

Staffing Plan

Organizational Job Descriptions

Chief Executive Officer (CEO)

The CEO is responsible for all facets of the operation, including financial oversight. The CEO is the leader of the management team with responsibility for managing all employees. The CEO will have significant interaction with the principal/owner of the Company and all outside groups including state regulators, local government officials, and community groups. The CEO develops policy and communicates expectations and the Company's mission.

Accountant/Bookkeeper

The Bookkeeper is responsible for daily accounting duties. The Bookkeeper will cooperate with the Company's outside accounting firm and CEO to complete regular audits of the system.

General Manager

The General Manager's responsibility is to oversee all day-to-day operations of the Company including human resources, sales, money inventory, storage of medical marijuana products, cleanliness and organization, and signage. The General Manager will also be responsible for ensuring that all operations are compliant with state and local law, and that all appropriate steps are being taken to mitigate exposure under Federal law.

Maintenance Manager

The Maintenance Manager is responsible for planning, organizing and managing preventive maintenance, cleaning, and repairs to equipment, fixtures, furnishings and the structure.

Security Manager/Officers

The dispensary will employ a Security Manager and Security Officers to oversee the safety of staff and the security of the facility. The Security Manager is responsible for all security of the facility and its perimeter, and will train all staff as to basic security protocols. The Security Manager is also responsible for the security and safety of the immediate environment outside of the facility perimeter to the extent that the provisioning center's operations relate to the welfare of the neighbors, arising from the facility's presence in the neighborhood. The Security Manager will maintain strict vigilance for diversion and deviation of medicine.

Compliance Manager

The Compliance Manager is responsible for upholding the Michigan Medical Marijuana Program guiding principles as well as overall Company compliance. The Compliance Manager will be responsible for communicating with the Department to schedule inspections, reviewing policies and procedures and updating on a quarterly basis as well as

educating the Company's employees on compliance and regulations. The Compliance Manager will also be responsible for quality control and ensure all products are tested, labeled, and packaged properly.

Receptionist

The Receptionist is responsible for checking in a patient and ensuring the patient is an active card holder. Since the Receptionist is the front lines of operations, it is imperative that this individual is professional, knowledgeable, and trustworthy.

Patient Care Specialists

The Patient Care Specialists will be stationed in the Provisioning Center and will dispense Medical Marihuana Products to Patients. Other responsibilities will include providing each Patient/Designated Caregiver with knowledgeable and welcoming service, entering each sale into the POS system, and working closely with the General Manager to ensure the Provisioning Center area is clean and organized.

Employment & Staffing Approach

Our Company intends to take a multifaceted approach to ensuring diverse employment opportunities within its facilities. All training will be in full compliance with the Medical Marihuana Facilities Licensing Act, and the accompanying rules and regulations ("MMFLA"). Our Company will host as needed a series of job fairs in the Northern region of Michigan.

Background Checks

Our Company will conduct a criminal history background check on any prospective employee prior to hiring that individual pursuant to the Rules. Our Company will keep records of the results of the criminal history background checks. Our Company will record confirmation of criminal history background checks and make the confirmation of criminal history background checks available for inspection upon request by the department or authorized persons.

At the time of hire, the Company will enter its employees in the statewide monitoring system for an identification number that will be assigned by the department in the statewide monitoring system. Our Company will immediately update employee information and status in the statewide monitoring system.

Other Compliance

To ensure the safety, security, and integrity of provisioning center operations, our Company will comply with all the following:

- Our Company requires employees to report any new or pending charges or convictions. If an employee is charged or convicted for a controlled substance-related felony or any other felony, our Company will report it immediately to the Department of Licensing and Regulatory Affairs.

- If an employee is no longer employed by our Company, we will remove access and permissions to the provisioning center and the statewide monitoring system.
- Our Company will screen prospective employees against a list of excluded employees based on a report or investigation maintained by the department in the statewide monitoring system.

Employee Records

Employee records will be available for inspection or examination by the department of licensing and regulatory affairs to determine compliance with the act or these rules.

Employee records will include, but are not limited to:

- Employee background checks
- Employee personnel file
- Employee training logs and records
- Employee accident reports
- Employee violation notices and reprimands
- All other records required by the Department

Access to employee records will be limited to the General Manager and his assistant managers. Access will be granted to representatives of the Department and other government officials when necessary to perform their official duties.

Our Staff

The Company will staff appropriately to comply with the MMFLA. As the Patient base grows, our Company will hire more employees to accommodate the growth. Our Company will look for the following characteristics when hiring new employees:

- Legally entitled to work within the United States;
- Legally entitled to work within a Medical Marijuana Provisioning Center;
- Quick learners;
- Project a pleasant and positive image;
- Like people and relate well to them;
- Are helpful to patients;
- Are ambitious and seek to grow in responsibilities; and
- At least 18 years old.



Employee Training

Our Company will train employees and have an employee training manual that includes, but is not limited to, employee safety procedures, employee guidelines, security protocol, and educational training, including, but not limited to, marihuana product information, dosage and daily limits, or educational materials. Employees must pass testing on policies and procedures prior to being able to work on the floor without direct supervision.

Training Modules

In addition to the required department training, all employees will be required to train on the General Training Modules below:

- Medical Marihuana State and Federal Laws and Regulations, including the MMFLA
- Center Overview, Company Mission & Vision, & Employee Handbook
- Safety, Security, Sanitary Practices, and Emergency/Disaster Preparedness
- Confidentiality; Patient Privacy; HIPAA; Proper Recordkeeping

In addition to the required department training, general training modules outlined above, employees will be required to participate in Job Description Specific Training modules outlined below:

- Patient Advisor/Inventory Management Training: Medical Marihuana Product(s) Handler Restrictions, Inventory Management, Diversion Prevention, Provisioning Center Sales Floor Training, any/and all areas relating to Medical Marijuana Product Chain of Custody.
- Security/Transportation Training
- Reception Training

Other education and training we will provide will consist of the following:

- Employment Policies & Procedures
- Patient care
- Proper Patient education
- Changes in regulations
- Compliance reinforcement
- Workplace safety, maintenance, cleaning & sanitation
- Procedures on handling complaints in a professional manner
- Inventory Policies & Procedures including but not limited to:
 - Receiving products
 - Packaging & Labeling
 - Handling products

- Tracking & Transporting
- Storing
- Disposal
- Returns & Recall
- Reporting (including adverse loss)
- Security Policies & Procedures including but not limited to:
 - Staff identification measures
 - Monitoring staff/visitors attendance
 - Alarm systems
 - Video surveillance
 - Monitoring and tracking inventory
 - Staff security

Timekeeping Procedures

Our Company will utilize "When I Work," an online employee scheduling software and time clock, for all employee time keeping and scheduling. The General Manager will be responsible for training employees on the Company's specific rules for recording time worked using When I Work. No employee is permitted to record another employees time. If an employee forgets or has difficulty, the employee must notify the General Manager so that an adjustment can be made to reflect actual time worked. Employees must clock-in according to their schedule. Clocking-in, out, early, late, or for any overtime is strictly prohibited without prior General Manager approval.

Employee Handbook

Our Employee Handbook provides an overview of the history and structure of the Company; information about eligible benefits as an employee; and outlines the policies and procedures which are conditions of employment. Neither this handbook, other Company documents or policies, nor any spoken or written comments by Company management are intended to create an employment contract, whether expressed or implied.

Standard Operating Procedures

Standard Operating Procedures ("SOPs" or "Manual") are developed in strict compliance with the MMFLA and cannot be altered without written approval from the Company's CEO. The SOPs are intended to provide instructions and directions to Company employees to enable them to fully perform their job duties, and thus, deliver on the Company's commitment to public, employee and Patient safety. Each employee should exemplify in his or her daily tasks, the mission and values of our Company.