions on how to import packages from Metrc into Flowhub on the [Help Hub](#).]
 - 6) Print labels/barcodes and add them to every product
 - 7) As product is barcoded, either put it in the vault (or secure storage area) or on the sales floor, depending on product availability.
 - 8) Products are now successfully through intake and ready to be moved to the sales floor and sold.
 - 9) Move the product in Flowhub to the proper room or sales floor BEFORE physically moving the product.
 - a) If using the Flowhub Stash app:
 - i) Select which inventory item(s) to move by scanning them with the Nug. (You can also search for the product by category or room.)

- (1) Select "All Categories" to filter by category.
 - (2) Select "All Rooms" to filter by room.
 - ii) Once you have all the items selected to move, click "Move."
 - iii) To change the amount of product you are moving, select "Change," adjust the quantity to the correct amount, select "Confirm."
 - iv) Verify the "Receiving Room" by selecting the "Room" drop-down at the top of the Nug.
 - v) Select "Move."
 - vi) Select "Start Another Move" if you would like to move more items.
- b) If not using Stash, the package needs to be moved within Flowhub.
- i) Log into Flowhub.
 - ii) Go to "Inventory."
 - iii) Search by product name, package ID, or SKU.
 - iv) Select package.
 - v) Click "Move/Transfer"
 - vi) A pop-up window will appear:
 - (1) Select the room to move to.
 - (2) Enter the quantity to move.
 - (3) Click "Save/Close."

EQUIPMENT

- Manifest
- Invoice

- Barcodes
- Barcode printer
- Computer
- Printer/Scanner
- Metrc account and login information
- Flowhub account and login information
- Flowhub Nug with Stash app (if applicable)

DEFINITIONS

- Inventory = the products that you sell in your store
- Intake = the process of receiving products that you ordered in your physical store
- Metrc = the cannabis tracking system used in many legal states
- Stash = a mobile app, on Flowhub's mobile Nug scanner device, that allows you to scan barcodes to audit inventory, move inventory between stores or rooms, and more.

Safety and Security

Standard Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Security Guard
- 2) Front Desk Staff/Receptionist
- 3) Technician/Sales Associates
- 4) Shift/Store Manager

5) Owner

TIMING

All day, every day.

PURPOSE

Safety and security should be top-of-mind all day, every day, not just during operating hours. It's imperative to have strict procedures around employee and customer health and safety, product security, cash handling, and incident management.

Failing to properly mitigate risk, secure products, and ensure employee and customer safety is a compliance, trust, and potential legal issue. Providing employees with a safe place to work is required by law.

This SOP details safety and security processes, including using security systems, storing products, handling cash, in-store cleaning and health policies, employee permissions/hiring protocols, incident management, and emergency protocols. In addition, to the Standard Operating Procedures Training concerning safety, [REDACTED] will also provide the following training to ALL employees/contractors.

- **Emergency Preparedness**
 - Medical emergency (CPR, AED & First Aid)
 - Active Shooter, Robberies, Assaults
- **Disaster Preparedness**
 - Weather events and how to maintain security
 - Maintenance problems and how the facility would respond in

terms of doing business

- **De-escalation Training**
 - Effective communication
 - Active listening
- **Situational Awareness**
 - Perception, assessment, decision
 - Recognizing suspicious behavior
 - Avoiding complacency
- **Safe Handling of Products and Cash**
 - Receiving shipments and dispensing
 - Securing money and money pickups
- **Personal Security**
 - To and from work (awareness of vehicles and people, changing routes)
 - Security of keys, passcodes, swipe cards, badges
- **Recognizing Counterfeit Currency**
 - Recognizing, reporting and how to respond when presented with counterfeit currency (U.S. Secret Service has an online training course)
 - Proper use of counterfeit currency detection tool (AccuBanker LED 430, Dri-Mark UV Light, Dri-Mark Pen)

PROCESS FOR USING SECURITY SYSTEMS

Security systems are designed to protect your assets and people 24/7. This process outlines how to use and oversee these security systems and tools.

Security cameras: [REDACTED] has selected Solink as a security partner. Solink designed an integrated security system specifically for the medical cannabis industry and has a global footprint. The fully integrated system will allow [REDACTED] to ensure we exceed all areas of compliance in regards to monitored security. Endless integration possibilities allows us a means to quickly collect and share incident footage, secures assets, reduces inventory shrinkage and allows [REDACTED] to adhere to all state regulations and laws.

- Security cameras will be positioned in the following locations, as a minimum:
- Access to the cameras will be provided to all security personnel, dispensary management staff and corporate staff. The system is cloud based therefore [REDACTED] staff will be able to access these monitors via handheld electronic devices and can be viewed 24/7/365 remotely.
- The system will be recorded in 1080p or higher and we will maintain 90 days of footage.

Alarm system: Identifies intruders after hours and notifies authorities.

- 1) The hard wired security system will monitor all external exits, internal security doors (secure sales floor and secure storage room)
- 2) A minimum four (4) silent panic/distress will be located at each POS station as well as the receptionist office.
- 3) This system will be monitored 24/7 and have battery and cellular backup
- 4) The system will include motion and glass break sensors
- 5) Dispensary management staff will be responsible for both opening and closing procedures set forth in the SOP's.

Access control system: Prevents unauthorized access to secure areas or rooms.

- During open hours the entrance door to the secured sales floor will be control accessed. The receptionist and/or security personnel will be responsible for ensuring entry.

- Access to the secure inventory storage area will be controlled through facility management. All activity in the secure storage room will be video monitored at all times
- [REDACTED] will be able to track any/all patient movement through the facility due to the integrated video surveillance system. The check in procedure, in FLOWHUB creates a timestamp which allows us the ability to review all footage (multiple camera angles/locations)

Panic button: Allows staff to notify police of an issue at the store.

- 1) Panic/distress buttons will be located (hardwired) at each point of sale station and the receptionist office.
- 2) Should the panic button be pressed local PD will respond and a communication will be sent to all management staff and corporate staff.

Security guard: Monitors the store from open to close.

- Security guards will be onsite 1 hour before opening until 1 hour after closing
- All security operations/management will fall under the responsibility of the Director of Security (John Rowe)
- [REDACTED] has entered discussions with local police department in all areas of operations to provide off duty or on duty officers. Should the local police departments be unable to staff this position we will utilize contracted security guards.
-

PROCESS FOR SECURING PRODUCTS

This process outlines how products are safely secured in your dispensary, both on the floor and in backstock.

- Products will be secured in one of two locations at ALL times.

- a) Secure sales floor
- b) Secure storage room
- All doors to access these two areas will be of steel, have redundant locks and a powered security shutter for after hours.

Products on the sales floor: How do you keep products safe and secure, especially if customers have access to them throughout the day?

- At no time during open hours will any patient have access to the product. All items are to be kept behind the sales counter in a general pharmacy style set up
- Inventory levels will be monitored in real time and stocking of the sales floor will take place either before or after standard hours of operations

Products in 'back stock': How do you ensure safety of your inventory not on the sales floor?

- Inventory storage will be in a secure room (64-100 square foot)
- The room will be constructed with a modular saferoom system to include steel walls, ceiling and door.
- The secure room will meet FEMA's standards (FEMA Rule 320) and will ensure staff safety during inclement weather

Inventory auditing: Regular inventory audits will not only keep the dispensary compliant and inventories accurate, but will help identify product loss or theft.

- See Inventory Audit Standard Operating Procedures

Transporting cannabis: How do you ensure products are safe and secure during transport, either from the wholesale or purchasing perspective, or during delivery.

- We will limit deliveries to the dispensaries to Medical Cannabis items ONLY. This will allow [REDACTED] the ability to know exactly when to expect shipments and reduce the number of outside individuals accessing

the facility.

PROCESS FOR CASH HANDLING, STORAGE, & TRANSPORT

- See Cash Management Standard Operating Procedures

Cash drops: Store managers are expected to perform a cash drop twice per day OR whenever a till exceeds \$3,000.

- 1) Count the drawer and physically remove the desired amount of cash.
 - a) Put the removed cash into a sealed deposit bag.
 - b) Count twice to ensure accuracy.
 - c) Note: Count and remove cash when as few customers are in the store as possible.
- 2) In Flowhub, select "Cashier."
- 3) Select the open drawer you are making a drop on and click "Make drop".
- 4) Enter the amount taken from the drawer, enter your PIN, add a reason for the drop, and select "Submit/Save."
- 5) Immediately deposit the cash and deposit slip into the safe or safe room.

Depositing money into the safe: Managers and trusted shift leads or technicians must follow this process anytime cash is deposited into the safe.

- 1) Ensure the surroundings are appropriate to open the safe.
- 2) Open the safe
- 3) Fill out your store's deposit slip with the pertinent information (i.e. amount being deposited, name of employee, where the cash came from, date, time, and notes, if applicable.)
- 4) Attach the deposit slip to the cash.
- 5) Put the cash and deposit slip in the safe.

- 6) Close and lock the safe.

Cash storage and transport:

1. During the business day, all cash being used for transactions is stored with the open drawers/tills.
 - a) Aim to keep drawer totals below \$3,000.
- 2) Count down and close drawers at the end of the day (or employee shift).
- 3) Put all cash from drops and drawer closing into the time-triggered safe, along with a deposit slip.
 - a) Only count money when and where it is safe to do so.
 - b) Do not count or transport cash when or where customers may see.
 - c) Only open the safe when no other employees are around.
- 4) All cash is to be transported by a paid secure service.

PROCESS FOR EMPLOYEE MANAGEMENT

This process helps reduce internal risk from theft.

Employee permissions: Ensure the appropriate level of access for all users.

Note: If employees are promoted (or demoted), be sure to update their permissions.

- 1) Permissions available in Flowhub:
 - a) Manage Price Profiles: Able to create, edit, and delete price profiles.
 - b) Manage Rooms: Able to create, edit, and delete rooms where inventory is stored. Also edit descriptions and designate whether the items in a room are "for sale" or "not for sale."
 - c) Manage Strains: Able to create, edit, and delete strains.
 - d) Manage Inventory: Able to create, edit, and delete inventory,

update inventory within rooms, record waste, update quantities, and print labels.

- e) Manage Customers: Able to create new medical customers, edit customer information, and check customers in.
- f) Manage Employees: Able to create new employees and edit current employee information, including permissions.
- g) Apply Discounts in Cart: Able to add in-line discounts (\$ and %) to customers at the time of sale.
- h) Manage Specials: Able to create or edit specials that are auto-applied at the time of the sale.
- i) Import Packages: Able to import packages from Metrc.
- j) Manage Drawers: Able to create drawers, open/approve/close drawers, see revenue and totals, and do payouts/cash drops.
- k) Access Reports: Able to create and view custom reports.
- l) Salaried Employee: User does not need to clock in/clock out.
- m) Manage Taxes: Able to configure tax rates for your location.
- n) Report Admin: Able to run reports across all locations in your account.
- o) Edit Loyalty Points: Able to edit customer loyalty points.

2) Suggested permissions by role:

- a) Green = permissions for base employees, like technicians and receptionist.
- b) Blue = intermediate employees who need access beyond just basic functions, like Lead Technicians, Shift Manager, etc.
- c) Red = expert/administrator role, allowing nearly full access to Flowhub, like Owner, General Manager, Store Manager, etc.

Add Employee

***Name**
first & last name

D.O.B.
mm/dd/yyyy

Start Date
mm/dd/yyyy

Gender
Male

Phone
phone number

***Email** *Please check spam folder for confirmation email.*
john@denver.gov

Address
street address apt/suite #
city Alabama (AL) zip

Upload Employee Documents
Select a file to upload What is this file for? +

***Position**
e.g. Store Manager

***Username**
username

State ID Number
license/ID #

State ID Expiration
mm/dd/yyyy

Active/Inactive
Active Inactive

User Permissions *Select All Permissions*

<input type="checkbox"/> Manage Price Profiles	<input type="checkbox"/> Manage Rooms
<input type="checkbox"/> Manage Strains	<input type="checkbox"/> Manage Inventory
<input type="checkbox"/> Manage Customers	<input type="checkbox"/> Manage Employees
<input type="checkbox"/> Apply Discounts In Cart	<input type="checkbox"/> Manage Specials
<input type="checkbox"/> Import Packages	<input type="checkbox"/> Manage Drawers
<input type="checkbox"/> Access Reports	<input type="checkbox"/> Salaried Employee
<input type="checkbox"/> Manage Taxes	<input type="checkbox"/> Report Admin
<input type="checkbox"/> Edit Loyalty Points	<input type="checkbox"/> Company Management
<input type="checkbox"/> Make Adjustments	<input type="checkbox"/> Edit Open Carts
<input type="checkbox"/> Group Locations	<input type="checkbox"/> Bulk Edit Products
<input type="checkbox"/> Executive Dashboard	<input type="checkbox"/> Store Dashboard
<input type="checkbox"/> Scanner Only	<input type="checkbox"/> Delivery Driver
<input type="checkbox"/> Developer	

Cancel Add Employee

Background check: All new employees must get a background check to be hired.

Inventory Audit Standard Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Inventory Lead (could be a dedicated Inventory Manager, GM, Owner, or other similarly trained individual) - Conducts the audit, submits discrepancies, and uploads discrepancies to Metrc.
- 2) Manager - Reviews/approves discrepancies after auditing and before submitting discrepancies to Metrc.

INVENTORY AUDIT SCHEDULE

All categories are audited on the Monday of each week. The inventory team will arrive 2 hours before the store opens to facilitate audits. Audit the sales floor first.

PURPOSE

Dispensaries need to have ultra-tight inventory controls, starting with knowing exactly what products are in your store, and being able to account for inventory discrepancies.

In a dispensary, you have three inventories: 1) your physical inventory, 2) your Flowhub inventory, and 3) your Metrc (or other state reporting system) inventory.

Failing to properly account for your products is a compliance concern, and could result in hefty fines or a revocation of your license. In addition, loose auditing could lead to inventory loss and theft, reduce operational efficiency, and cost you money.

This SOP should detail every step in the inventory auditing process, and accounts for when and how you count inventory, how you record those counts, how you handle discrepancies, how you compare and reconcile your physical inventory compared to Metrc and your cannabis POS, etc.

PROCESS

Steps to prepare to audit your inventory in Flowhub:

1. Go to Reports Classic.
2. Click the “+” button to build a new report.
3. Name your report “Adjustment Report” and add a description.
4. Report type = Inventory Activity.
5. Fill out the following fields and filters:

*** Note: The fields selected must be organized in this exact format to replicate the CSV requirements for Metrc.**

Select Fields (Drag to change order)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Package Id | <input checked="" type="checkbox"/> Discrepancy Amount |
| <input checked="" type="checkbox"/> Weight Unit | <input checked="" type="checkbox"/> Discrepancy Reason |
| <input checked="" type="checkbox"/> Discrepancy Note | <input checked="" type="checkbox"/> Created At |
| <input checked="" type="checkbox"/> Employee Badge # | <input type="checkbox"/> Employee Name |
| <input type="checkbox"/> Operation | <input type="checkbox"/> Old Values |
| <input checked="" type="checkbox"/> Date Range | <input checked="" type="checkbox"/> Employees |
| <input checked="" type="checkbox"/> Operation | |

6. Save the report.

Steps to audit your physical inventory using the Nug:

1. Login to your Stash app located on the Nug.
2. Select "Audit inventory."
3. Select the "All categories" button in the upper left hand corner .
4. Filter by the category that you're auditing for the day.
5. Select the "All rooms" button in the upper right hand corner.
6. Filter by the room you are auditing. Always audit the sales floor first to try and reduce confusion as sales start to be processed.
7. Start at one end of the bud room.
8. Scan the items with the Nug within the category you're auditing.
9. After scanning the item, count the actual inventory you have on hand.
Don't just count boxes, count each individual item.
10. Either "Confirm" the quantity if the amount counted is the amount shown,

or select “Qty is off” and submit the actual quantity counted.

- If the quantity is off, submit the Metrc reason. ** Please reference Metrc to ensure the adjustment reason is valid for CSV purposes.
- Leave a note with product placement to assist with recount purposes. For example, located in display case 1 and behind register 3.

11. Complete a full count of the inventory within the category and room.

12. Repeat steps 2-10 for all other rooms, storage locations, and waste/problem bins.

Steps to audit your physical inventory manually:

1. Pull the Inventory Report (detail above). Print the report.
2. Start auditing. Always audit the sales floor first to try and reduce confusion as sales start to be processed.
3. Start at one end of the bud room, count all inventory within the category you’re auditing. Don’t just count boxes, count each individual item.
4. Write the correct amount on the sheet.
5. Go to Flowhub, search by name or Metrc ID, update the quantity to match the physical count you just completed.
6. Complete a full count of the inventory within the category and room.
7. Repeat steps 1-6 for all other rooms, storage locations, and waste/problem bins.

Steps to approve/reject discrepancies:

After all discrepancies have been submitted, and the audit is complete, log in to the Stash app on the Nug. On the home screen, you will see a yellow bar indicating the discrepancies awaiting approval at the top of the screen.

You may also use Flowhub on a computer for this process:

- Navigate to “Inventory” > “Status” > “In Store.”

- Click the discrepancy  icon to navigate to discrepancies.

Recount all discrepancies in physical inventory to ensure there was not a miscount when you first counted.

- “Reject” the discrepancy if the initial physical inventory count is off.
- “Approve” the discrepancy if the physical inventory count is correct.

Steps to reconcile discrepancies with Metrc:

Now that you have completed the audit, you need to reconcile the discrepancies submitted in Flowhub with Metrc.

1. Open the “Adjustments Report” you ran earlier in Flowhub.
2. Highlight your adjustments report so you can filter.
3. Select today’s date.
4. Filter by “Operations” > “Approved Discrepancies.”
5. Filter by the employee who approved these discrepancies during the audit process.
6. Click” CSV” to run the adjustments report.
7. Next, paste this report into Google Sheets or Excel.
8. Delete row 1.
9. Delete all rows that are not associated with an adjustment you processed, including Total row, Total Inventory Activity row, and any blank rows.
10. Double-check to make sure all information is filled out and accurate (notes, adjustment reasons, etc.).
11. Clear out the time associated with the date field so the report uploads properly.
12. Title the report “Metrc Adjustments [today's date]” (with the date formatted (XX.XX.XXXX)).
13. Save as a CSV - Comma Delimited.

Steps to upload the adjustments report into Metrc:

1. Log in to your Metrc account.
2. Navigate to the “Sales” tab at the top of the screen.
3. Select “Import Sales.”
4. Make sure you are on the “Package Adjustments” tab so these adjustments are logged in the correct area within Metrc.
5. Select File > Upload today’s adjustments.
6. Verify the upload was accepted.

EQUIPMENT

- Flowhub account and login information
- Adjustment Report in Flowhub
- Metrc account and login information
- Nug with Stash app (if applicable)
- Computer if not using the Stash app
- Access to all physical inventory in your store

DEFINITIONS

- Inventory = the products that you sell in your store
- Auditing = the process of counting and recording the amount of every product or supply in your store.
- Metrc = the cannabis tracking system used in many legal states
- Stash = a mobile app, on Flowhub’s mobile Nug scanner device, that

allows you to scan barcodes to audit inventory, move inventory between stores or rooms, and more.

██████████ LLC

**Employee Management
Standard Operating
Procedure**

Version [01] – August 10th, 2022

ROLE

- 1) Store Manager/General Manager/Owner

TIMING

Ongoing - Anytime you hire, fire, train, promote, or review an employee.

PURPOSE

Employees are the lifeblood of your dispensary. They handle money, serve customers, ensure compliance, and represent the values of your brand.

Strict policies for hiring, training, and onboarding employees ensures consistency in process and compliance, but also creates a repeatable customer experience. It's also important to create a positive working environment for your employees, including regular reviews and consistency in how you handle corrective action and firing.

Failing to properly manage employees is a safety, compliance, and morale issue.

This SOP details employee management, including recruiting, hiring, onboarding, training, scheduling, monitoring, reviewing, and firing.

PROCESS FOR HIRING EMPLOYEES

This process outlines how you find, vet, interview, and hire new employees.

- 1) Determine a hire is to be made, either through growth or backfilling an existing role. Finalize job title, hours, required experience, and pay scale.
- 2) Write the job description (or review the existing job description for accuracy).
- 3) Post the job description.
- 4) Review resumes/applicants.
- 5) Interview the top applicants.
- 6) Conduct second or third interviews if necessary.
- 7) Send an offer letter
- 8) Background
- 9) Communicate details about the start date.
- 10) On start date, ensure the new hire fills out all required paperwork, including I9, W4, and state affirmations of legal work status.

PROCESS FOR ONBOARDING NEW EMPLOYEES

This process starts when a new employee signs the offer letter.

- 1) Make sure someone has communicated with the new employee after the letter was signed to communicate day 1 expectations. [Reiterate here the info from above (hiring process) about who communicates and what they send, including what time to arrive, the address, what to wear, specific paperwork or items to bring, like badge, and expectations for the day.]
- 2) Before start day, ensure you're ready for the new employee to start.
- 3) On the start date, be at the store and ready to greet the new employee when they arrive.
- 4) Start day 1 with a tour of the store, back rooms, break room, etc. Introduce

the new employee to everyone working that day.

PROCESS FOR SCHEDULING EMPLOYEE SHIFTS

This process helps ensure: 1) reliable, fair scheduling for employees, 2) balanced payroll, and 3) consistent customer experience. The goal is to never be over or under-staffed.

- 1) Every week, the dispensary manager will create the schedule and communicate/post to all employees
- 2) Run the following reports for the prior week in to aid in forecasting:
 - a) Sales Multi-Day Report:
 - i) Go to Reports in Flowhub.
 - ii) Click the + button to build a report.
 - iii) Title the report "Total Sales By Day" and add a description.
 - iv) Report type = Sales - Multi Day Totals
 - v) Select Fields "Date," "Transactions," "Sales Pre Tax," "Sales Post Tax," and "Sales Tax." Filter by "Date Range."
 - vi) Run the report. Open in Google Sheets.
 - b) Timesheet Report
 - i) Go to Reports in Flowhub.
 - ii) Click the + button to build a report.
 - iii) Title the report "Timesheet Activity" and add a description.
 - iv) Report type = Timesheet Report
 - v) Select Fields "Employee Name," "Hours Worked," "Start Date," and "End Date." Filter by "Date Range."

- vi) Run the report. Open in Google Sheets.
 - vii) Create a filter: Select the entire sheet and filter by the Data tab by Start Date. Once filtered by date, identify the number of hours worked by each employee.
- c) Number of Transactions by Location
- i) Go to the Executive Dashboard Reports New in Flowhub.
 - ii) Filter by day and scroll down to the “Number of Transactions by Location” graph.
- d) [Scheduling Tool](#)

Scheduling Tool								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals & Percents
Sales Per Day	19171.02	\$8,000.00	\$8,900.00	\$12,400.00	\$20,700.00	\$23,900.00	\$19,800.00	\$112,871.02
Percent of Weekly Sales	16.98%	7.09%	7.89%	10.99%	18.34%	21.17%	17.54%	100.00%
Visits Per Day	132	120	140	165	178	190	200	1125
Percent of Weekly Visits	11.73%	10.67%	12.44%	14.67%	15.82%	16.89%	17.78%	100.00%
Hours Scheduled	57.13	60	60	64	80	100	72	493.13
Percent of Weekly Hours Scheduled	11.59%	12.17%	12.17%	12.98%	16.22%	20.28%	14.60%	100.00%
Discrepancy in Hours Scheduled	-5.40%	5.08%	4.28%	1.99%	-2.12%	-0.90%	-2.94%	

- i) Make a copy of the scheduling tool.
- ii) Enter the amounts from your prior week. Note: Percentages are calculations. All the formulas are in the tool for you.
- iii) Copy the total sales amount from the “Sales Multi-Day Report” and paste into the applicable day (ex. 5/4 = Monday).
- iv) Copy and paste the total hours per day from the “Timesheet Report” into the “Hours Scheduled” per day. Enter the number of budtenders scheduled per day from the “Timesheet Report.”
- v) Add the number of transactions per day from the Executive Dashboard graph to the “Visits Per Day” row.

- 3) Analyze the information to see where you were overscheduled or under-scheduled each day. Create your next schedule based on that information. Aim to get the “Discrepancy in Hours Scheduled” as close to 0% as possible.

PROCESS FOR EMPLOYEE PERFORMANCE REVIEWS

This process outlines how and when employees receive performance reviews. Reviews are important to ensure employees know how they’re doing, where to improve, where they’re excelling, and have a chance to discuss advancement opportunities.

The goal of reviews is to encourage continuous improvement through positive reinforcement and effective communication, and determine when correction is needed.

- 1) 90-day check in:
 - a) Discuss onboarding and initial training.
 - b) Ensure the employee understands job expectations, company policies, produces, and code of conduct, and procedures.
 - c) Make a plan for any training still needed.
 - d) Answer any remaining questions from training/onboarding.
 - e) Discuss performance to date and whether meeting expectations.
 - f) Set goals, if appropriate.
- 2) 6 month performance review:
 - a) Discuss performance to date.
 - b) If goals were set during training or at the 90-day review, discuss performance based on those goals.

- c) Set goals and objectives for the next six months.
 - d) Ensure that the employee has received all necessary training.
 - e) If the employee is not meeting expectations, discuss with the employee and document the issue and plan for corrective action. Consider adopting a formal PIP (performance improvement plan) with the employee, including expectations and due dates for improvement.
- 3) Annual review:
- a) Discuss performance to date.
 - b) Discuss performance based on the goals set during the prior review.
 - c) Set goals and objectives for the next six months.
 - d) Identify any areas of improvement or training necessary.
 - e) Discuss successes and where the employee is excelling.
 - f) Discuss compensation/raise policies, if applicable.
 - g) Discuss career goals and advancement opportunities, if applicable.
 - h) If the employee is not meeting expectations, discuss with the employee and document the issue and plan for corrective action. Consider adopting a formal PIP (performance improvement plan) with the employee, including expectations and due dates for improvement.

PROCESS FOR MONITORING EMPLOYEES

This process outlines regularly monitoring employee activity to ensure good behavior, consistent procedures, and identify theft.

Managing user permissions: Ensure the appropriate level of access for all

users. Note: If employees are promoted (or demoted), be sure to update their permissions.

1) Permissions available in Flowhub:

- a) Manage Price Profiles: Able to create, edit, and delete price profiles for bulk or prepackaged flower.
- b) Manage Rooms: Able to create, edit, and delete rooms where inventory is stored. Also edit descriptions and designate whether the items in a room are "for sale" or "not for sale."
- c) Manage Strains: Able to create, edit, and delete strains.
- d) Manage Inventory: Able to create, edit, and delete inventory, update inventory within rooms, record waste, update quantities, and print labels.
- e) Manage Customers: Able to create new medical and recreational customers, edit customer information, and check customers in.
- f) Manage Employees: Able to create new employees and edit current employee information, including permissions.
- g) Apply Discounts in Cart: Able to add in-line discounts (\$ and %) to customers at the time of sale.
- h) Manage Specials: Able to create or edit specials that are auto-applied at the time of the sale.
- i) Import Packages: Able to import packages from Metrc.
- j) Manage Drawers: Able to create drawers, open/approve/close drawers, see revenue and totals, and do payouts/cash drops.
- k) Access Reports: Able to create and view custom reports.
- l) Salaried Employee: User does not need to clock in/clock out.
- m) Manage Taxes: Able to configure tax rates for your location.
- n) Report Admin: Able to run reports across all locations in your account.
- o) Edit Loyalty Points: Able to edit customer loyalty points.

2) How we suggest assigning permissions:

- a) Green = permissions for base employees, like budtender and receptionist.
- b) Blue = intermediate employees who need access beyond just basic functions, like Lead Budtender, Shift Manager, etc.
- c) Red = expert/administrator role, allowing nearly full access to Flowhub, like Owner, General Manager, Store Manager, etc.

Add Employee

***Name**
first & last name

D.O.B.
mm/dd/yyyy

Start Date
mm/dd/yyyy

Gender
Male

Phone
phone number

***Email** *Please check spam folder for confirmation email.*
john@denver.gov

Address
street address apt/suite #
city Alabama (AL) zip

Upload Employee Documents
Select a file to upload What is this file for? +

***Position**
e.g. Store Manager

***Username**
username

State ID Number
license/ID #

State ID Expiration
mm/dd/yyyy

Active/Inactive
Active Inactive

User Permissions *Select All Permissions*

<input type="checkbox"/> Manage Price Profiles	<input type="checkbox"/> Manage Rooms
<input type="checkbox"/> Manage Strains	<input type="checkbox"/> Manage Inventory
<input type="checkbox"/> Manage Customers	<input type="checkbox"/> Manage Employees
<input type="checkbox"/> Apply Discounts In Cart	<input type="checkbox"/> Manage Specials
<input type="checkbox"/> Import Packages	<input type="checkbox"/> Manage Drawers
<input type="checkbox"/> Access Reports	<input type="checkbox"/> Salaried Employee
<input type="checkbox"/> Manage Taxes	<input type="checkbox"/> Report Admin
<input type="checkbox"/> Edit Loyalty Points	<input type="checkbox"/> Company Management
<input type="checkbox"/> Make Adjustments	<input type="checkbox"/> Edit Open Carts
<input type="checkbox"/> Group Locations	<input type="checkbox"/> Bulk Edit Products
<input type="checkbox"/> Executive Dashboard	<input type="checkbox"/> Store Dashboard
<input type="checkbox"/> Scanner Only	<input type="checkbox"/> Delivery Driver
<input type="checkbox"/> Developer	

Cancel Add Employee

Monitor discounts:

Helps managers manage risk and compliance around discounts.

- 1) Log into Flowhub - navigate to Reports New.
- 2) Name the report "Discount Usage Report," add a description, and select Report Type = Discount Usage.
- 3) Under "Select Fields," make sure all boxes are checked EXCEPT Location Name, Batch ID, and Coupon Code. Select all filters.

- 4) Run the report for all locations, and for the date range desired, and sorted by "Select Location First."
- 5) Download the CSV file.
- 6) Analyze to see who gave discounts, the discount type, product name, price, and amount discounted. Look for any inconsistencies, large discounts, too many discounts, or other potential issues.

Monitor drawers, drops, and payouts:

Helps reconcile discrepancies with cash in your dispensary, including historical activities for drops, opening and closing drawers, and payouts.

- 1) Log into Flowhub - navigate to Reports New.
- 2) Name the report "Drawer Activity," add a description, and select Report Type = Drawers Activities.
- 3) Under "Select Fields," select the following fields: "Amount," "Beginning Balance," "Cash In Drawer," "Date/Time Closed," "Date/Time Opened," "Denomination Counts," "Drawer Name," "Dropped Balance," "Operation," "Drawer Total," and "Payout Balance." Select all filters.
- 4) Download the CSV file.
- 5) Analyze to see who did payouts/cash drops, when, how much, etc. Look for any inconsistencies, large amounts, too many drops/payouts, or other potential issues.

Note: You can also run the End of Day PDF Report from Flowhub Reports to look into drawer discrepancies.

PROCESS FOR EMPLOYEE CORRECTIVE ACTION

This process is for what happens if an employee is found to be in violation of policies/procedures.

Here are some common issues with dispensary employees:

1. Cash discrepancies (with no identified reason)
2. Confirmed theft (cash or products)
3. Suspected theft (cash or products)
4. Compliance concern (acting in a way that jeopardizes the business regarding state compliance)
5. Safety concern (acting in a way that puts employees and/or customers at risk)
6. Code of conduct issues (showing up late, leaving without permission, not completing assigned tasks, etc.)]

Note: If you fire an employee, be sure to follow your state laws for reporting, and handling that employee's pay, benefits, etc.

EQUIPMENT

- Computer
- Access to company policies, employee files, etc.
- Flowhub account and login information

DEFINITIONS

- Onboarding = the process of bringing a new employee into the company. Onboarding could be a thorough training program, or a more loose shadowing experience, but always includes paperwork, information around company policies/procedures/benefits, an introduction to technology, and job-specific training.

- Corrective action = the act of reprimanding or punishing an employee for a specific behavior or issue. Actions could be formal, like a write-up, or can be more in-the- moment, like a discussion around what the employee did wrong and what to do instead. A corrective action plan should include information around what happens if the behavior/issue isn't fixed or changed, and specific tactics for how to avoid the same issue in the future.
- Permissions = what actions employees are able to make within Flowhub. Giving all users all permissions is a business risk because you're allowing people to take actions that they shouldn't be able to make, or where making the change would have risk in other areas.

██████████ LLC

Inventory Control Standard Operating Procedure

Version [01] – August 10th, 2022

ROLE

- 1) Inventory Lead (could be dedicated Inventory Manager, GM, Owner, or other similarly trained individual)

TIMING

Ongoing. Some processes are daily, others are as needed.

PURPOSE

Effectively controlling inventory is one of the most important parts of successful dispensary management. You must have strict controls for inventory storage, rotation, movement within or between stores, managing discrepancies, and

expiration. Failing to properly manage your inventory is a compliance and safety issue, and could result in fines, revocation of your license, and consumer safety concerns.

This SOP details every step in the inventory process from after intake to sale. This SOP accounts for how inventory is stored, rotated, moved, and wasted out. It also covers how to handle expired products, manage discrepancies, and purchase/order products.

INVENTORY STORAGE AND ROTATION PROCESS

It's important that all inventory is stored safely and within compliance. Products must also be rotated, so that older inventory is sold/used first. Letting products expire means you not only lose out on revenues, but also the cost of the product.

- 1) During the [inventory intake process](#), after each inventory item is barcoded/labeled, it goes to storage.
 - a) Products first go to the sales floor
 - b) When the sales floor is stocked, products 'not-for-sale' are stored in the vault or other secure storage area.
 - c) Products within 30 days of expiration are stored in a bin or on a certain shelf.
- 2) As new products go through intake, label the packaging or box with the expiration date so you can see it at a glance.
- 3) As new products hit the shelf, rotate the stock to put older inventory first, and the new inventory behind (also known as FIFO - First In, First Out).
 - a) If the sales floor is empty but there's product in storage, first bring older products out to the floor and put the new products into storage.
- 4) Make sure all products are "Moved" in Flowhub before you physically move them around your store.

PROCESS FOR MOVING INVENTORY

Moving inventory from storage to the sales floor, from one room to another, or from one store/location to another requires a 2-step process: moving the products within Flowhub and then physically moving the products.

- 1) [Moving inventory](#) with Flowhub Stash app:
 - a) Select which inventory item(s) to move by scanning them with the Nug. (You can also search for the product by category or room.)
 - i) Select "All Categories" to filter by category.
 - ii) Select "All Rooms" to filter by room.
 - b) Once you have all the items selected to move, click "Move."
 - c) To change the amount of product you are moving, select "Change," adjust the quantity to the correct amount, select "Confirm."
 - d) Verify the "Receiving Room" by selecting the "Room" drop-down at the top of the Nug.
 - e) Select "Move."
 - f) Select "Start Another Move" if you would like to move more items.
- 2) Moved within Flowhub on your computer:
 - a) Log into Flowhub.
 - b) Go to "Inventory."
 - c) Search by product name, package ID, or SKU.
 - d) Select package.
 - e) Click "Move/Transfer"
 - f) A pop-up window will appear:

- i) Select the room to move to.
- ii) Enter the quantity to move.
- iii) Click "Save/Close."

PROCESS FOR HANDLING EXPIRING PRODUCTS

Effective management of expiring products helps you reduce waste, limit loss of revenue, and maintain margins. This process outlines how to analyze inventory that's nearing expiration and set tiered pricing as expiration dates get closer.

Tools needed:

- Inventory Report (Flowhub)
- Access to manage.flowhub.com

Timing:

Identify expiring products once per week, on Monday.

Steps to find about-to-expire product:

- 1) In Flowhub, go to Reports > Click + to build a new report
- 2) Name the report "Expiring Products"
- 3) Report type = Inventory
- 4) Fill out the following fields. Select all filters:

 Select Fields (Drag to change order)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Exp Date | <input checked="" type="checkbox"/> Current quantity |
| <input checked="" type="checkbox"/> Created At Date | <input checked="" type="checkbox"/> Product Name |
| <input checked="" type="checkbox"/> Brand | <input checked="" type="checkbox"/> Strain Name |
| <input checked="" type="checkbox"/> Total Cost | <input type="checkbox"/> Supplier |
| <input type="checkbox"/> Invoice | <input type="checkbox"/> Room |
| <input type="checkbox"/> Type | <input type="checkbox"/> Terpenes |

- 5) Run the report and export as a CSV file.
- 6) Save the report so it's quick to pull next time.
- 7) Paste the report into Excel.
- 8) Filter the data by Expiration Date (sort the Exp. Date column A → Z).
Identify all the products that will expire in the next 30 days.
- 9) Find these products in your store (Note: They may be on display, in a 'for sale' room, or in a 'not for sale' room).
- 10) Mark each soon-to-expire product with a unique identifier, like a sticker.
- 11) Put these items in a specified location, like a bin or a shelf.
 - a) Note: If these products were in a 'not for sale' room, go into Flowhub and "Move" the products to make them available to sell.
- 12) Repeat the steps weekly and take action to sell these products before expiration. 13) Consider reducing your order levels for the products that consistently show up on the expiring products report.

What to do with about-to-expire product:

The first step is to determine which products are expiring, the second is to aim to sell them. Any products not sold before expiration will need to be destroyed. The

goal is to identify and sell these products before they expire.

- Place all products expiring within 30 days in specified location.
- Communicate to all staff what products are nearing expiration so they can help push them.
- Create specials to automatically discount items that are close to expiration, based on tiers of % off based on how close to expiration.
 - 30 days to expiration = 20%
 - 14 days to expiration = 40%
 - 3 days to expiration = 75%
- Hold employee competitions to incentivize selling nearly-expired products.

What to do with expired products:

When products reach their expiration date, they will need to be wasted out according to the wasting process below.

INVENTORY WASTING PROCESS

The wasting process describes how expired, unusable, or unsellable cannabis products are destroyed and tracked. Products that need to be wasted include expired items, returns, damaged products, or defective products.

This SOP outlines how to properly “waste” the physical product, and track the wasted product in Flowhub and Metrc.

- 1) Identify expired products using the Flowhub Expiring Products Report. Double-check the expiration date on the physical inventory before wasting out.
 - a) Note: If you’re identifying and managing expiring products

weekly, you should know what products expire and when.

- 2) Sort your products based on: what needs to be destroyed and what can be sent back to the vendor if applicable, some vendors allow you to return defective products and recoup some of your cost.
 - a) Defective products, like leaking cartridges must be destroyed (unless the vendor allows you to return them).
 - b) Returns must be destroyed (unless the vendor wants to analyze the issue and allows a return).
 - c) Damaged and/or unsellable products must be destroyed.
- 3) Document all products to be wasted on the Waste Log, including date, REC or MED, package tag, quantity of product, product name, and a note about why it's being wasted out.
- 4) Once documented, make the product unrecognizable and unusable.
- 5) Dispose of the now unrecognizable and unusable product
- 6) Then you need to take the product out of your POS inventory and Metrc inventory.


Updating your POS inventory using Stash:

- 1) Find the item in Stash, by scanning the barcode or filtering.
- 2) Select audit inventory.
- 3) Update the quantity to subtract the number of products you wasted.
- 4) Select "Waste" as a reason for the discrepancy.
- 5) Always add a note to identify why it was wasted out, who was responsible, etc.
- 6) This action will show as a discrepancy in Stash and will need to be approved by a manager.

Manager steps to approve/reject discrepancies:

After all discrepancies have been submitted, log in to the Stash app on the Nug. On

the home screen, you will see a yellow bar indicating the discrepancies awaiting approval at the top of the screen. You may also use Flowhub on a computer for this process:

- Navigate to “Inventory” > “Status” > “In Store.”
- Click the discrepancy  icon to navigate to discrepancies.

Recount all discrepancies in physical inventory to ensure there was not a miscount when you first counted.

- “Reject” the discrepancy if the initial physical inventory count is off.
- “Approve” the discrepancy if the physical inventory count is correct.

Updating your inventory in Metrc:

- 1) Pick one: Translate the Waste Log into a CSV file to upload into Metrc OR Manually update each item in Metrc.
- 2) Log into your Metrc account.
- 3) Upload the CSV file OR go into each product individually and manually update based on the information in the Waste Log. If using a CSV, make sure the file upload correctly.

PROCESS FOR ORDERING/PURCHASING PRODUCTS

Effective purchasing processes allow you to keep your shelves stocked with cannabis products, and uses historical data and inventory trends to determine quantities.

Tools needed:

- Par Level Report / Reorder Report (Flowhub)
- Expiring Products Report (Flowhub)
- Vendor Contact Information

Timing:

Ordering takes place once per week. Order 2 weeks worth of inventory when reordering products.

Steps to determine what products to order:

- 1) Pull a Par Level Report in Flowhub.
 - a) Go to Reports New > Reports > Create new report.
 - b) Name the report “Purchasing Report” or “Reorder Report”.
 - c) Report Type = Par Level. Select these fields and all filters:
 - d) Run the report and export as a CSV.

Select Fields

Select All

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Location | <input type="checkbox"/> # of skus | <input type="checkbox"/> Date zero quantity reached (based on last 30 days of data) |
| <input checked="" type="checkbox"/> Product Name | <input checked="" type="checkbox"/> # of units sold in last 7 days | <input type="checkbox"/> Est. days until par level will be reached (based on last 7 d |
| <input type="checkbox"/> Product Id | <input checked="" type="checkbox"/> # of units sold in last 30 days | <input type="checkbox"/> Est. days until par level will be reached (based on last 30 |
| <input checked="" type="checkbox"/> Brand | <input type="checkbox"/> # of transactions in last 7 days | <input checked="" type="checkbox"/> Est. days until zero quantity will be reached (based on las |
| <input type="checkbox"/> Category | <input type="checkbox"/> # of transactions in last 30 days | <input checked="" type="checkbox"/> Est. days until zero quantity will be reached (based on las |
| <input type="checkbox"/> Product Type | <input type="checkbox"/> Avg. number of units/sale in the last 7 days | |
| <input checked="" type="checkbox"/> Par Level | <input type="checkbox"/> Avg. number of units/sale in the last 30 days | |
| <input checked="" type="checkbox"/> Current Quantity | <input checked="" type="checkbox"/> # of Units sold per day (based on last 7 days data) | |
| <input type="checkbox"/> Current Quantity - Par Level | <input checked="" type="checkbox"/> # of Units sold per day (based on last 30 days data) | |
| <input type="checkbox"/> # of packages with inventory | <input type="checkbox"/> Date par level reached (based on last 30 days of data) | |

- e) Save the report so it’s quick to pull next time.

2) Pull an Expiring Products report in Flowhub.

- a) Go to Reports New. Click + button to create a new report.
- b) Name the report “Expiring Products”.
- c) Report Type = Inventory

d) Fill out these fields. Select all filters:

Select Fields (Drag to change order)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Exp Date | <input checked="" type="checkbox"/> Current quantity |
| <input checked="" type="checkbox"/> Created At Date | <input checked="" type="checkbox"/> Product Name |
| <input checked="" type="checkbox"/> Brand | <input checked="" type="checkbox"/> Strain Name |
| <input checked="" type="checkbox"/> Total Cost | <input type="checkbox"/> Supplier |
| <input type="checkbox"/> Invoice | <input type="checkbox"/> Room |
| <input type="checkbox"/> Type | <input type="checkbox"/> Terpenes |

e) Run the report and export as a CSV.

f) Save the report so it's quick to pull next time.

3) Paste both reports into separate tabs on a Excel doc.

4) Look at the Expiring Products Report tab.

a) Filter by the column for expiration date.

b) Sort A → Z.

c) This will show all upcoming expiring products. Take these products into consideration as you proceed to order inventory.

d) Note: Consider reducing your order levels for the products that consistently show up on the expiring products report.

5) Look at the Reorder Report tab.

a) Select the first row > Click View > Click Freeze > Click 1 Row.

b) Filter the column "Est days until zero quantity will be reached (Based on last 7 days of data)"

c) Sort A → Z.

d) This will show all products and the number of days until it's *likely* to hit 0 quantity (based on the last 7 days of data).

- e) Since you are ordering once per week, make sure to order any product that is likely to hit 0 quantity within 0-8 days to ensure you don't run out.
- 6) Use the data from both reports to compile a list of items that need to be ordered. Create the order list on a new tab in the same spreadsheet to help the tracking process. Separate the list based on the vendor.

- a) Analyze the column “# of units sold in the last 7 days” of the Reorder Report to determine how much to order for each product.
 - b) Note: Look at the “Current quantity” column in the Reorder Report to account for the amount of that product you currently have on hand.
 - c) Plan to order 2 weeks worth of inventory.
- 7) After you’ve compiled a list of products to order and determined quantities, reach out to the vendor, place the order and confirm the delivery date with the vendor.
 - 8) Repeat every week.

Process for ordering new products

- 1) Research what new product or vendor you want to offer at your store.
- 2) Reach out to the vendor to inquire about pricing, purchasing process, and turnaround time.
- 3) Determine quantities for the first order. Start small to ensure the product doesn’t go to waste.
- 4) Reach out to the vendor, place the order and confirm the delivery date with the vendor.
- 5) When the product arrives, first add them to your Flowhub Product Catalog. If the product is from a new supplier, you will also need to add Supplier information.
- 6) Then add the product to your Flowhub inventory using the standardized naming convention.
 - a) Brand Name, Strain Name or Flavor
- 7) The next time you do a product order, assess the success of the new product. if the new product is on the Expiring Report, consider decreasing the quantity or not reordering. If it’s on the Reorder Report, consider

increasing the quantity if you are out of stock or close to out.

EQUIPMENT

- Computer

- Metrc account and login information
- Flowhub account and login information
- Access to physical inventory
- Access to vendor information to place orders

DEFINITIONS

- Inventory = the products that you sell in your store
- Metrc = the cannabis tracking system used in many legal states
- Stash = a mobile app, on Flowhub's mobile Nug scanner device, that allows you to scan barcodes to audit inventory, move inventory between stores or rooms, and more.
- Discrepancy = the difference between what you expect versus what's real. In inventory, this is often how much inventory you actually have on hand compared to what you thought you had or what your tools say you have.
- Wasting = the process of destroying and tracking unsellable, unusable, returned, or damaged cannabis products.
- Rotation = related to products or inventory, rotation is making sure older products get used/sold before newer/fresher products.
- Expiration = the date from manufacturers/producers after which the product is no longer considered effective or safe.
- Storage = where your physical inventory is placed within your dispensary. Regulations vary by state on what type of secure storage is necessary, and rules will differ by cannabis and non-cannabis products.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 17 – Shipping & Receiving

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

Printed Name of Verifying Individual

CEO

Title of Verifying Individual

████████████████████

Signature of Verifying Individual

12/12/2022

Verification Date

Exhibit 17 – Shipping and Receiving

17.1 – All batches receive will undergo a 5 Step process for ensuring all compliance requirements are adhered to. All incoming product will undergo a manifest compliance check on all products arriving at the dispensary, comparing the invoice to the shipping manifest to include:

- Verify the products and items names/strains, quantities, compliance information, and Metrc tags.
- Verify the time window in which the product is being delivered.
- Verify the courier signature.
- Verify the state issued license numbers are correct.
- Verify and Sign the manifest after receiving the product into Metrc.

17.2 - Completed in the initial 5 Point manifest compliance check. See (17.1)

17.3 – Receive or reject transferred packages in Metrc. When the courier/vendor arrives, receive the transporter and product into the counting room (They must sign into the visitor log and have a visitor badge before entering any secure area).

- a) Make sure the counting area is secure, clear of other products, and ready to review your incoming product.
- b) Log in to Metrc under the correct license you're working under, and verify the order is there to receive (Do not receive it yet!) by clicking "transfers" at the top of the page, then select the "Incoming" tab, then select the correct incoming transfer by comparing the manifest number.
- c) Count and check each item off the copy of the invoice. Either you or the transport driver will also need to check it off the manifest.
 - i) Don't count cases or boxes, verify that they hold the exact quantity and correct product that is on the manifest and invoice.

Check each individual product to ensure nothing wrong is mixed in. Match the product name.

- ii) Ensure that flower has no mold, seeds, seed pods, or bad quality in general.
 - iii) Match the product and Metrc tag to the manifest. Note: This could be a production batch/source package instead, seen next to the Metrc tag in Metrc.
 - iv) Use the compliance regulations listed above to ensure the product is compliant.
 - v) Double-check your work to ensure accuracy.
- d) Walk the transporter out, take their visitor badge, and ensure they sign out of the visitor log.

17.4 - To be completed by the processor. Any and all products which do not meet the state requirements regarding packaging will NOT be accepted and will be logged in the Metrc System as such.

17.5 - Select which inventory item(s) to move by scanning them with the Nug. (You can also search for the product by category or room.)

(1) Select "All Categories" to filter by category.

(2) Select "All Rooms" to filter by room.

- Once you have all the items selected to move, click "Move."

17.6 - All products moving in or out of the dispensary will maintain QR codes and a requires a manifest to be uploaded to Metrc

17.7 - Match the product and Metrc tag to the manifest. Note: This could be a production batch/source package instead, seen next to the Metrc tag in Metrc.

Inventory Intake Standard Operating Procedure

ROLE

- 1) Inventory Lead (could be dedicated Inventory Manager, GM, Owner, or other similarly trained individual)

TIMING

Whenever product is delivered to the store.

PURPOSE

Having detailed SOP for inventory intake is crucial to your operation. You must have strict controls for how you manage every stage of the inventory process for cannabis products and goods. Failing to properly account for your products is a compliance concern and could result in hefty fines or a revocation of your license.

This SOP should detail every step in the process from the time inventory arrives at your dispensary until it is ready to sell. This SOP needs to account for how inventory comes into your dispensary, and how to handle inventory from the back-of-house perspective, including who handles, how you handle, what you track, how it's tagged/labeled, where

you track it, how it's stored, where it's stored, who has access to stored product, how product ends up on the sales floor, etc.

STEPS

*Steps 1-5 MUST be done at the time of delivery

*If you are unable to begin steps 6+, then product must be stored in a secure location separate from other inventory.

- 2) Complete a 5-point manifest compliance check on all products arriving at your store, comparing the invoice to the manifest.
 - a) Verify the products and items names/strains, quantities, compliance information, and Metrc tags.
 - b) Verify the time window in which the product is being delivered.
 - c) Verify the courier signature.
 - d) Verify the license numbers are correct.
 - e) Sign the manifest after receiving the product into Metrc.
- 3) Make sure all products are compliant
- 4) Follow in store protocol for invoices. Be sure to save a copy for your records. Keep a copy of the invoice and manifest to facilitate in importing the products.
- 5) Receive or reject transferred packages in Metrc. Note: Don't rush; this is where you need to make sure you got what was ordered and that it's compliant.
 - a) When the courier/vendor arrives, receive the transporter and product into the counting room (They must sign into the visitor log and have a visitor badge before entering any secure area).
 - b) Make sure the counting area is secure, clear of other products, and ready to review your incoming product.
 - c) Log in to Metrc under the correct license you're working under, and verify the order is there to receive (Do not receive it yet!) by clicking "transfers" at the top of the page, then select the "Incoming" tab, then select the

- correct incoming transfer by comparing the manifest number.
- d) Count and check each item off the copy of the invoice. Either you or the transport driver will also need to check it off the manifest.
 - i) Don't count cases or boxes, verify that they hold the exact quantity and correct product that is on the manifest and invoice. Check each individual product to ensure nothing wrong is mixed in. Match the product name.
 - ii) Ensure that flower has no mold, seeds, seed pods, or bad quality in general.
 - iii) Match the product and Metrc tag to the manifest. Note: This could be a production batch/source package instead, seen next to the Metrc tag in Metrc.
 - iv) Use the compliance regulations listed above to ensure the product is compliant.
 - v) Double-check your work to ensure accuracy.
 - e) Walk the transporter out, take their visitor badge, and ensure they sign out of the visitor log.
- 6) Use the invoice and manifest to import the product into Flowhub. [Find step-by-step instructions on how to import packages from Metrc into Flowhub on the [Help Hub](#).]
 - 7) Print labels/barcodes and add them to every product
 - 8) As product is barcoded, either put it in the vault (or secure storage area) or on the sales floor, depending on product availability.
 - 9) Products are now successfully through intake and ready to be moved to the sales floor and sold.
 - 10) Move the product in Flowhub to the proper room or sales floor BEFORE physically moving the product.
 - a) If using the Flowhub Stash app:
 - i) Select which inventory item(s) to move by scanning them with the

Nug. (You can also search for the product by category or room.)

(1) Select "All Categories" to filter by category.

(2) Select "All Rooms" to filter by room.

ii) Once you have all the items selected to move, click "Move."

- iii) To change the amount of product you are moving, select "Change," adjust the quantity to the correct amount, select "Confirm."
 - iv) Verify the "Receiving Room" by selecting the "Room" drop-down at the top of the Nug.
 - v) Select "Move."
 - vi) Select "Start Another Move" if you would like to move more items.
- b) If not using Stash, the package needs to be moved within Flowhub.
- i) Log into Flowhub.
 - ii) Go to "Inventory."
 - iii) Search by product name, package ID, or SKU.
 - iv) Select package.
 - v) Click "Move/Transfer"
 - vi) A pop-up window will appear:
 - (1) Select the room to move to.
 - (2) Enter the quantity to move.
 - (3) Click "Save/Close."

EQUIPMENT

- Manifest
- Invoice
- Barcodes
- Barcode printer

- Computer
- Printer/Scanner
- Metrc account and login information
- Flowhub account and login information
- Flowhub Nug with Stash app (if applicable)

DEFINITIONS

- Inventory = the products that you sell in your store
- Intake = the process of receiving products that you ordered in your physical store
- Metrc = the cannabis tracking system used in many legal states
- Stash = a mobile app, on Flowhub's mobile Nug scanner device, which allows you to scan barcodes to audit inventory, move inventory between stores or rooms, and more.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 18 – Facility Suitability & Infrastructure

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/22/2022

Signature of Verifying Individual

Verification Date

18.1 Facility Name and Type

Facility Name: [REDACTED] Cullman, AL

Facility Type: Dispensing Site

18.2 Physical Address & GPS Coordinates of Facility

1811 Dahlke Drive
Cullman, AL 35058

GPS Coordinates: 34.19978, -86.80847

18.3 Aerial Photograph of Facility



18.4 Proof of Authorization to Occupy Property

In Process with completion expected 30 days before award of license

18.5 – Local Jurisdiction Approvals

The City Council of Cullman, Alabama adopted an ordinance approving the operation of cannabis dispensary operations in said municipality. See attached copy of ordinance (identified as “Cullman City Ordinance Approving Cannabis Dispensary Operations – Attachment to Exhibit 18, Section 18.5”).

18.6 – Blueprint of Facility

In Process with completion expected 30 days before award of license

18.7 – Facility Timetable

The applicant expects that construction of the [REDACTED] Cullman Facility, including compliance with all facility requirements under the Act and the AMCC Rules, will be complete on or before October 1st, 2023.

18.8 – Public Access to Facility

The [REDACTED] Cullman Facility will be open to the public.

The applicant anticipates the hours of operation for the facility to be as follows:

Monday – Friday	9:00 a.m. – 6:00 p.m. CT
Saturday	9:00 a.m. – 6:00 p.m. CT
Sunday	TBD based on need

18.9 – Facility Hours of Operation / After Hours Contact

The applicant anticipates that the [REDACTED] Cullman Facility will be occupied by the applicant’s employees during all public access hours (see 18.8 above) and approximately

one (1) hour before and after the public access hours.

After Hours Management Contact

Josh Morrow

2911 Long Ridge Drive

Jasper, AL 35504

Cell phone: (205) 471-4984

18.1 Facility Name and Type

Facility Name: [REDACTED] Northport, AL

Facility Type: Dispensing Site

18.2 Physical Address & GPS Coordinates of Facility

5550 McFarland BLVD

Northport, AL 35476

GPS Coordinates: 33.23682, -87.61132

18.3 Aerial Photograph of Facility



18.4 Proof of Authorization to Occupy Property

In Process with completion expected 30 days before award of license

18.5 - Local Jurisdiction Approvals

The City Council of Northport, Alabama adopted an ordinance approving the operation of cannabis dispensary operations in said municipality. See attached copy of ordinance (identified as “Northport City Ordinance Approving Cannabis Dispensary Operations – Attachment to Exhibit 18, Section 18.5”).

18.6 - Blueprint of Facility

In Process with completion expected 30 days before award of license

18.7 - Facility Timetable

The applicant expects that construction of the [REDACTED] Northport Facility, including compliance with all facility requirements under the Act and the AMCC Rules, will be complete on or before January 1, 2024.

18.8 – Public Access to Facility

The [REDACTED] Northport Facility will be open to the public.

The applicant anticipates the hours of operation for the facility to be as follows:

Monday – Friday	9:00 a.m. – 6:00 p.m. CT
Saturday	9:00 a.m. – 6:00 p.m. CT
Sunday	TBD based on need

18.9 – Facility Hours of Operation / After Hours Contact

The applicant anticipates that the [REDACTED] Northport Facility will be occupied by the applicant's employees during all public access hours (see 18.8 above) and approximately one (1) hour before and after the public access hours.

After Hours Management Contact

Josh Morrow

2911 Long Ridge Drive

Jasper, AL 35504

Cell phone: (205) 471-4984

18.1 Facility Name and Type

Facility Name: [REDACTED] Tuscaloosa, AL

Facility Type: Dispensing Site

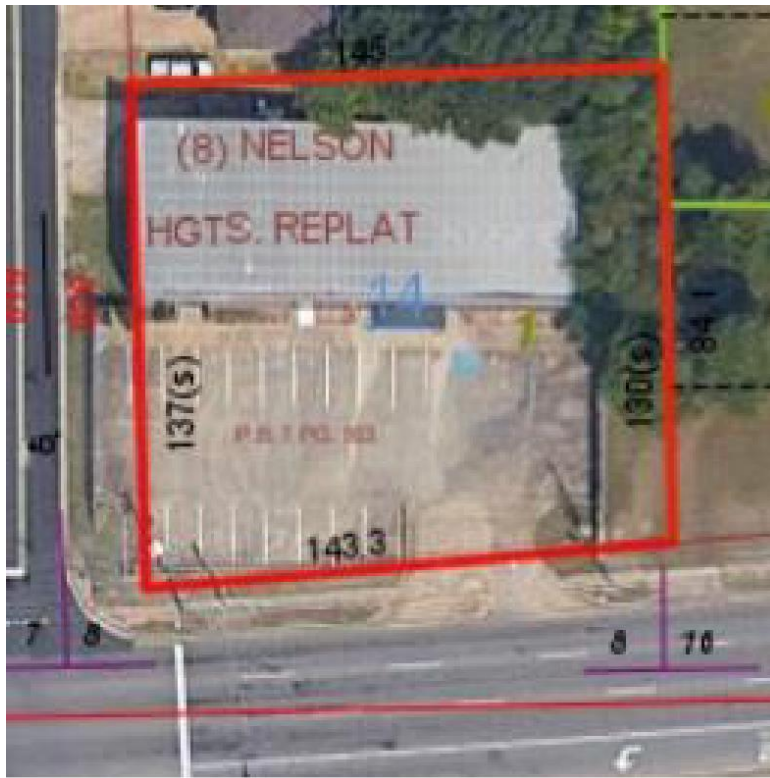
18.2 Physical Address & GPS Coordinates of Facility

1304 Veterans Memorial Parkway

Tuscaloosa, AL 35476

GPS Coordinates: 33.197631, -87.518342

18.3 Aerial Photograph of Facility



18.4 Proof of Authorization to Occupy Property

In Process with completion expected 30 days before award of license

18.5 – Local Jurisdiction Approvals

The City Council of Tuscaloosa, Alabama adopted an ordinance approving the operation of cannabis dispensary operations in said municipality. See attached copy of ordinance (identified as “Tuscaloosa City Ordinance Approving Cannabis Dispensary Operations – Attachment to Exhibit 18, Section 18.5”).

18.6 – Blueprint of Facility

In Process with completion expected 30 days before award of license

18.7 – Facility Timetable

The applicant expects that construction of the [REDACTED] Tuscaloosa Facility, including compliance with all facility requirements under the Act and the AMCC Rules, will be complete on or before October 1st, 2023.

18.8 – Public Access to Facility

The [REDACTED] Tuscaloos Facility will be open to the public.

The applicant anticipates the hours of operation for the facility to be as follows:

Monday – Friday	9:00 a.m. – 6:00 p.m. CT
Saturday	9:00 a.m. – 6:00 p.m. CT
Sunday	TBD based on need

18.9 – Facility Hours of Operation / After Hours Contact

The applicant anticipates that the [REDACTED] Tuscaloosa Facility will be occupied by
Exhibit 18 – Facilities

the applicant's employees during all public access hours (see 18.8 above) and approximately one (1) hour before and after the public access hours.

After Hours Management Contact

Josh Morrow

2911 Long Ridge Drive

Jasper, AL 35504

Cell phone: (205) 471-4984

18.1 Facility Name and Type

Facility Name: [REDACTED] Birmingham, AL

Facility Type: Dispensing Site

18.2 Physical Address & GPS Coordinates of Facility

4704 Cahaba River Road

Birmingham, AL 35243

GPS Coordinates: 33.432442, -86.737455

18.3 Aerial Photograph of Facility



18.4 Proof of Authorization to Occupy Property

In Process with completion expected 30 days before award of license

18.5 – Local Jurisdiction Approvals

The City Council of Birmingham, Alabama adopted an ordinance approving the operation

of cannabis dispensary operations in said municipality. See attached copy of ordinance (identified as “Birmingham City Ordinance Approving Cannabis Dispensary Operations – Attachment to Exhibit 18, Section 18.5”).

18.6 – Blueprint of Facility

In Process with completion expected 30 days before award of license

18.7 – Facility Timetable

The applicant expects that construction of the [REDACTED] Birmingham Facility, including compliance with all facility requirements under the Act and the AMCC Rules, will be complete on or before October 1st, 2023.

18.8 – Public Access to Facility

The [REDACTED] Birmingham Facility will be open to the public.

The applicant anticipates the hours of operation for the facility to be as

follows: Monday – Friday	9:00 a.m. – 6:00 p.m. CT
Saturday	9:00 a.m. – 6:00 p.m. CT
Sunday	TBD based on need

18.9 – Facility Hours of Operation / After Hours Contact

The applicant anticipates that the [REDACTED] Birmingham Facility will be occupied by the applicant’s employees during all public access hours (see 18.8 above) and approximately one (1) hour before and after the public access hours.

After Hours Management Contact

Josh Morrow
2911 Long Ridge Drive
Jasper, AL 35504
Cell phone: (205) 471-4984

18.1 Facility Name and Type

Facility Name: [REDACTED] Russellville, AL

Facility Type: Dispensing Site

18.2 Physical Address & GPS Coordinates of Facility

15485 Highway 43
Russellville, AL 35653

GPS Coordinates: 34.516244, -87.717811

18.3 Aerial Photograph of Facility



18.4 Proof of Authorization to Occupy Property

In Process with completion expected 30 days before award of license

18.5 - Local Jurisdiction Approvals

The City Council of Russellville, Alabama adopted an ordinance approving the operation of cannabis dispensary operations in said municipality. See attached copy of ordinance (identified as “Russellville City Ordinance Approving Cannabis Dispensary Operations – Attachment to Exhibit 18, Section 18.5”).

18.6 - Blueprint of Facility

In Process with completion expected 30 days before award of license

18.7 – Facility Timetable

The applicant expects that construction of the [REDACTED] Russellville Facility, including compliance with all facility requirements under the Act and the AMCC Rules, will be complete on or before October 1st, 2023.

18.8 – Public Access to Facility

The [REDACTED] Russellville Facility will be open to the public.

The applicant anticipates the hours of operation for the facility to be as

follows: Monday – Friday	9:00 a.m. – 6:00 p.m. CT
Saturday	9:00 a.m. – 6:00 p.m. CT
Sunday	TBD based on need

18.9 – Facility Hours of Operation / After Hours Contact

The applicant anticipates that the [REDACTED] Russellville Facility will be occupied by the applicant’s employees during all public access hours (see 18.8 above) and approximately one (1) hour before and after the public access hours.

After Hours Management Contact

Josh Morrow
2911 Long Ridge Drive
Jasper, AL 35504
Cell phone: (205) 471-4984

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 19 – Security Plan

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date

Exhibit 19 – Security Plan

19.1 – Alarm system: Identifies intruders after hours and notifies authorities.

- 1) The hard-wired security system will monitor all external exits, internal security doors (secure sales floor and secure storage room)
- 2) A minimum four (4) silent panic/distress will be located at each POS station as well as the receptionist office.
- 3) This system will be monitored 24/7 and have battery and cellular backup
- 4) The system will include motion and glass break sensors
- 5) Dispensary management staff will be responsible for both opening and closing procedures set forth in the SOP's.

19.2 - A minimum four (4) silent panic/distress will be located at each POS station as well as the receptionist office.

19.3 – All personnel will always carry a company issued handheld device (Smartphone or Nug Pro Scanner) for the duration of their shift/day. In addition, a PA device will be operational in all areas of the dispensary.

19.4 - Security cameras: ██████████ has selected Solink as a security partner. Solink designed an integrated security system specifically for the medical cannabis industry and has a global footprint. The fully integrated system will allow ██████████ to exceed all areas of compliance in regard to monitored security. Endless integration possibilities allow us a means to quickly collect and share incident footage, secures assets, reduces inventory shrinkage and allows ██████████ to adhere to all state regulations and laws.

- Security cameras will be positioned in the following locations, as a minimum:
 - a) Exterior Points of Entry, Waiting, Interior Security Doors, All POS Stations, Secure Storage, and exterior perimeter
 - b) Security Director and Solink will finalize the camera locations once final build out is complete.
- Access to the cameras will be provided to all security personnel, dispensary

management staff and corporate staff. The system is cloud based therefore [REDACTED] staff will be able to access these monitors via handheld electronic devices and can be viewed 24/7/365 remotely.

- The system will be recorded in 1080p or higher and we will maintain 90 days of footage.

19.5 – Not Applicable to dispensing sites per AMCC provided application guide.

19.6 - All exterior doors will utilize powered security shutters for added security after hours. All interior doors, accessible to the public, will require a badge for entry.

19.7 – In Progress with completion expected 60 days after award of license.

*note: we fully understand the requirements however we have not started the buildout as of today (2/21/2023) therefore we can not “show” our work.

19.8 - Security guard: Monitors the store from open to close.

- Security guards will be onsite 1 hour before opening until 1 hour after closing
- All security operations/management will fall under the responsibility of the Director of Security
- [REDACTED] has entered discussions with local police department in all areas of operations to provide off duty or on duty officers. Should the local police departments be unable to staff this position we will utilize contracted security guards.

19.9 - This process outlines how products are safely secured in your dispensary, both on the floor and in backstock.

- Products will be secured in one of two locations at ALL times.
 - a) Secure sales floor
 - b) Secure storage room
- All doors to access these two areas will be of steel, have redundant locks

and a powered security shutter for after hours.

19.10 - OPENING A CASH DRAWER PROCESS

A drawer is the physical register or till used to check out customers. The drawer is opened at the start of each day, or with a new employee starting a shift.

- 1) Technician/Sales Associate gets a new cash drawer from general manager
- 2) GM puts the days' starting cash, in various bills, into the drawer as part of the opening process. Take \$300 from the safe as a payout or in a register lockbox with pre counted, packaged amounts for each starting drawer.
- 3) In Flowhub, select "Drawers" from the navigation bar.
 - a) If the drawer isn't in the list, you'll need to Create a New Drawer.
 - b) Note: Employees need "Manage drawers" permission to be able to open, close, or manage drawers within Flowhub.
- 4) Find the drawer you'd like to open within Flowhub, click "Count & Open."
- 5) Count and enter the total of each coin and dollar denomination within the drawer. The total starting balance is shown. Double count to ensure accuracy.
- 6) Add notes if desired and click "Open Cash Drawer."

Put the till into the cash drawer at your terminal.

19.11 - CHECK IN PROCESS USING FLOWHUB GREET APP

This process starts the moment a patient is ready to be checked into the dispensary.

[Note: This SOP assumes use of Flowhub and the Greet app on the Nug mobile scanner. If you check in customers using Flowhub on a tablet or desktop computer, delete this section and see below for the tablet/desktop process. If you use another system, update all items to reflect your process.]

- 1) Customer steps up to the check in counter.
- 2) Receptionist verbally greets the customer and says "Welcome to [REDACTED] Could I please see your ID and/or med card?"
 - a) Patient hands receptionist their ID and medical card

- 3) Receptionist logs into Greet using their Flowhub username/password (if not already logged in).
- 4) Receptionist looks at the ID/med card to verify age and authenticity, in addition the receptionist will check customer purchase availability, then checks the customer in using one of two (2) methods

- a) Scan the ID barcode using the Nug scanner device (recommended) or use the camera to scan the ID barcode.

- i) Hold the Nug 6-8 inches away from the barcode on the bottom of the back of the ID (look for the 2d/complex barcode).
- ii) Click one of the side buttons on the Nug sled and scan the light over the barcode.
- iii) Listen for a beep and look to see that the customer's information loads on the screen.

Note: If the Nug scanner is not functioning, tap the plus sign in the lower right corner of the screen. The camera will open with a white box over the screen. Center the white box over the 2D barcode to scan it.

- iv) You will either see "Welcome Back" if they are a returning customer, or "New Customer" if they are new.

(1) Patient full name, date of birth, state of residence, Med ID, and Med ID expiration are required when creating new Med profiles.

- b) Use "Look up customer profile" within Greet to search for an existing customer profile.

- i) Tap "Look up customer profile." Select "REC" or "MED." Type in at least 3 characters to search for an existing customer.
- ii) Cross reference the DOB on the customer's ID to verify it's the right profile.

- iii) Once verified, tap into the customer profile, and select “Check in as a MED Customer” to add them to the queue.
- 5) If the customer has been flagged as a potential risk to your dispensary in the past, you will be notified on the app.
- 6) If the customer is new, or information has changed for a returning customer, edit their profile, and tap “Save.”
 - a) Add them to your loyalty program by adding the customer’s phone number.
 - b) Add the customer to your pre-set customer groups (if applicable).
 - c) Add “Customer Sources” information (if applicable). Check them in and add them to the queue.
 - d) Tap “Check in as Med Customer.”
- 7) Receptionist tells the customer to take a seat in the waiting room until they are called by a Dispensary Technician


19.12 – All visitors will be required to sign in and receive a visitor badge before entering the premises. In addition we will be able to track the activity of any visitor, within the premises, based on the video security system we have chosen. All video records are stored for a minimum of 90 days. Visitor logs can be retained indefinitely.

19.13 – All site employees will be required to wear a badge. The badges will be used to identify the employee and position, allow ingress to doors based on his/her position and is required to clock in and out of our POS and timekeeping system. All transactions will retain the employee’s information.

19.14 - All visitors will be required to sign in and receive a visitor badge before entering the premises. In addition we will be able to track the activity of any visitor, within the premises, based on the video security system we have chosen. All video records are stored for a minimum of 90 days. Visitor logs can be retained indefinitely.

19.15 – Steps to approve/reject discrepancies:

After all discrepancies have been submitted, and the audit is complete, log in to the Stash app on the Nug. On the home screen, you will see a yellow bar indicating the discrepancies awaiting approval at the top of the screen.

- Navigate to “Inventory” > “Status” > “In Store.”
- Click the discrepancy  icon to navigate to discrepancies.

Recount all discrepancies in physical inventory to ensure there was not a miscount when you first counted.

- “Reject” the discrepancy if the initial physical inventory count is off.
- “Approve” the discrepancy if the physical inventory count is correct.

Steps to reconcile discrepancies with Metrc:

Now that you have completed the audit, you need to reconcile the discrepancies submitted in Flowhub with Metrc.

1. Open the “Adjustments Report” you ran earlier in Flowhub.
2. Highlight your adjustments report so you can filter.
3. Select today’s date.
4. Filter by “Operations” > “Approved Discrepancies.”
5. Filter by the employee who approved these discrepancies during the audit process.
6. Click” CSV” to run the adjustments report.
7. Next, paste this report into Google Sheets or Excel.
8. Delete row 1.
9. Delete all rows that are not associated with an adjustment you processed, including Total row, Total Inventory Activity row, and any blank rows.

10. Double-check to make sure all information is filled out and accurate (notes, adjustment reasons, etc.).
11. Clear out the time associated with the date field so the report uploads properly.
12. Title the report "Metric Adjustments [today's date]" (with the date formatted (XX.XX.XXXX)).
13. Save as a CSV - Comma Delimited.

Steps to upload the adjustments report into Metric:

1. Log in to your Metric account.
2. Navigate to the "Sales" tab at the top of the screen.
3. Select "Import Sales."
4. Make sure you are on the "Package Adjustments" tab so these adjustments are logged in the correct area within Metric.
5. Select File > Upload today's adjustments.
6. Verify the upload was accepted.

19.16 – Applicant verifies it will make available all security footage, planning, etc. deemed relevant by the AMCC or its inspectors

19.17 – Applicant verifies all signage requirements are met prior to the grand opening.

Safety and Security

Standard Operating Procedure

ROLE

- 1) Security Guard
- 2) Front Desk Staff/Receptionist
- 3) Technician/Sales Associates
- 4) Shift/Store Manager
- 5) Owner

TIMING

All day, every day.

PURPOSE

Safety and security should be at the fore front all day, every day, not just during operating hours. It's imperative to have strict procedures around employee and customer health and safety, product security, cash handling, and incident management.

Failing to properly mitigate risk, secure products, and ensure employee and customer safety is a compliance, trust, and potential legal issue. Providing employees with a safe place to work is required by law.

This SOP details safety and security processes, including using security systems, storing products, handling cash, in-store cleaning and health policies, employee permissions/hiring protocols, incident management, and emergency protocols.

In addition, to the Standard Operating Procedures Training concerning safety,

██████████ will also provide the following training to ALL employees/contractors.

- **Emergency Preparedness**

- Medical emergency (CPR, AED & First Aid)
- Active Shooter, Robberies, Assaults
- **Disaster Preparedness**
 - Weather events and how to maintain security
 - Maintenance problems and how the facility would respond in terms of doing business
- **De-escalation Training**
 - Effective communication
 - Active listening
- **Situational Awareness**
 - Perception, assessment, decision
 - Recognizing suspicious behavior
 - Avoiding complacency
- **Safe Handling of Products and Cash**
 - Receiving shipments and dispensing
 - Securing money and money pickups
- **Personal Security**
 - To and from work (awareness of vehicles and people, changing routes)
 - Security of keys, passcodes, swipe cards, badges
- **Recognizing Counterfeit Currency**
 - Recognizing, reporting and how to respond when presented with counterfeit currency (U.S. Secret Service has an online training course)
 - Proper use of counterfeit currency detection tool (AccuBanker LED)

430, Dri- Mark UV Light, Dri-Mark Pen)

PROCESS FOR USING SECURITY SYSTEMS

Security systems are designed to protect your assets and people 24/7. This process outlines how to use and oversee these security systems and tools.

Security cameras: [REDACTED] has selected Solink as a security partner. Solink designed an integrated security system specifically for the medical cannabis industry and has a global footprint. The fully integrated system will allow [REDACTED] to exceed all areas of compliance in regard to monitored security. Endless integration possibilities allow us a means to quickly collect and share incident footage, secures assets, reduces inventory shrinkage and allows [REDACTED] to adhere to all state regulations and laws.

- Security cameras will be positioned in the following locations, as a minimum:
 - a) Exterior Points of Entry, Waiting, Interior Security Doors, All POS Stations, Secure Storage, and exterior perimeter
 - b) Security Director and Solink will finalize the camera locations once final build out is complete.
- Access to the cameras will be provided to all security personnel, dispensary management staff and corporate staff. The system is cloud based therefore [REDACTED] staff will be able to access these monitors via handheld electronic devices and can be viewed 24/7/365 remotely.
- The system will be recorded in 1080p or higher and we will maintain 90 days of footage.

Alarm system: Identifies intruders after hours and notifies authorities.

- 6) The hard-wired security system will monitor all external exits, internal security doors (secure sales floor and secure storage room)

- 7) A minimum four (4) silent panic/distress will be located at each POS station as well as the receptionist office.
- 8) This system will be monitored 24/7 and have battery and cellular backup
- 9) The system will include motion and glass break sensors
- 10) Dispensary management staff will be responsible for both opening and closing procedures set forth in the SOP's.

Access control system: Prevents unauthorized access to secure areas or rooms.

- During open hours the entrance door to the secured sales floor will be control accessed. The receptionist and/or security personnel will be responsible for ensuring entry.
- Access to the secure inventory storage area will be controlled through facility management. All activity in the secure storage room will be video monitored at all times
- [REDACTED] will be able to track any/all patient movement through the facility due to the integrated video surveillance system. The check in procedure, in FLOWHUB creates a timestamp which allows us the ability to review all footage (multiple camera angles/locations)

Panic button: Allows staff to notify police of an issue at the store.

- 2) Panic/distress buttons will be located (hardwired) at each point-of-sale station and the receptionist office.
- 3) Should the panic button be pressed local PD will respond and a communication will be sent to all management staff and corporate staff.

Security guard: Monitors the store from open to close.

- Security guards will be onsite 1 hour before opening until 1 hour after closing
- All security operations/management will fall under the responsibility of the Director of Security

- [REDACTED] has entered discussions with local police department in all areas of operations to provide off duty or on duty officers. Should the local police departments be unable to staff this position we will utilize contracted security guards.

PROCESS FOR SECURING PRODUCTS

This process outlines how products are safely secured in your dispensary, both on the floor and in backstock.

- Products will be secured in one of two locations at ALL times.
 - a) Secure sales floor
 - b) Secure storage room
- All doors to access these two areas will be of steel, have redundant locks and a powered security shutter for after hours.
- All exterior doors will utilize powered security shutters for added security after hours.

Products on the sales floor: How do you keep products safe and secure, especially if customers have access to them throughout the day?

- At no time during open hours will any patient have access to the product. All items are to be kept behind the sales counter in a general pharmacy style set up
- Inventory levels will be monitored in real time and stocking of the sales floor will take place either before or after standard hours of operations

Products in 'back stock': How do you ensure safety of your inventory not on the sales floor?

- Inventory storage will be in a secure room (64-100 square foot)
- The room will be constructed with a modular saferoom system to include steel walls, ceiling and door.
- The secure room will meet FEMA's standards (FEMA Rule 320) and will ensure staff

safety during inclement weather

Inventory auditing: Regular inventory audits will not only keep the dispensary compliant and inventories accurate but will help identify product loss or theft.

- See Inventory Audit Standard Operating Procedures

Transporting cannabis: How do you ensure products are safe and secure during transport, either from the wholesale or purchasing perspective, or during delivery.

- We will limit deliveries to the dispensaries to Medical Cannabis items ONLY. This will allow [REDACTED] the ability to know exactly when to expect shipments and reduce the number of outside individuals accessing the facility.

PROCESS FOR CASH HANDLING, STORAGE, & TRANSPORT

- See Cash Management Standard Operating Procedures

Cash drops: Store manager are expected to perform a cash drop twice per day OR whenever a till exceeds \$3,000.

- 1) Count the drawer and physically remove the desired amount of cash.
 - a) Put the removed cash into a sealed deposit bag.
 - b) Count twice to ensure accuracy.
 - c) Note: Count and remove cash when as few customers are in the store as possible.
- 2) In Flowhub, select "Cashier."
- 3) Select the open drawer you are making a drop on and click "Make drop".
- 4) Enter the amount taken from the drawer, enter your PIN, add a reason for the drop, and select "Submit/Save."
- 5) Immediately deposit the cash and deposit slip into the safe or safe room.

Depositing money into the safe: Managers and trusted shift leads, or technicians must follow this process anytime cash is deposited into the safe.

- 1) Ensure the surroundings are appropriate to open the safe.
- 2) Open the safe
- 3) Fill out your store's deposit slip with the pertinent information (i.e., amount being deposited, name of employee, where the cash came from, date, time, and notes, if applicable.)
- 4) Attach the deposit slip to the cash.
- 5) Put the cash and deposit slip in the safe.
- 6) Close and lock the safe.

Cash storage and transport:

1. During the business day, all cash being used for transactions is stored with the open drawers/tills.
 - a) Aim to keep drawer totals below \$3,000.
- 2) Count down and close drawers at the end of the day (or employee shift).
- 3) Put all cash from drops and drawer closing into the time-triggered safe, along with a deposit slip.
 - a) Only count money when and where it is safe to do so.
 - b) Do not count or transport cash when or where customers may see.
 - c) Only open the safe when no other employees are around.
- 4) All cash is to be transported by a paid secure service.

PROCESS FOR EMPLOYEE MANAGEMENT

This process helps reduce internal risk from theft.

Employee permissions: Ensure the appropriate level of access for all users.

Note: If employees are promoted (or demoted), be sure to update their permissions.

1) Permissions available in Flowhub:

- a) Manage Price Profiles: Able to create, edit, and delete price profiles.
- b) Manage Rooms: Able to create, edit, and delete rooms where inventory is stored. Also edit descriptions and designate whether the items in a room are "for sale" or "not for sale."
- c) Manage Strains: Able to create, edit, and delete strains.
- d) Manage Inventory: Able to create, edit, and delete inventory, update inventory within rooms, record waste, update quantities, and print labels.
- e) Manage Customers: Able to create new medical customers, edit customer information, and check customers in.
- f) Manage Employees: Able to create new employees and edit current employee information, including permissions.
- g) Apply Discounts in Cart: Able to add in-line discounts (\$ and %) to customers at the time of sale.
- h) Manage Specials: Able to create or edit specials that are auto applied at the time of the sale.
- i) Import Packages: Able to import packages from Metrc.
- j) Manage Drawers: Able to create drawers, open/approve/close drawers, see revenue and totals, and do payouts/cash drops.
- k) Access Reports: Able to create and view custom reports.
- l) Salaried Employee: User does not need to clock in/clock out.
- m) Manage Taxes: Able to configure tax rates for your location.
- n) Report Admin: Able to run reports across all locations in your account.
- o) Edit Loyalty Points: Able to edit customer loyalty points.

2) Suggested permissions by role:

- a) Green = permissions for base employees, like technicians and receptionist.
- b) Blue = intermediate employees who need access beyond just basic functions, like Lead Technicians, Shift Manager, etc.
- c) Red = expert/administrator role, allowing nearly full access to Flowhub, like Owner, General Manager, Store Manager, etc.

Add Employee

***Name**
first & last name

D.O.B.
mm/dd/yyyy

Start Date
mm/dd/yyyy

Gender
Male

Phone
phone number

***Email** *Please check spam folder for confirmation email.*
john@denver.gov

Address
street address, apt/suite #, city, Alabama (AL), zip

Upload Employee Documents
Select a file to upload, What is this file for?

***Position**
e.g. Store Manager

Active/Inactive
Active, Inactive

***Username**
username

State ID Number
license/ID #

State ID Expiration
mm/dd/yyyy

User Permissions *Select All Permissions*

<input type="checkbox"/> Manage Price Profiles	<input type="checkbox"/> Manage Rooms
<input type="checkbox"/> Manage Strains	<input type="checkbox"/> Manage Inventory
<input type="checkbox"/> Manage Customers	<input type="checkbox"/> Manage Employees
<input type="checkbox"/> Apply Discounts In Cart	<input type="checkbox"/> Manage Specials
<input type="checkbox"/> Import Packages	<input type="checkbox"/> Manage Drawers
<input type="checkbox"/> Access Reports	<input type="checkbox"/> Salaried Employee
<input type="checkbox"/> Manage Taxes	<input type="checkbox"/> Report Admin
<input type="checkbox"/> Edit Loyalty Points	<input type="checkbox"/> Company Management
<input type="checkbox"/> Make Adjustments	<input type="checkbox"/> Edit Open Carts
<input type="checkbox"/> Group Locations	<input type="checkbox"/> Bulk Edit Products
<input type="checkbox"/> Executive Dashboard	<input type="checkbox"/> Store Dashboard
<input type="checkbox"/> Scanner Only	<input type="checkbox"/> Delivery Driver
<input type="checkbox"/> Developer	

Cancel Add Employee

Background check: All new employees must get a background check to be hired.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 20 – Personnel

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/22/2022

Signature of verifying individual

Verification Date

FORM G: PERSONNEL ROSTER & VERIFICATION

LLC
Business License Applicant Name

Dispensary
License Type

Complete the following information, current to within thirty (30) days prior to the date of application, for all personnel (each leader and employee) affiliated with the Applicant. Attach additional forms if necessary.

CEO
Leader/Employee Name
SSN
Telephone
Email
Street Address
City
State
Zip

CSO
Leader/Employee Name
SSN
Telephone
Email
Street Address
City
State
Zip

CLO
Leader/Employee Name
SSN
Telephone
Email
Street Address
City
State
Zip

Leader/Employee Name

Title/Position

SSN

Telephone

Email

Street Address

City

State

Zip

Leader/Employee Name

Title/Position

SSN

Telephone

Email

Street Address

City

State

Zip

Leader/Employee Name

Title/Position

SSN

Telephone

Email

Street Address

City

State

Zip

Leader/Employee Name

Title/Position

SSN

Telephone

Email

Street Address

City

State

Zip

Leader/Employee Name

Title/Position

SSN

Telephone

Email

Street Address

City

State

Zip

Leader/Employee Name

Title/Position

SSN

Telephone

Email

Street Address

City

State

Zip

Leader/Employee Name

Title/Position

SSN

Telephone

Email

Street Address

City

State


Zip


Applicant Verification: The undersigned hereby verifies that the information provided hereinabove (and attached, as necessary) constitutes a complete and accurate roster of personnel of the Applicant. The undersigned further verifies that, if the Applicant is issued a business license, each individual listed hereinabove (and attached, as necessary) will be registered to the AMCC website and will undergo appropriate pre-employment background checks.


Printed Name of Verifying Individual

CEO

Title of Verifying Individual


Signature of Verifying Individual

Digitally signed by 
Date: 2022.12.05 12:31:28 -06'00'

12/05/2022

Verification Date

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

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Exhibit 21 - Business Leadership Credentials

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date


██████████ LLC

BUSINESSLEADERSHIP CREDENTIALS

21.1- Curriculum Vitae

- ██████████
- 2001 Graduate of the University of Alabama Birmingham with Bachelor of Science Degrees in Marketing and Finance
 - 20+ year's experience in sales and business operations
 - Completion of Harassment Awareness Training for Managers
 - Completion of Konecranes Academy Modules
 - Startup
 - Customer Relationships
 - Supply Chain Management and Procurement
 - Leadership and Communication

- ██████████
- 1991 Graduate of the University of Alabama with a Bachelor of Science Degree in Business.
 - 1997 Graduate of the Cumberland School of Law with a Juris Doctor.
 - 25 years experience representing municipal and county governments in roles as city attorney, city judge and city prosecutor
 - 2 Years Business management experience
 - Member in good standing of the Alabama State Bar and United State District Court for the Northern and Middle District of Alabama

- 
- Founded AMSCO, LLC in 1991 and currently still supporting heavy industry, municipalities, and general manufacturing since its inception.
 - Executive leadership experience (Perry Supply/Drummond Coal)

21.2 - JOB DESCRIPTIONS

CEO – Will be responsible for the following:

1. Oversee strategic direction of the organization including the application process.
2. Set goals for growth at both the dispensary & corporate level.
3. Implement changes, standard operating procedures & proposed plans.
4. Engage in media & public relations obligations at both the state & local level.
5. Interact with other leadership executives to ensure all areas of the organization are functioning properly & following all procedures.
6. Monitor company performance.
7. Set precedence for working culture & environment. ii.

CLO – Chief Legal Officer is the head of the corporate legal department & is responsible for the legal affairs of the entire corporation to include:

1. Oversee & implement all security related standards.
2. Develop & lead corporate legal strategy
3. Develop & lead internal audit & corporate compliance.
4. Engage in media & public relations obligations.

5. Oversee delivery of legal services & resources to accomplish corporate goals, strategies & priorities.
6. Maintain proper corporate interactions with the relevant local & state governmental bodies, legislatures & communities.
7. Participate in the formulation of general management policy.

COO – Chief Operating Officer will be responsible for the following:

1. Oversee dispensary buildout to ensure meet or exceed all state and local requirements.
2. Collaborate with leadership team in setting & driving organizational vision, operations strategy, & hiring levels.
3. Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, & annual operations planning.
4. Oversee company operations & employee productivity, building a highly inclusive culture that ensures team members can thrive & that organizational goals are met.
5. Build & maintain trusting relationships with key customers, clients & partners.
6. Engage in media & public relations obligations.

Executive Assistant – Assist the executive team with tasks such as scheduling, reviewing, prioritizing & responding to emails. In addition, they will be responsible for the following:

7. Manage scheduling for company executives.
8. Draft, review & send communications on behalf of the company &/or management team.

9. Answer & respond to phone calls, communicate messages & information to the executive
10. Prioritize emails & respond when necessary
11. Maintain various records & documents (data repositories) for the organization.

iv. **HR Director** – Will plan, lead, direct, develop, & coordinate the policies, activities, & staff of the Human Resource (HR) department, ensuring legal compliance & implementation of the organizations mission & talent strategy. Responsibilities include:

1. Collaborates with senior leadership to understand & the organizations goals & strategy related to staffing, recruiting, & retention.
2. Plans, leads, develops, coordinates, & implements policies, processes, training, initiatives, & surveys to support the organizations human resource compliance & strategy needs.
3. Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, & leave; disciplinary matters; disputes & investigations; performance & talent management; productivity, recognition, & morale; occupational health & safety; & training & development.
4. Facilitates professional development, training, & certification activities for all staff.

v. **General Manager** – Will be responsible for conducting & or assisting the HR Director in the hiring of employees. In addition, he will be responsible for the following:

1. Implementing standard operating procedures set forth in the business plan.
2. Manage dispensary staff, including interviewing, onboarding, Key Performance Indicator (KPI's) evaluations.
3. Creating dispensary work schedule to ensure proper staffing levels.
4. Facility maintenance scheduling
5. Building & maintaining relationships with vendors.
6. Implementing the training of all facility level personnel.

Dispensary Level Job Descriptions

- i. **General Manager/Manager** - In addition to understanding & showing proficiency in all sub management level positions, the general manager/manager will be responsible for the day-to-day dispensary operations. Tasks include but not limited to:
 1. Implementing standard operating procedures set forth in the business plan.
 - a. Opening/closing procedures
 - b. Patients check in/out procedures
 - c. Inventory Audits
 - d. Inventory Intake
 - e. Cash management/deposits
 2. Manage dispensary staff, including interviewing, onboarding, Key Performance Indicator (KPI's) evaluations.
 3. Creating dispensary work schedule to ensure proper staffing levels.
 4. Facility maintenance scheduling

5. Building & maintaining relationships with vendors.
- ii. **Inventory Specialist** - In addition to understanding & showing proficiency in the technician level position, the Inventory Specialist will be responsible for but not limited to the following:
1. Managing all task related to receiving, stocking & reporting medical cannabis products.
 2. Implementing standard operating procedures specific to inventory.
 3. Reporting all necessary inventory & product information in compliance with Alabama laws & regulations. (See Alabama Medical Cannabis Commission Rules & Regulations 538-x-1.01)
 4. Controlling inventory levels, ordering products & ensuring adequate stock.
 5. Complying with all documented security procedures to safeguard inventory.
 6. Performing routine inventory audits & reconciling inventory information (Flowhub & physical counts).
 7. Managing product return, expire product, etc.
 8. Assist the technicians during peak times to ensure we limit the wait times as much as possible.
- iii. **Dispensary Technicians** are the most customer facing role on the dispensary team. Technicians will be responsible for the following:
1. Opening/closing of the store to include powering on/off Point of Sale systems, lighting, music, kiosks, etc.
 2. Providing service to dispensary patients, including education on strains, products & consumption methods.

3. Handling cash/electronic payments & entering transaction data into Flowhub through the point-of-sale devices.
4. Maintaining the appearance of the retail sales floor to include merchandising, restocking inventory & cleaning the sales floor.
5. Continuing medical cannabis education & maintaining up-to-date product knowledge.

iv. **Receptionist** will be a customer's first introduction to the [REDACTED] Dispensary. Receptionist will be responsible for the following:

1. Opening/Closing of the store to include visual inspection of front desk & waiting area (seating, educational materials, etc.), making sure all tech related devices are charged & ready for use, check areas for trash, tidy, refold or restock any noncannabis merchandise.
2. Greeting customers when they enter the dispensary.
3. Check & scan patient identification cards & ensuring all patients are of legal age before entering the secure sales floor.
4. Answering phones & fielding calls to the appropriate dispensary staff.
5. Tracking the daily flow of patients into the dispensary by entering the prerequisite information/data into Flowhub.
6. Gathering customer contact information for loyalty programs & documenting medical records if applicable following standardized HIPPA procedures.

21.2- Hiring Plan

In progress with completion expected 30 days before licenses are awarded

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

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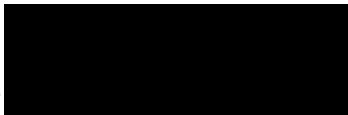
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Exhibit 22 – Employee Handbook

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

	CEO
_____	_____
Printed Name of Verifying Individual	Title of Verifying Individual
	12/12/2022
_____	_____
Signature of Verifying Individual	Verification Date

Employee Handbook

Understanding employment at

██████████ LLC

Revised on 08/09/2022

Prepared By:

██████████

Owner

Phone ██████████

Email ██████████

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Welcome to ██████████ LLC!

On behalf of your colleagues, we welcome you to ██████████ LLC and wish you every success here.

At ██████████ LLC, we believe that each employee contributes directly to the growth and success of the company, and we hope you will take pride in being a member of our team.

This document is not a contract of employment and should not be considered as a contract of employment. This handbook is in no way to be considered a contract of employment or to imply that a contract of employment exists nor is this handbook considered to confer a property interest in employment. Alabama is an AT-WILL employee state and tis handbook does not alter that in any fashion.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should become familiar with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with ██████████ LLC.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization. This guide will help you to better understand our vision for the future of our business and the challenges that are ahead.

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

████████████████████

1. Organization Description

1.1 Introductory Statement

This handbook is designed to acquaint you with ██████████ LLC and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by ██████████ LLC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As ██████████ LLC continues to grow, the need may arise and ██████████ LLC reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

1.2 Customer Relations

Customers are among our organization's most valuable assets. Every employee represents ██████████ LLC to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they

are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

██████████ LLC will provide customer relations and services training to all employees with extensive customer contact. Customers who wish to lodge specific comments or complaints should be directed to the location supervisor for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of ██████████ LLC. Positive customer relations not only enhance the public's perception or image of ██████████ LLC, but also pay off in greater customer loyalty and increased sales and profit.

1.3 Products and Services Provided

You will find more information about our products and services by reading the ██████████ LLC Corporate Brochures.

1.4 Facilities and Location(s)

Head Office:

107 East 18th Street
Jasper, Alabama 35501

1.5 The History of ██████████ LLC

██████████ LLC is a startup limited liability company with no history as of the date of the drafting of this document.

1.6 Management Philosophy

██████████ LLC management philosophy is based on responsibility and mutual respect. Our wishes are to maintain a work environment that fosters on personal and professional growth for all employees. Maintaining such an environment is the

responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

People who come to [REDACTED] LLC want to work here because we have created an environment that encourages creativity and achievement. [REDACTED] LLC aims to become a leader in Medical Cannabis Dispensing. The mainstay of our strategy will be to offer a level of client focus that is superior to that offered by our competitors.

To help achieve this objective, [REDACTED] LLC seeks to attract highly motivated individuals that want to work as a team and share in the commitment, responsibility, risk taking, and discipline required to achieve our vision. Part of attracting these special individuals will be to build a culture that promotes both uniqueness and a bias for action. While we will be realistic in setting goals and expectations, [REDACTED] LLC will also be aggressive in reaching its objectives. This success will in turn enable [REDACTED] LLC to give its employees above average compensation and innovative benefits or rewards, key elements in helping us maintain our leadership position in the worldwide marketplace.

1.7 Goals

The goal of [REDACTED] LLC is to dispense medical cannabis in a legal manner in accordance with the laws and regulations of the Alabama Medical Cannabis Commission. In addition, [REDACTED] LLC desires to employ approximately 75-100 employees providing gainful employment with upward mobility possibilities for advancement.

2. The Employment

2.1 Nature of Employment

Employment with ██████████ LLC is voluntarily entered and the employee is free to resign at any time, with or without cause. Similarly, ██████████ LLC, may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable Federal and State law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between ██████████ LLC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at ██████████ LLC sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the [NAME OF THE EXECUTIVE GROUP OR TITLE AND NAME OF THE PERSON RESPONSIBLE].

2.2 Employee Relations

██████████ LLC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with

supervisors, the work environment can be excellent, communications can be clear, and

attitudes can be positive. We believe that [REDACTED] LLC amply demonstrates its commitment to employees by responding effectively to employee concerns.

To protect and maintain direct employer/employee communications, we will do anything we can to protect the right of employees to speak for themselves.

2.3 Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at [REDACTED] LLC will be based on merit, qualifications, and abilities. [REDACTED] LLC does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4 Diversity

We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time or temporary, will be treated fairly and with respect. When [REDACTED] LLC selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude and

ability.

We are opposed to any form of illegal and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

When [REDACTED] LLC will select candidates for employment, promotion, training or any other benefit, it will be on the basis of their skills, abilities and merit.

██████████ LLC is committed to:

- Create an environment in which the individual differences and contributions of all team members are recognized and valued;
- Create a working environment that promotes dignity and respect for every employee;
- Attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside;
- Ensure appropriate selection criteria based on diverse skills, experience and perspectives is used when hiring new staff, including Board members. Job specifications, advertisements, application forms and contracts will not contain any direct or inferred discrimination;
- Ensure that applicants and employees of all backgrounds are encouraged to apply for and have fair opportunity to be considered for all available roles;
- Provide, to the greatest extent possible, universal access to safe, inclusive and accessible premises that allow everyone to participate and work to their full potential;
- Comply with equal opportunity and anti-discrimination legislation;
- Not tolerate any form of intimidation, bullying, victimization, vilification or harassment and to take disciplinary action against those who violate this policy;
- Provide training, development and advancement opportunities for all staff based on merit;
- Encourage anyone who feels they have been discriminated, to express their concerns so that we can take corrective action;
- Encourage employees to treat everyone with dignity and respect;
- Regularly review all our employment practices and procedures so that fairness is maintained at all times;

- Ensure to the greatest extent possible that all panels that [REDACTED] LLC organizes or participates on include representation of each gender;
- Set measurable objectives for gender diversity which will be monitored and reviewed against the effectiveness of this policy and associated procedures;

2.5 Business Ethics and Conduct

The successful business operation and reputation of ██████████ LLC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of ██████████ LLC is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to ██████████ LLC, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

██████████ LLC will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resource Director, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every ██████████ LLC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

2.6 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Although [REDACTED] LLC has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, [REDACTED] LLC will take prompt action, and this can include reassignment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Under no circumstances shall a member of any management team or employee in a management position engage in a dating relationship with an employee of [REDACTED] LLC.

2.7 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit

actual or potential conflicts of interest. This policy establishes only the framework

within which [REDACTED] LLC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of [REDACTED] LLC. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of [REDACTED] LLC business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of [REDACTED] LLC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which [REDACTED] LLC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving [REDACTED] LLC.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your manager.

2.8 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with ██████████ LLC. All employees will be judged by the same performance standards and will be subject to ██████████ LLC scheduling demands, regardless of any existing outside work requirements.

If ██████████ LLC determines that an employee's outside work interferes with performance or the ability to meet the requirements of ██████████ LLC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with ██████████ LLC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside ██████████ LLC for materials produced or services rendered while performing their jobs.

2.9 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of [REDACTED] LLC. Such confidential information includes, but is not limited to, the following examples:

- | | |
|-------------------------------|-------------------------------------|
| * Compensation data | * Pending projects and proposals |
| * Computer processes | * Proprietary production processes |
| * Computer programs and codes | * Research & development strategies |
| * Customer lists | * Scientific data |
| * Customer preferences | * Scientific formulae |
| * Financial information | * Scientific prototypes |

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

2.10 Disability Accommodation

[REDACTED] LLC is ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in

alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

██████████ LLC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. ██████████ LLC will follow any provincial or local law that provides individuals with disabilities greater protection.

This policy is neither exhaustive nor exclusive. ██████████ LLC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable federal, provincial, and local laws.

2.11 Whistleblower Policy

██████████ LLC is committed to conducting its business with honesty and integrity at all times. If, at any time, this commitment is not respected or appears to be in question, ██████████ LLC will endeavor to identify and remedy such situations. Therefore, it is the company's policy to ensure that when a person has reasonable grounds to believe that an employee, manager or any other person related to the company has committed, or is about to commit, an offence that could harm the company's business or reputation, it denounces the wrongdoers in question.

The whistleblowing policy has been put in place to:

- Encourage employees, partners or managers to disclose this information or behavior; Protecting complainants from reprisals;
- Treat all parties to an investigation in a fair and equitable manner;
- To ensure confidentiality as much as possible;
- Take corrective and disciplinary action if wrongdoing is discovered.

It is the duty of all employees, contractual third parties or partners to report misconduct or suspected misconduct, including fraud and financial impropriety to their superior or the owners. This includes misconducts such as but not limited to:

- Providing false or misleading information, or withholding material information on [REDACTED] LLC financial statements, accounting, auditing or other financial reporting fraud or misrepresentation;
 - Pursuit of material benefit or advantage in violation of [REDACTED] LLC Conflict of Interest Policy; Misappropriation or misuse of [REDACTED] LLC resources such as funds, supplies or other assets;
 - Unauthorized alteration or manipulation of computer files;
 - Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal, provincial or state law or regulations or otherwise obstructing, influencing, or impeding any official proceeding, in violation of federal, provincial or state law or regulations;
 - Violations of federal, provincial or state laws that could result in fines or civil damages payable by [REDACTED] LLC, or that could otherwise significantly harm [REDACTED] LLC reputation or public image;
 - Unethical business conduct in violation of any [REDACTED] LLC policies and/or [REDACTED] LLC Code of Conduct;
 - Danger to the health, safety, or well-being of employees and/or the general public;
 - Forgery or alteration of documents;
 - Authorizing or receiving compensation for goods not received or services not performed, or paying for services or goods that are not rendered or delivered;
 - Authorizing or receiving compensation for hours not worked;
- Embezzling, self-dealing, or otherwise obtaining an unlawful private benefit (i.e., [REDACTED] LLC assets being used by anyone in the organization improperly for personal gain).

2.12 Accident and First Aid

██████████ LLC believes that the best practice in case of an accident, is to ensure staff have access to a first aid kit that is supplied to all cites.

In the event of an accident, the employee is encouraged to seek medical treatment if necessary. the employee must contact their supervisor to ensure that the cite is manned with [REDACTED] LLC employees prior to leaving to seek medical treatment.

An Accident Book is also available from your line manager and it is the responsibility of everyone to report and record any accident involving personal injury.

Employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

3. Employment Status and Records

3.1 Employment Categories

It is the intent of [REDACTED] LLC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and provincial wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and provincial laws. EXEMPT employees are excluded from specific provisions of federal and provincial wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by [REDACTED] LLC management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probation status and who are regularly scheduled to work [REDACTED] LLC full-time schedule.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probation status and who are regularly scheduled to work less than 28 hours per week. They do receive all legally mandated benefits (such as Social Security and unemployment insurance).

PROBATION is those whose performance is being evaluated to determine whether further employment in a specific position or with [REDACTED] LLC is appropriate. Employees who satisfactorily complete the probation period will be

notified of their new employment classification.

CONTRACTUAL employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project.

Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

CASUAL employees are those who have established an employment relationship with [REDACTED] LLC but who are assigned to work on an intermittent and/or unpredictable basis.

3.2 Access to Personnel Files

[REDACTED] LLC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of [REDACTED] LLC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of [REDACTED] LLC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the human resources director. With reasonable advance notice, employees may review their own personnel files in [REDACTED] LLC offices and in the presence of an individual appointed by [REDACTED] LLC to maintain the files.

3.3 Personnel Data Changes

It is the responsibility of each employee to promptly notify ██████████ LLC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the human resources director.

3.4 Probation Period

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. ██████████ LLC uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probation basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If ██████████ LLC determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.

During the probation period, both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the first 90 days of the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice.

Please take note that your manager's role is to support you in developing and transferring your knowledge, skills and abilities to be successful in your job. We suggest you to take advantage of this resource.

Upon satisfactory completion of the probation period, employees enter the "regular" employment classification.

During the probation period, new employees are eligible for those benefits that are required by law, such as unemployment insurance and Social Security.

3.5 Employment Applications

██████████ LLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.6 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer

may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way. [REDACTED] LLC

reserves the right to perform annual performance evaluations to track the progress made by each employee. Performance evaluations, whether adequate or lacking, does not mandate an adjustment in wages. Wage increases or decreases are the exclusive province of the Owners of ██████████ LLC.

3.7 Job Descriptions

██████████ LLC makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

██████████ LLC maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The [HUMAN RESOURCES DEPARTMENT OR OTHER] and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the [HUMAN RESOURCES DEPARTMENT OR OTHER] if you have any questions or concerns about your job description.

3.8 Salary Administration

The salary administration program at ██████████ LLC was created to achieve consistent pay practices, comply with federal and provincial laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, ██████████ LLC is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. ██████████ LLC periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall profitability of ██████████ LLC and based on each employee's individual contributions to the organization.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The accounting department is also available to answer specific questions about the salary administration program.

3.9 Professional Development

At the discretion of your manager/supervisor, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. When these opportunities are directly related to the employee's position,

or are suggested by the manager/supervisor, then [REDACTED] LLC will cover the cost of registration, course materials and some travel expenses.

If [REDACTED] LLC has agreed to pay for a course, the fees will be paid on evidence of successful completion. If [REDACTED] LLC sponsors a course (or courses) and the employee departs [REDACTED] LLC within a year of completion, the course fees will become repayable in full.

4. Employee Benefit Programs

4.1 Employee Benefits

Eligible employees at ██████████ LLC are provided a wide range of benefits. Several programs (such as unemployment insurance) cover all employees in the manner prescribed by law.

4.2 Vacation Benefits

Paid annual vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All employees are eligible to earn and use vacation time as described in this policy:

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

Upon initial eligibility, the employee is entitled to a maximum of 7 vacation days each year or one vacation day per month of service to a maximum of 7 days, if the employee has less than 1 year of service as of the end of the reference period, which is calculated from date of hire to December 31 of that year. To become eligible for vacation days, the employee must have been employed for a period greater than eight months.

After 5 five years of eligible service, the employee is entitled to 14 days vacation days each year.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's pay rate at the time of vacation. It includes overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. It does not include Christmas bonuses or gifts.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the reference period, the balance of unused vacation will not be paid out to the employee nor does unused vacation time carry over to the next calendar year.

Upon resignation of employment, employees will be paid for unused vacation time that has been earned through the last day of work. In the event an employee is terminated due to excessive absences, employee theft, or violations of the handbook, the employee will not be compensated for unused vacation.

4.3 Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air

Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations. However, those employees must provide advance written or verbal notice to their manager/supervisor. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued vacation or personal leave while performing military duty.

4.4 Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The Company respects your religious beliefs, however, and therefore, will provide [one (1) day] of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. Employees who require additional time off may use vacation and/or personal days. This leave must be requested through the department manager two weeks prior to the event.

4.5 Holidays

██████████ LLC will grant holiday time off to all employees on the holidays listed below:

Thanksgiving Day

Christmas Day

At the discretion of ██████████ LLC, additional days of holiday time may be added from year to year. In the an addition is made for one year, it does not mean that the addition will carry from year to year.

██████████ LLC will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s): **Employees who worked a minimum of 60 days.**

To be eligible for holiday pay, employees must work the last scheduled day

immediately preceding and the first scheduled day immediately following the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

4.6 Workers Insurance

██████████ LLC provides Workmen's Compensation Insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither ██████████ LLC nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by ██████████ LLC.

4.7 Sick Leave Benefits

██████████ LLC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Management employees

Eligible employees will accrue on a pro-rated basis sick leave benefits at the rate of

three per year. Sick leave benefits are calculated based on a "calendar year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one half-day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may need to be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from provincial disability insurance, workers' compensation or ██████████ LLC-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will be paid to the active eligible employees at the end of the calendar year. Eligible employees who quit or that are terminated are not entitled to be paid any unused sick days upon termination of employment.

4.8 Bereavement Leave

Employees who require taking time off due to the death of an immediate family member should notify their supervisor immediately.

Paid bereavement leave will be provided to employees having worked 60 calendar days for ██████████ LLC:

- a) Five (5) working days in the case of the death of an employee's spouse, child or the employee's spouse's child.
- b) Three (3) working days in the case of the death of an employee's father, mother, sister or brother.
- c) One (1) working day in the case of the death of an employee's grandfather, grandmother, uncle, aunt, nephew, niece, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandson, grand-daughter (except the uncle, the aunt, the brother-in-law, the sister-in-law, the grandfather, the grandmother, the nephew and the niece of the spouse).

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. The employees on leave without balance, of maternity, disease, in preventive withdrawal, parental leave, will not be able to prevail themselves of this benefit.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

4.9 Marriage, Maternity and Parental Leave

Marriage

One (1) paid working day off is allowed for the marriage of the employee or one of his children.

Maternity Leave Admissibility

The employee is entitled to a maternity leave according to:

Current Government legislation entitles employees to a combined Maternity/Parental leave, without pay, of up to 52 weeks.

Notice:

- a) The employee must provide in writing to the company, at least three weeks in advance the date of the beginning of his/her maternity/paternity leave and the date envisaged of her return to work. A medical certificate attesting of the date envisaged of the birth must accompany the notice. This will apply to all paternity/maternity leave applicants as well.
- b) The notice can be less than 3 weeks if the medical certificate attests need for the employee to cease working within a less time. If physical dangers are possible, the employee will be assigned to other tasks while preserving the rights and preferences connected to her regular position.

Complications:

If the employee or the child suffers from complications preventing the return to work at the end of the maternity/paternity leave, the employee will have to forward a medical certificate to the company. The employee will be entitled to a prolongation of her maternity leave, which can reach a 52-week maximum including the parental leave.

Return to work:

- a) The employee must provide in writing to management the expected date of her

return to work and this, three (3) weeks before returning from her maternity or parental leave.

- b) The employee who does not present himself/herself to work five (5) days after the expiration of her maternity leave or parental leave may be known to have resigned.
- c) The direction can require of the employee who returns to work two (2) weeks after her childbirth, the production of a medical certificate attesting of its sufficient re-establishment to resume work.
- d) At the end of its maternity leave, or parental leave not exceeding 12 weeks, the employee will be reinstated in her regular function and it will be entitled to all the advantages of which it would have profited if she had remained with work.
- e) If the regular job of the employee does not exist anymore on her return, ██████████ LLC will take all possible and reasonable efforts to place the employee in a similar position within ██████████ LLC.

Miscarriage:

- a) In the event of miscarriage, the employee as soon as possible must deliver to the direction a notice accompanied by a medical certificate attesting of the miscarriage or the urgency.
- b) When a danger of miscarriage requires a stop of work, the employee is entitled to a special maternity leave of the duration prescribed by the medical certificate, which attests existing danger.
- c) When occurs a miscarriage before the beginning of the twentieth (20th) week preceding the date envisaged of the childbirth, the employee is entitled to a sick leave.
- d) If an employee is confined of a child dead-born after the twentieth (20th) week preceding the date envisaged of the birth, she is entitled to the maternity leave of eighteen (18) weeks.

Special maternity leave:

When there is a danger of miscarriage, or a danger to the health of the mother or of the child to come caused by pregnancy and requiring a stop of work, the employee is entitled to a special maternity leave of the duration prescribed by the medical certificate which attests existing danger and which indicates the date envisaged of the childbirth.

Preventive withdrawal:

When there is a danger of miscarriage, or a danger to the health of the mother or the child to come caused by the working conditions, the employee must ask to be assigned to tasks not involving such dangers. If the direction cannot offer other tasks, the

employee can then make the request for a preventive withdrawal. The maternity leave will then begin at the date envisaged from the childbirth.

Birth of a child or adoption

Two (2) paid working days off during the birth of the employee's child or of the adoption of a child (leave of paternity) other than those of joint sound. Moreover, the employee can prevail himself of a leave without balance of three (3) days. This leave can be split but must be taken in the 15 following days of the arrival of the child at the house.

5. Timekeeping / Payroll

5.1 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state/provincial laws require ██████████ LLC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

5.2 Paydays

All employees are paid every two weeks on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to ██████████ LLC. Employees will receive an itemized statement of wages when ██████████ LLC makes direct deposits.

5.3 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Termination for Cause: An Employee may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice, or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Termination Without Cause: An Employee may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice and severance pay if applicable, as is minimally required by the law, as amended from time to time.

5.4 Administrative Pay Corrections

██████████ LLC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the payroll department so that corrections can be made as quickly as possible.

6. Work Conditions and Hours

6.1 Work Schedules

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

6.2 Absences

As an employee, you will be treated as a professional, which means that you will be expected to complete your work on time and at the expected level of quality. If extra hours are needed to complete your work, you will be expected to put in those extra hours.

Even though you will be treated as a professional and will presumably behave as one, general absence guidelines are nevertheless necessary to ensure that we are able to conduct business in a predictable manner. Although we are not interested in monitoring your comings and goings, we need to know, in advance where possible, when you will be absent from work. Here are those guidelines:

Absences

Employees are expected to be at work and to work a full workweek, except for authorized absences. Authorized absences include the following:

- vacation time scheduled in advance
- sick leave
- time off for a workers' compensation injury
- a death in your family
- jury duty
- time off to vote
- military leave
- emergency situations beyond your control

Notification procedure

To obtain an authorized absence, call in, where possible, and let the appropriate person know that you are unable to come to work. The call should be made, if possible, no later than your regular starting time.

As for notifying someone that you will be late to work we ask that you use your best judgment. You must, as soon is practicable, notify your immediate supervisor if you are unavoidably late or not able to be at work as scheduled.

Failure to notify

If you don't come to work and don't notify your supervisor, ██████████ LLC has the right to determine that you're not returning to work and you are voluntarily terminating your employment and ██████████ LLC will remove you from the payroll.

If you are repeatedly absent without authorization, you could be subject to counseling, suspension, and termination.

Inclement weather

During inclement weather, you should call to find out whether to report to work. Also, while the weather may be nice where you are, hazardous weather conditions could exist at or near the workplace. If you know hazardous conditions have been reported in the area, protect yourself and call work first.

6.3 Jury Duty

Paid Absence

Time off taken for jury duty is treated as a paid absence for up to seven days during any one year. Employees are paid for the time they are absent for jury duty, less the amount they receive for performing jury duty service.

Advance Notice

Employees must give advance notice of the need for time off for jury duty. A copy of the summons should accompany the request.

Return to Work

If employees are dismissed from jury duty before the end of the workday, they must report to work for instructions on whether to return for work for the rest of the workday.

6.4 Use of Phone and Mail Systems

Personal use of the telephone for any personal phone calls is not permitted.

The use of [REDACTED] LLC-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

6.5 Smoking

In keeping with [REDACTED] LLC intent to provide a safe and healthful work environment, tobacco use of any type is prohibited throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

6.6 Meal Periods

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

6.7 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal law wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization from the

supervisor may result in disciplinary action, up to and including **possible termination of employment.**

Business travel for conferences, meetings, etc., which cause an employee to depart or arrive home on a non-workday does not constitute overtime.

6.8 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

6.9 Emergency Closing

At times, emergencies such as severe weather, fires or power failures, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be

asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

6.10 Business Travel Expenses

██████████ LLC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved should make all travel arrangements through ██████████ LLC travel department. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ██████████ LLC. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class;
- Car rental fees, only for compact or mid-sized cars;
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel;
- Taxi fares, only when there is no less expensive alternative;
- Mileage costs for use of personal cars, only when less expensive transportation is not available;

(Personal entertainment and personal care items are not reimbursed).

Employees are instructed to use their cellular telephone when traveling, as hotel

charges are excessive.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by ██████████ LLC may not be used for personal use without prior approval.

Cash advances of \$250.00/day to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment and any monetary obligation resulting from said offense may deducted from any unused vacation, sick or outstanding wages owed by ██████████ LLC to the offending employee.

6.11 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at ██████████ LLC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter ██████████ LLC at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are

responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on ██████████ LLC premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

6.12 Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are valuable, vital assets and ██████████ LLC property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

██████████ LLC has the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems.

██████████ LLC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, ██████████ LLC prohibits the use of computers and the **email system in ways that are disruptive, offensive to others, or harmful to morale.**

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Personal email usage or

usage of [REDACTED] LLC computers to access personal emails or other social media

is strictly prohibited and violation of this policy may result in termination of employment.

6.13 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by ██████████ LLC to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of ██████████ LLC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of ██████████ LLC. As such, ██████████ LLC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Employees are prohibited from accessing the internet from [REDACTED] LLC computers at all times.

Abuse of the Internet access provided by [REDACTED] LLC in violation of law or [REDACTED] LLC policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person;
- Refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services;
- Passing off personal views as representing those of the organization;
- Sending anonymous email messages;
- Engaging in any other illegal activities.

6.14 Workplace Monitoring

Workplace monitoring may be conducted by ██████████ LLC to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and

correct performance problems through targeted training. Improved job performance enhances our customers' image of ██████████ LLC as well as their satisfaction with our service.

Computers furnished to employees are the property of ██████████ LLC. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because ██████████ LLC is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

6.15 Workplace Violence Prevention

██████████ LLC is committed to preventing workplace violence and to maintaining a safe work environment. ██████████ LLC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, provincial, or local

law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

██████████ LLC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, ██████████ LLC may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

██████████ LLC encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. ██████████ LLC is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

7. Employee Conduct & Disciplinary Action

7.1 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, ██████████ LLC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Excessive absenteeism or any absence without notice;

- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct.

7.2 Sexual and Other Unlawful Harassment

██████████ LLC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters or invitations;
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the [HUMAN RESOURCES DEPARTMENT OR OTHER] or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed,

you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the [HUMAN RESOURCES DEPARTMENT OR OTHER] or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

7.3 Attendance and Punctuality

To maintain a safe and productive work environment, [REDACTED] LLC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on [REDACTED] LLC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

7.4 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image [REDACTED] LLC presents to customers and visitors.

During business hours or when representing [REDACTED] LLC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable

accommodation may be made to a person with a disability. Employees are required to

wear a [REDACTED] LLC provided collared shirt and khaki pants or appropriate blue jeans. Shirts or other items of clothing provided by [REDACTED] LLC, remain the exclusive property of [REDACTED] LLC and must be promptly returned to [REDACTED] LLC upon termination of employment. Visible holes in any article of clothing is not permitted.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance;
- Offensive body odor and poor personal hygiene is not professionally acceptable;
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours;
- Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours;
- Visible excessive tattoos and similar body art must be covered during business hours.

7.5 Return of Property

Employees are responsible for all [REDACTED] LLC property, materials, or written information issued to them or in their possession or control. Employees must return all [REDACTED] LLC property immediately upon request or upon termination of employment. Where permitted by applicable laws, [REDACTED] LLC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. [REDACTED] LLC may also take all action deemed appropriate to recover or protect its property. This shall include all provided shirts or other articles of clothing provided by [REDACTED] LLC.

7.6 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with ██████████ LLC. Although advance notice is not required, ██████████ LLC requests at least 2 weeks' written notice of resignation from employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

In line with actual legislation ██████████ LLC does not have an age where it expects employees to retire. It is however our policy to have discussions with all our staff where they can discuss their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.

7.7 Security Inspections

██████████ LLC wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, ██████████ LLC prohibits the possession, transfer, sale, or use of such materials on its premises. ██████████ LLC requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of ██████████ LLC. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of ██████████ LLC at any time, either with or without prior notice.

7.8 Progressive Discipline

The purpose of this policy is to state [REDACTED] LLC position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced comes from good leadership and fair supervision at all employment levels.

[REDACTED] LLC own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with [REDACTED] LLC is based on mutual consent and both the employee and [REDACTED] LLC have the right to terminate employment at will, with or without cause or advance notice, [REDACTED] LLC may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

[REDACTED] LLC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline

steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and ██████████ LLC.

7.9 Problem Resolution

██████████ LLC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from ██████████ LLC supervisors and management.

██████████ LLC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with ██████████ LLC in a reasonable, business-like manner.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following voluntary suggested steps. The employee may discontinue the procedure at

any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to [HUMAN RESOURCES DEPARTMENT OR OTHER] or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to [HUMAN RESOURCES DEPARTMENT OR OTHER] if problem is unresolved.
4. [HUMAN RESOURCES DEPARTMENT OR OTHER] counsels and advises employee, assists in putting problem in writing and visits with employee's manager(s), if necessary.
5. Employee presents problem to the President in writing.
6. The President reviews and considers problem. The President informs employee of decision and forwards copy of written response to [HUMAN RESOURCES DEPARTMENT OR OTHER] for employee's file. The President has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

7.10 Workplace Etiquette

██████████ LLC strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. ██████████ LLC encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the [HUMAN RESOURCES DEPARTMENT OR OTHER] if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Return copy machine and printer settings to their default settings after changing them;
- Replace paper in the copy machine and printer paper trays when they are empty;
- Retrieve print jobs in a timely manner and be sure to collect all your pages;
- Be prompt when using the manual feed on the printer;
- Keep the area around the copy machine and printers orderly and picked up;
- Be careful not to take or discard others' print jobs or faxes when collecting your own;
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor;
- Try to minimize unscheduled interruptions of other employees while they are working;
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace;
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas;
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others;
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace;
- Try not to block walkways while carrying on conversations;
- Refrain from using inappropriate language (swearing) that others may overhear;

- Clean up after yourself and do not leave behind waste or discarded papers.

7.11 Suggestion Program

As employees of [REDACTED] LLC, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit [REDACTED] LLC by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making [REDACTED] LLC a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the President and, after review, they will be forwarded to the Owners of [REDACTED] LLC. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition may be given to employees who submit a suggestion that is implemented.

IF YOU HAVE ANY COMMENTS OR SUGGESTIONS REGARDING THE CONTENT OF THE EMPLOYEE HANDBOOK, PLEASE DIRECT THEM TO [HUMAN RESOURCES DEPARTMENT OR OTHER].

WISHING YOU A LONG AND REWARDING CAREER AT [REDACTED] LLC!

Acknowledgement of Receipt

I acknowledge that I have received a copy of the [REDACTED] LLC Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of the Company’s policies and procedures, and it is **not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Company employee, nor is it intended to create contractual obligations of any kind.** I understand that the Company has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Human Resources. Retain a second copy for your reference.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 23 – Quality Control & Testing

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date

Exhibit 23 – Quality Control & Testing

23.1 - INVENTORY STORAGE AND ROTATION PROCESS

It's important that all inventory is stored safely and within compliance. Products must also be rotated, so that older inventory is sold/used first. Letting products expire means you not only lose out on revenues, but also the cost of the product.

- 1) During the [inventory intake process](#), after each inventory item is barcoded/labeled, it goes to storage.
 - a) Products first go to the sales floor
 - b) When the sales floor is stocked, products 'not-for-sale' are stored in the vault or other secure storage area.
 - c) Products within 30 days of expiration are stored in a bin or on a certain shelf.
- 2) As new products go through intake, label the packaging or box with the expiration date so you can see it at a glance.
- 3) As new products hit the shelf, rotate the stock to put older inventory first, and the new inventory behind (also known as FIFO - First In, First Out).
 - a) If the sales floor is empty but there's product in storage, first bring older products out to the floor and put the new products into storage.
- 4) Make sure all products are "Moved" in Flowhub before you physically move them around your store.

What to do with about-to-expire product:

The first step is to determine which products are expiring, the second is to aim to sell

them. Any products not sold before expiration will need to be destroyed. The goal is to identify and sell these products before they expire.

- Place all products expiring within 30 days in specified location.
- Communicate to all staff what products are nearing expiration so they can help push them.
- Create specials to automatically discount items that are close to expiration, based on tiers of % off based on how close to expiration.
 - 30 days to expiration = 20%
 - 14 days to expiration = 40%
 - 3 days to expiration = 75%
- Hold employee competitions to incentivize selling nearly-expired products.

What to do with expired products:

When products reach their expiration date, they will need to be wasted out according to the wasting process below.

INVENTORY WASTING PROCESS

The wasting process describes how expired, unusable, or unsellable cannabis products are destroyed and tracked. Products that need to be wasted include expired items, returns, damaged products, or defective products.

This SOP outlines how to properly “waste” the physical product, and track the wasted product in Flowhub and Metrc.


- 1) Identify expired products using the Flowhub Expiring Products Report. Double-check the expiration date on the physical inventory before wasting out.

- a) Note: If you're identifying and managing expiring products weekly, you should know what products expire and when.
- 2) Sort your products based on: what needs to be destroyed and what can be sent back to the vendor if applicable, some vendors allow you to return defective products and recoup some of your cost.
 - a) Defective products, like leaking cartridges must be destroyed (unless the vendor allows you to return them).
 - b) Returns must be destroyed (unless the vendor wants to analyze the issue and allows a return).
 - c) Damaged and/or unsellable products must be destroyed.
- 3) Document all products to be wasted on the Waste Log, including date, REC or MED, package tag, quantity of product, product name, and a note about why it's being wasted out.
- 4) Once documented, make the product unrecognizable and unusable.
- 5) Dispose of the now unrecognizable and unusable product
- 6) Then you need to take the product out of your POS inventory and Metrc inventory.

Manager steps to approve/reject discrepancies:

After all discrepancies have been submitted, log in to the Stash app on the Nug. On the home screen, you will see a yellow bar indicating the discrepancies awaiting approval at the top of the screen.

You may also use Flowhub on a computer for this process:

- Navigate to "Inventory" > "Status" > "In Store."
- Click the discrepancy  icon to navigate to discrepancies.

Recount all discrepancies in physical inventory to ensure there was not a miscount when you first counted.

- “Reject” the discrepancy if the initial physical inventory count is off.
- “Approve” the discrepancy if the physical inventory count is correct.

Updating your inventory in Metrc:


- 1) Pick one: Translate the Waste Log into a CSV file to upload into Metrc OR Manually update each item in Metrc.
- 2) Log into your Metrc account.
- 3) Upload the CSV file OR go into each product individually and manually update based on the information in the Waste Log. If using a CSV, make sure the file upload correctly.

23.2 – In Process with completion expected 30 days before award of license

23.3 - Manager steps to approve/reject discrepancies:

After all discrepancies have been submitted, log in to the Stash app on the Nug. On the home screen, you will see a yellow bar indicating the discrepancies awaiting approval at the top of the screen.

You may also use Flowhub on a computer for this process:

- Navigate to “Inventory” > “Status” > “In Store.”
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Recount all discrepancies in physical inventory to ensure there was not a miscount when you first counted.

- “Reject” the discrepancy if the initial physical inventory count is off.
- “Approve” the discrepancy if the physical inventory count is correct.

Updating your inventory in Metrc:

- 4) Pick one: Translate the Waste Log into a CSV file to upload into Metrc OR Manually update each item in Metrc.
- 5) Log into your Metrc account.
- 6) Upload the CSV file OR go into each product individually and manually update based on the information in the Waste Log.If using a CSV, make sure the file upload correctly.

INVENTORY WASTING PROCESS

The wasting process describes how expired, unusable, or unsellable cannabis products are destroyed and tracked. Products that need to be wasted include expired items, returns, damaged products, or defective products.

This SOP outlines how to properly “waste” the physical product, and track the wasted product in Flowhub and Metrc.

- a) Identify expired products using the Flowhub Expiring Products Report. Double- check the expiration date on the physical inventory before wasting out.
 - Note: If you’re identifying and managing expiring products weekly, you should know what products expire and when.
- b) Sort your products based on: what needs to be destroyed and what can be sent back to the vendor if applicable, some vendors allow you to return defective products and recoup some of your cost.
 - Defective products, like leaking cartridges must be destroyed (unless the vendor allows you to return them).

- Returns must be destroyed (unless the vendor wants to analyze the issue and allows a return).
 - Damaged and/or unsellable products must be destroyed.
- c) Document all products to be wasted on the Waste Log, including date, REC or MED, package tag, quantity of product, product name, and a note about why it's being wasted out.
- Once documented, make the product unrecognizable and unusable.
 - Dispose of the now unrecognizable and unusable product
 - Then you need to take the product out of your POS inventory and Metrc inventory.


Updating your POS inventory using Stash:

- 1) Find the item in Stash, by scanning the barcode or filtering.
- 2) Select audit inventory.
- 3) Update the quantity to subtract the number of products you wasted.
- 4) Select "Waste" as a reason for the discrepancy.
- 5) Always add a note to identify why it was wasted out, who was responsible, etc.
- 6) This action will show as a discrepancy in Stash and will need to be approved by a manager.

Manager steps to approve/reject discrepancies:

After all discrepancies have been submitted, log in to the Stash app on the Nug. On the home screen, you will see a yellow bar indicating the discrepancies awaiting approval at the top of the screen.

You may also use Flowhub on a computer for this process:

- Navigate to "Inventory" > "Status" > "In Store."
- Click the discrepancy  icon to navigate to discrepancies.

Recount all discrepancies in physical inventory to ensure there was not a miscount when you first counted.

- "Reject" the discrepancy if the initial physical inventory count is off.

- “Approve” the discrepancy if the physical inventory count is correct.

Updating your inventory in Metrc:

- 1) Pick one: Translate the Waste Log into a CSV file to upload into Metrc OR Manually update each item in Metrc.
- 2) Log into your Metrc account.
- 3) Upload the CSV file OR go into each product individually and manually update based on the information in the Waste Log. If using a CSV, make sure the file upload correctly.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 24 – Contamination & Recall Plan

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

12/12/2022

Signature of Verifying Individual

Verification Date

CONTAMINATION PLAN

24.1

MISSION – Ensure the safety of all products to the end user. Should [REDACTED] receive a recall notice for any product we will perform the following:

- Identify and remove all affected products from the sales floor.
- Notify originating processor or integrated facility
- Ensure all necessary communication to METRC regarding affected product.
- Utilize Flowhub Customer Relationship Management data to identify all patients who have purchased the affected product.
- Send out communications to each affected customer
 - Email
 - Phone
 - Text
- Dispose of product safely and within the confines of the rules and regulations as set forth by the Alabama Medical Cannabis Commission.

24.2 – In process with completion expected 30-60 days after award of license

24.3 – The general manager and facilities manager will be responsible for any/all recall processes.

24.5 - In process with completion expected 30-60 days after award of license

24.6 - Steps to prepare to report your inventory recall in Flowhub:

1. Go to Reports Classic.
2. Click the “+” button to build a new report.

3. Name your report "Adjustment Report" and add a description.
4. Report type = Inventory Activity.
5. Fill out the following fields and filters:

*** Note: The fields selected must be organized in this exact format to replicate the CSV requirements for Metrc.**

Select Fields (Drag to change order)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Package Id | <input checked="" type="checkbox"/> Discrepancy Amount |
| <input checked="" type="checkbox"/> Weight Unit | <input checked="" type="checkbox"/> Discrepancy Reason |
| <input checked="" type="checkbox"/> Discrepancy Note | <input checked="" type="checkbox"/> Created At |
| <input checked="" type="checkbox"/> Employee Badge # | <input type="checkbox"/> Employee Name |
| <input type="checkbox"/> Operation | <input type="checkbox"/> Old Values |
| <input checked="" type="checkbox"/> Date Range | <input checked="" type="checkbox"/> Employees |
| <input checked="" type="checkbox"/> Operation | |

24.7 - NA - We will only handle prepackaged products.

24.8 - In process with completion expected 30-60 days after award of license

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 25 - Marketing & Advertising

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date

MARKETING AND ADVERTISING

25.1 - Proposed Logo



25.2 - PROMOTIONAL STRATEGY - [REDACTED] will market and advertise its business utilizing the following channels

- Website
 - Website to be active 60 days prior to grand opening
- Print Advertising
 - Newspaper, Community Magazines
 - QR Codes
- Billboards

- Standard and Poster Sized
- Radio Ads
 - WJOX-FM
 - 106.9
 - 103.7
 - 104.7
- Email Blasts
- Digital Media
 - Iheartjane.com (ecommerce)
 - Instagram
 - Facebook
- Leaflets
 - Print and Digital
 - QR Codes
- Product Education Brochures
 - Print and Digital
 - QR Codes

25.3 – [REDACTED] will utilize the marketing firm “Nick the Marketer” in Birmingham, AL for all website development, advertising strategy and digital content.

www.Nickthemarketer.com

MISSION – Distribute medical cannabis through three, state approved, dispensaries. We will supply jobs to no less than sixty employees following the completion of phase three.

[REDACTED] will dispense medical cannabis in a safe, secure, and legal manner following the laws of the State of Alabama & all rules/regulations specified in 538-X-1-10. These

Exhibit 25 – Marketing and Advertising Page 3 of 9

proven products will improve quality of life for patients suffering from life altering complications from (but not limited to): multiple sclerosis, neurological disorders, stroke, seizures, Parkinson's, and chronic pain. In addition, these products will alleviate the fear of overdosing, addiction, and side effects such as constipation, physical dependence, tolerance, and respiratory depression in treating these medical complications.

MANAGEMENT TEAM - [REDACTED] has assembled an experienced management team with a combined 100 years of experience in operating businesses.

- **Chief Executive Officer** - [REDACTED] is a 2001 graduate of the UAB School of Business where he earned Bachelor of Science degrees in both Finance & Marketing. [REDACTED] spent thirteen years with a Fortune 500 company (Konecranes, Inc) reaching the director level before transitioning to the family business. Josh was responsible for Key Accounts, at the corporate level, in both North and South America. During his tenure at Konecranes he was responsible for \$10Million in annual sales and created and implemented the Compliance Gap Analysis program to ensure customers were meeting both OSHA and ANSI requirements, in regard to cranes. For the past 6 years [REDACTED] has been the Vice President of Sales for AMSCO, LLC where his

responsibilities include day to customer sales cycle, contract negotiation, customer training/education and consultative services in the heavy manufacturing industry.

- **Chief Operating Officer** - ██████ worked his way up through the mining industry starting in the mid 1970's. ██████ reached the Vice President level with Drummond Coal/Perry Supply where he was responsible for all sales and inventory for ALL underground mining products. In 1990, ██████ founded his present company AMSCO, LLC. AMSCO has been a tier one supplier, regarding pumps, mechanical seals and site services in the oil/gas, heavy manufacturing, and wastewater industries for the past 30 years.
- **Chief Legal Officer** - ██████ is a 1991 graduate of the University of Alabama in the Culverhouse College of Business. ██████ worked for three years with a retail business managing over seventy-five employees and approximately 2 million dollars of inventory. Charles then entered Cumberland School of Law and graduated in 1997 with a Juris Doctor. He has been practicing law for the past 25 years.

PRODUCTS AND SERVICES – The retail sale of medical cannabis and medical cannabis accessories as permitted by the State. Products include but not limited to:

- Tablets/Capsules
- Tinctures
- Topical Use Products
- Transdermal Patches
- Nebulizers
- Edibles (gelatin/gummies)
- Inhalers

INDUSTRY OVERVIEW – The State of Alabama will tightly control this industry. The State legislature has codified laws governing the Medical Cannabis industry. In addition to the codification of laws, the legislature has formed a Commission to regulate and oversee this industry. The Commission, in conjunction with the codified laws will serve to govern the Medical Cannabis industry.

Market Trends – The current treatment for most of the medical issues that will be treated by medical cannabis are currently treated by opioids. These are highly addictive and have a high rate of overdosing. Neither of these problems are possible with medical cannabis. In addition, medical cannabis can and does treat a multitude of ailments with far fewer side effects. Alabama is projected to see over \$600,000,000 in GDP growth over the first 3 years of inception. Medical cannabis has proven to be profitable across the thirty-five previous states which have implemented similar programs.

CUSTOMER DEMOGRAPHICS – A recent snapshot of the US Industry by FLOWHUB shows most medical cannabis users to fall in the following categories: Millennials 42%, Generation X 23%, and Baby Boomers 17%. From this we can determine our market age will be 25-75 years old. Alabama has a population of 4,447,100. 65.9% of the population consist of individuals between the ages of 25 and 75. That puts the current market size at 2,930,638. However, to engage this market, we need the support of the Alabama based clinicians.

TARGET MARKET (WHO WE SERVE) – To date a total of fourteen different disorder/ailment categories have been approved for treatment. As this program progresses, we fully expect to see other disorders or ailments added to the list below. The following specific issues or disorders have been approved to participate in the medical cannabis program once they have been issued a medical cannabis medical card by licensed medical doctors. The issues include:

- a. Autism
- b. Cancer-related weight loss, chronic pain & nausea
- c. Crohn's
- d. Depression, epilepsy, or condition causing seizures
- e. HIV/AIDS-related nausea or weight loss
- f. Panic disorder
- g. Parkinson's
- h. Persistent nausea not related to pregnancy
- i. PTSD
- j. Sickle Cell
- k. Spasticity associated with diseases including ALS, multiple sclerosis, & spinal cord injuries
- l. Terminal illnesses
- m. Tourette's
- n. Chronic pain for which conventional therapies & opiates should not be used or are ineffective

PROMOTIONAL STRATEGY – [REDACTED] will market and advertise its business utilizing the following channels.

- Website
 - Website to be active 60 days prior to grand opening
- Print Advertising
 - Newspaper, Community Magazines
 - QR Codes
- Billboards
 - Standard and Poster Sized

- Radio Ads
 - WJOX-FM
 - 106.9
 - 103.7
 - 104.7
- Email Blasts
 - Voluntary signup through the website
- Digital Media
 - Iheartjane.com (ecommerce)
 - Instagram
 - Facebook
- Leaflets
 - Print and Digital
 - QR Codes
- Product Education Brochures
 - Print and Digital
 - QR Codes

COMPETITOR ANALYSIS – There are currently no competitors within this market as this is a new industry within the state of Alabama. The current regulations permit a total of thirty dispensaries to open in the State. We expect 10-15 total dispensaries opening within 180 days of the licenses being awarded.

SUMMARY OF GOALS

- **Short Term** - Opening of retail dispensaries providing Medical Cannabis to authorized patients employing at a minimum of 60-80 employees and associating with St. Vincent's East Hospital in clinical trials of Medical Cannabis and the treatment of Parkinson's disease.
- **Long Term** - Continue to operate retail dispensaries providing Medical Cannabis to authorized patients and provide employment for as many employees as necessary to effectively operate the dispensaries abiding by the laws and regulations set forth by the Commission. We anticipate the opening of additional retail dispensaries providing Medical Cannabis to authorized patients. We will continue to explore additional opportunities to partner with other medical providers to conduct research for other applicable treatment options of Medical Cannabis. In addition, we have no interest in participating in the recreational side of the industry.
- **LEGAL ISSUES** - [REDACTED] affirms that its promoters have acquired all legally required trademarks and patents.
- **SERVICES** - First rate service is intended to be the focus of [REDACTED] and a cornerstone of the brand's success. All patients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, education or conflicts and complaints.

**STATEMENT OF AUTHORITY FOR REDACTION OF PERSONAL AND
CONFIDENTIAL INFORMATION**

The Applicant Name has been redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The Applicant is a limited liability company and the names of owners of said company are redacted for purposes of confidentiality and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

The member's personal information, who are the sole owners of the Applicant limited liability company, has been redacted due to the containment of personal, sensitive and confidential information and pursuant to Rule 1.8 of the Alabama Medical Cannabis Application Guide.

Exhibit 26 – Website & Social Media

Verification

The undersigned verifies that the information contained in this Exhibit, including any attachments thereto, is accurate and complete, based on the best available information at the date of verification.

██████████

CEO

Printed Name of Verifying Individual

Title of Verifying Individual

████████████████████

12/12/2022

Signature of Verifying Individual

Verification Date

WEBSITE AND SOCIAL MEDIA

26.1 – The domain www.██████████.com was purchased on 02/16/2022. At the this time we have not started construction of the website.

26.2 – In Process with completion expected 30-45 days after award of license. The portion complete follows:

MISSION – Utilize all website and social media avenues to create brand awareness, product education, product showcase and general information related to obtaining a medical cannabis card and subsequent use and requirements

Goals

- Brand awareness – What is ██████████?
- Product Education – What are our offerings? How are they used?
- Product Showcase – Which offering would be best for my ailment?
- Process – How do I obtain a medical cannabis card? What are the requirements? Do I qualify?

Audience

- Alabama residents age 12-80 diagnosed with the 14 ailments as approved by the Alabama Cannabis Commission.

Platforms

- Google
- Facebook
- Instagram
- YouTube
- TikTok

Content Plan

- Utilize content editors
 - Iheartjane.com – Product showcase and ecommerce tools
 - Nickthemarketer.com – Main page and company information

Content Calendar

- Create weekly, monthly and annual content updates.

Visuals

- Work with content editing team with ihearjane.com and all suppliers to create valid product images and descriptions.

Engage

- Engage potential patients
- Questions and Answers
- Blog

Measure and Optimize

- Utilize search engine optimization tools (nickthemarketer.om) to ensure top 5 placement on search engines.
- Measure site visits and bounce rates.

FORM I: OWNERSHIP ENTITY INDIVIDUALS

"Ownership Entity" – An entity that has any ownership interest in the Applicant.

Complete a separate form for each ownership entity, providing information and verification as to each individual having an indirect or direct ownership interest in the ownership entity. Attach additional forms if necessary.

For purposes of this form, if the ownership entity is a trust, disclose the names and addresses of all trustees and beneficiaries; if a privately held corporation, the names and addresses of all shareholders, officers, and directors; if a publicly held corporation, the names and addresses of all shareholders holding a direct or indirect interest of greater than five percent, officers, and directors; if a partnership or limited liability partnership, the names and addresses of all partners; if a limited partnership or limited liability limited partnership, the names of all partners, both general and limited; or if a limited liability company, the names and addresses of all members and managers.

Green Wellness LLC
Business License Applicant Name

Dispensary
License Type

Ownership Entity Information

Green Wellness LLC
Ownership Entity Name

100%
Ownership Entity % Ownership in Applicant

Ownership Entity Type: Trust Privately Held Corporation Publicly Held Corporation
 Partnership Limited Liability Partnership Limited Partnership
 Limited Liability Limited Partnership Limited Liability Company
 Other (specify): _____

Ownership Entity Owners

Charles Raymond Stephens Jr Member 33 1/3%
Owner Name Role % Ownership in Entity

2205 Northfield Drive
Street Address

Jasper Alabama 35504
City State Zip

Joshua D. Morrow Member 33 1/3 %
Owner Name Role % Ownership in Entity

2911 Longridge Drive
Street Address

Jasper Alabama 35504
City State Zip

Danny R. Morrow

Owner Name

Member

Role

33 1/3 %

% Ownership in Entity

2401 Woodridge Drive

Street Address

Jasper

City

Alabama

State

35504

Zip

Owner Name

Role

% Ownership in Entity

Street Address

City

State

Zip

Owner Name

Role

% Ownership in Entity

Street Address

City

State

Zip

Owner Name

Role

% Ownership in Entity

Street Address

City

State

Zip

Applicant Verification: The undersigned hereby verifies that the information provided hereinabove (and attached, as necessary) constitutes a complete and accurate list of all individuals with an applicable ownership interest in an ownership entity with an ownership interest in the Applicant.

Charles Raymond Stephens Jr

Printed Name of Verifying Individual

Member

Title of Verifying Individual

Charles Stephens, Jr

Signature of Verifying Individual

12-6-2022

Verification Date



LACY GRICE INSURANCE AGENCY, INC.

1917 THIRD AVENUE

P O BOX 1952

JASPER AL 35501

Phone 205-221-2620

Fax 205-221-0066

December 19, 2022

Attention:

Mr. Danny Morrow
2401 Woodridge Drive
Jasper AL 35504

Dear Danny:

Thank you for your call to inquire about insurance for medical cannabis dispensaries. I have researched the available coverages as you requested. I am pleased to report that, while this is a difficult class of business to insure, there are emerging insurance markets that specialize in this type of coverage. I do not anticipate difficulty finding adequate insurance protection, including General and Professional Liability coverage. I will be happy to prepare proposals and coverage offers for you at the appropriate time.

I appreciate your business very much.

Sincerely,

Jeffrey C. Grice, CIC

jcg

**FORM K: Affidavit of Entity Applicant for
Alabama Medical Cannabis License**

STATE OF ALABAMA)
)
WALKER COUNTY)

Before me, the undersigned notary, did appear the Affiant, who after being by me first duly sworn, did state under oath as follows (*please type or print legibly*):

1. NAME OF ENTITY APPLYING FOR LICENSE: GREEN WELLNESS, L.L.C
2. NAME OF AFFIANT: CHARLES R. STEPHENS JR.
3. AFFIANT'S POSITION WITH APPLICANT: MEMBER
4. AFFIANT IS THE APPLICANT'S (*Check One*): Responsible Party Contact Person
(The affidavit of BOTH individuals is required)
5. TYPE OF LICENSE BEING SOUGHT BY APPLICANT (*Check One*):
 Cultivator Processor Secure Transporter
 Dispensary Integrated Facility State Testing Laboratory

6. On behalf of the Applicant, I do hereby affirm under oath as follows:
 - a. I, the undersigned Affiant named in paragraph 2 above, am an adult, over the age of 19 years and competent to provide this Affidavit.
CRSJR INITIAL HERE
 - b. In my position stated in paragraph 3 above, I have been duly authorized by the Applicant identified in paragraph 1 above (hereinafter, "Applicant") to provide this Affidavit.
(Attach a copy of the entity applicant's written authorization to this Affidavit.)
CRSJR INITIAL HERE
 - c. I understand and acknowledge that this Affidavit and the statements, information and documents or other exhibits accompanying it, are for the purpose of seeking one (1) license of the type specified in paragraph 5 above, on behalf of the Applicant. Neither I nor the Applicant are seeking a different Alabama Medical Cannabis license on behalf of any individual or any other entity.
CRSJR INITIAL HERE
 - d. That all statements, information, documents and other exhibits provided in the Application are true and correct, based on my own personal knowledge and a diligent investigation by me. To the extent any information provided therein was heretofore outside my personal knowledge or ability to affirm, I have personally communicated with those within the Applicant's business who have such personal knowledge, whose duties

include knowledge of the facts stated and/or the integrity of the documents or other exhibits, and I am able, based on such communications, to attest to their currentness and accuracy. This I and the Applicant affirm under penalty of perjury and other applicable sanctions under the AMCC Rules and Alabama law.

CRSJR INITIAL HERE

- e. Applicant understands and acknowledges that the license being applied for is a revocable privilege granted by this state and is not a property right, and that this Application likewise does not convey to, or otherwise entitle unto, the Applicant any rights to a license.

CRSJR INITIAL HERE

- f. Applicant understands, acknowledges, and will continue to respect and comply with AMCC Rules regarding limited communication during the Application process.

CRSJR INITIAL HERE

- g. Applicant consents to all background checks, examinations, inspections, and search and seizure by AMCC and law enforcement personnel during this Application process and afterward, to the extent a license is awarded.

CRSJR INITIAL HERE

- h. Applicant has no economic interest, as defined in the AMCC Rules, in any other license or Application for license under the Darren Wesley "Ato" Hall Compassion Act, § 20-2A-1, et seq., Code of Alabama 1975.

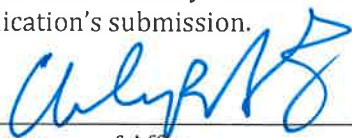
CRSJR INITIAL HERE

- i. I and the Applicant will at all times, to the best of our ability, comply with the AMCC Rules, and cooperate and maintain transparency with the AMCC, its staff and other agents.

CRSJR INITIAL HERE

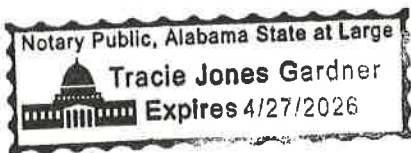
- j. Any verification provided in the Application is hereby affirmed under oath to be true and correct as of the date of the Application's submission.

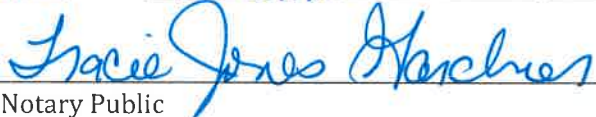
CRSJR INITIAL HERE


Signature of Affiant
Acting for and on behalf of:

GREEN WELLNESS, L.L.C
Applicant

Sworn to and subscribed before me on this 13th day of December, _____.




Notary Public

My Commission Expires: 4-27-26

[SEAL]

**FORM K: Affidavit of Entity Applicant for
Alabama Medical Cannabis License**

STATE OF ALABAMA)
)
WALKER COUNTY)

Before me, the undersigned notary, did appear the Affiant, who after being by me first duly sworn, did state under oath as follows (*please type or print legibly*):

1. NAME OF ENTITY APPLYING FOR LICENSE: GREEN WELLNESS, L.L.C

2. NAME OF AFFIANT: DANNY RAY MORROW

3. AFFIANT'S POSITION WITH APPLICANT: MEMBER

4. AFFIANT IS THE APPLICANT'S (*Check One*): Responsible Party Contact Person
(The affidavit of BOTH individuals is required)

5. TYPE OF LICENSE BEING SOUGHT BY APPLICANT (*Check One*):

Cultivator Processor Secure Transporter
 Dispensary Integrated Facility State Testing Laboratory

6. On behalf of the Applicant, I do hereby affirm under oath as follows:

a. I, the undersigned Affiant named in paragraph 2 above, am an adult, over the age of 19 years and competent to provide this Affidavit.

DRM INITIAL HERE

b. In my position stated in paragraph 3 above, I have been duly authorized by the Applicant identified in paragraph 1 above (hereinafter, "Applicant") to provide this Affidavit.

(Attach a copy of the entity applicant's written authorization to this Affidavit.)

DRM INITIAL HERE

c. I understand and acknowledge that this Affidavit and the statements, information and documents or other exhibits accompanying it, are for the purpose of seeking one (1) license of the type specified in paragraph 5 above, on behalf of the Applicant. Neither I nor the Applicant are seeking a different Alabama Medical Cannabis license on behalf of any individual or any other entity.

DRM INITIAL HERE

d. That all statements, information, documents and other exhibits provided in the Application are true and correct, based on my own personal knowledge and a diligent investigation by me. To the extent any information provided therein was heretofore outside my personal knowledge or ability to affirm, I have personally communicated with those within the Applicant's business who have such personal knowledge, whose duties

include knowledge of the facts stated and/or the integrity of the documents or other exhibits, and I am able, based on such communications, to attest to their currentness and accuracy. This I and the Applicant affirm under penalty of perjury and other applicable sanctions under the AMCC Rules and Alabama law.

DRM INITIAL HERE

- e. Applicant understands and acknowledges that the license being applied for is a revocable privilege granted by this state and is not a property right, and that this Application likewise does not convey to, or otherwise entitle unto, the Applicant any rights to a license.

DRM INITIAL HERE

- f. Applicant understands, acknowledges, and will continue to respect and comply with AMCC Rules regarding limited communication during the Application process.

DRM INITIAL HERE

- g. Applicant consents to all background checks, examinations, inspections, and search and seizure by AMCC and law enforcement personnel during this Application process and afterward, to the extent a license is awarded.

DRM INITIAL HERE

- h. Applicant has no economic interest, as defined in the AMCC Rules, in any other license or Application for license under the Darren Wesley "Ato" Hall Compassion Act, § 20-2A-1, et seq., Code of Alabama 1975.

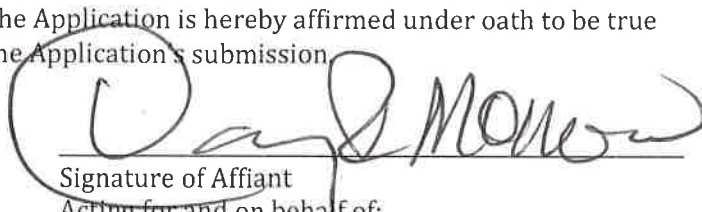
DRM INITIAL HERE

- i. I and the Applicant will at all times, to the best of our ability, comply with the AMCC Rules, and cooperate and maintain transparency with the AMCC, its staff and other agents.

DRM INITIAL HERE

- j. Any verification provided in the Application is hereby affirmed under oath to be true and correct as of the date of the Application's submission.

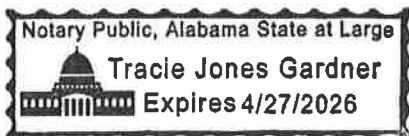
DRM INITIAL HERE

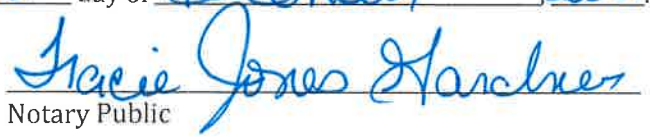

Signature of Affiant
Acting for and on behalf of:

GREEN WELLNESS, L.L.C

Applicant

Sworn to and subscribed before me on this 13th day of December, 2022.




Notary Public

My Commission Expires: 4-27-26

[SEAL]

**FORM K: Affidavit of Entity Applicant for
Alabama Medical Cannabis License**

STATE OF ALABAMA)
)
WALKER COUNTY)

Before me, the undersigned notary, did appear the Affiant, who after being by me first duly sworn, did state under oath as follows (*please type or print legibly*):

1. NAME OF ENTITY APPLYING FOR LICENSE: GREEN WELLNESS, L.L.C
2. NAME OF AFFIANT: JOSHUA DANIEL MORROW
3. AFFIANT'S POSITION WITH APPLICANT: CEO
4. AFFIANT IS THE APPLICANT'S (*Check One*): Responsible Party Contact Person
(The affidavit of BOTH individuals is required)

5. TYPE OF LICENSE BEING SOUGHT BY APPLICANT (*Check One*):
- | | | |
|---|---|--|
| <input type="radio"/> Cultivator | <input type="radio"/> Processor | <input type="radio"/> Secure Transporter |
| <input checked="" type="radio"/> Dispensary | <input type="radio"/> Integrated Facility | <input type="radio"/> State Testing Laboratory |

6. On behalf of the Applicant, I do hereby affirm under oath as follows:
- a. I, the undersigned Affiant named in paragraph 2 above, am an adult, over the age of 19 years and competent to provide this Affidavit.
JDM INITIAL HERE
- b. In my position stated in paragraph 3 above, I have been duly authorized by the Applicant identified in paragraph 1 above (hereinafter, "Applicant") to provide this Affidavit.
(Attach a copy of the entity applicant's written authorization to this Affidavit.)
JDM INITIAL HERE
- c. I understand and acknowledge that this Affidavit and the statements, information and documents or other exhibits accompanying it, are for the purpose of seeking one (1) license of the type specified in paragraph 5 above, on behalf of the Applicant. Neither I nor the Applicant are seeking a different Alabama Medical Cannabis license on behalf of any individual or any other entity.
JDM INITIAL HERE
- d. That all statements, information, documents and other exhibits provided in the Application are true and correct, based on my own personal knowledge and a diligent investigation by me. To the extent any information provided therein was heretofore outside my personal knowledge or ability to affirm, I have personally communicated with those within the Applicant's business who have such personal knowledge, whose duties

include knowledge of the facts stated and/or the integrity of the documents or other exhibits, and I am able, based on such communications, to attest to their currentness and accuracy. This I and the Applicant affirm under penalty of perjury and other applicable sanctions under the AMCC Rules and Alabama law.

JDM INITIAL HERE

- e. Applicant understands and acknowledges that the license being applied for is a revocable privilege granted by this state and is not a property right, and that this Application likewise does not convey to, or otherwise entitle unto, the Applicant any rights to a license.

JDM INITIAL HERE

- f. Applicant understands, acknowledges, and will continue to respect and comply with AMCC Rules regarding limited communication during the Application process.

JDM INITIAL HERE

- g. Applicant consents to all background checks, examinations, inspections, and search and seizure by AMCC and law enforcement personnel during this Application process and afterward, to the extent a license is awarded.

JDM INITIAL HERE

- h. Applicant has no economic interest, as defined in the AMCC Rules, in any other license or Application for license under the Darren Wesley "Ato" Hall Compassion Act, § 20-2A-1, et seq., Code of Alabama 1975.

JDM INITIAL HERE

- i. I and the Applicant will at all times, to the best of our ability, comply with the AMCC Rules, and cooperate and maintain transparency with the AMCC, its staff and other agents.

JDM INITIAL HERE

- j. Any verification provided in the Application is hereby affirmed under oath to be true and correct as of the date of the Application's submission.

JDM INITIAL HERE

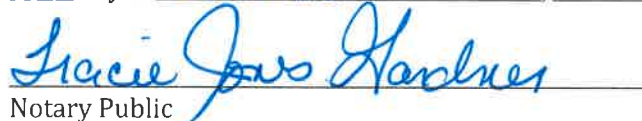


Signature of Affiant
Acting for and on behalf of:

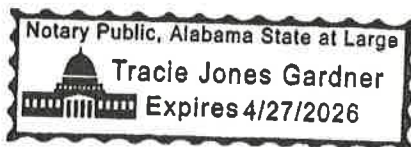
GREEN WELLNESS, L.L.C

Applicant

Sworn to and subscribed before me on this 13th day of December, _____.


Notary Public

My Commission Expires: 4-27-26



[SEAL]