Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The New Company Store	**MJ License #:**		14416	
License Type:	Retail Marijuana Store				
Doing Business As:	The New Company Store				
Premises Address:	703 Cannery Row				
City:	Cordova	**State:**	Alaska	**ZIP:**	99574

Mailing Address:	PO Box 1043				
City:	Cordova	**State:**	Alaska	**ZIP:**	99574

Designated Licensee:	Melina Meyer		
Main Phone:	907-424-3097	**Cell Phone:**	
Email:	melinajenel@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The New Company Store will prominently display a sign at/on the entry door to the cannabis retail store that states "No one under the age of 21 is allowed." The sign will be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign, in accordance with 3AAC 306.325. When a customer enters The New Company Store retail facility, they immediately enter the ID Check Area (see diagrams) where they are greeted by one of our trained staff whom will ask for each person's photo ID. Once the staff have concluded that each person is 21 or older and has a valid photo ID, and has determined the potential customer, the staff will escort the customer into our retail store area. If an employee of The New Company Store is not readily available, the customer will wait in the secured entryway until each person's ID can be checked. Once the customer is inside the retail store, the budtender will assist the customer and complete a sales transaction under the legal sale limits. After the customer's transaction is completed, and its purchase bagged/packaged in opaque and child resistant exit bag, the customer will be shown to the store's customer exit. Continued on Page 11

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The New Company Store will be equipped with a 24 hour monitoring alarm system, exterior motion detecting lighting, and video surveillance. The restricted access area doors will be locked at all times with a spring loaded hinge to ensure it closes behind persons as they enter or leave the secured area. Access will only be granted to employees and Melina. Signage will be displayed on the door/entrance to each restricted access area indicating that members of the public are not allowed un-escorted access. At least one employee will be present behind the counter at all times, ensuring customers do not enter the restricted access area behind the counter. The facility will be equipped with an alarm system and video surveillance. Security cameras will be installed throughout the retail store that allow for monitoring of all areas 24 hours each day including, at a minimum: all entrances and exits, all restricted access areas, every portion of the office, and the exterior of the building to monitor and identify all activity adjacent to the facility.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

No person, except a New Company Store employee or the licensee, (with the exception of AMCO enforcement, law enforcement, and other duly authorized agents) shall be allowed in the restricted access area unless they are a pre-authorized visitor by Melina and escorted by either an employee or licensee at all times. Visitors will always be accompanied by either an employee or Melina at all times. All persons who are not employees of the company, but who have been authorized by management to enter the restricted access areas of the facility shall provide a government issued identification to the escorting employee prior to entering the restricted access area in order to obtain a visitor identification badge. An employee will escort and monitor the visitor at all times while the visitor is in the restricted access area. The visitor identification badge shall be visible at all times. The New Company Store will require the visitor to return the identification badge upon exiting the facility. The New Company Store will maintain a visitor log, which shall include the name of the visitor, date, time and purpose of the visit. The visitor log will be made available to AMCO upon request. If an unforeseen circumstance requires the presence of a visitor and makes it impractical for Melina or management to obtain prior authorization, the facility shall record in the visitor log the name of the visitor, date, time, purpose of the visit and the facts upon which the access was granted. Visitor records will be stored on the company's computer server, a hard original copy will be stored in the secured locked cabinet located in the office. Hard copies will be maintained for at least 7 years. The New Company Store does not intend to destroy any electronic copies. There will never be more than 5 Visitors per employee/licensee at any given time

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior of the building will be well lit. Exterior lighting will be specially designed and positioned to help visually secure the premises and allow the surveillance system to depict individuals up to twenty (20) feet from all entry points. Lights will be mounted in inaccessible places and have sturdy housings and lenses to help make them vandal proof. The company will use extremely bright lights to deter crime and ensure maximum visibility. All lights will be commercial grade LED lights and will be checked by management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The New Company Store will contract with a third party security company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as a door sensor on the exterior door and glass break sensors on each exterior window. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to Melina's cell phone and/or the general manager. This will also trigger an audible alarm to help deter potential intruders. Live security footage will also be accessible to Melina and/or the general manager via their cellular phones so they may keep an eye on the facility even when they are away. The alarm system will be active at all times that the store is closed. Melina or the last employee to leave the store each night will activate the alarm system and Melina or the first employee to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. In the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee will notify AMCO and AMCO Enforcement within 24 hours.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

The New Company Store will implement a security and anti-diversion plan that will encompass training, surveillance and mandated operating procedures. First, all employees will be taught about methods of diversion, and how to detect them. Second, employees will be trained in the company's standard operating procedures customer interactions, sales and for handling marijuana products including the label tags placed on every package of marijuana, and how to insure they are in the database inventory. All adjustments to inventory will require a manager's code, which is recorded in a file that tell who logged on, what adjustments were made, and will also time stamp it. Beyond the electronic record keeping, visual verification will be done by managers on each shift, and all parts of the facility will be monitored by surveillance cameras. Employee's will be taught how diversion could take place including: employee theft, customer theft at the place of delivery, outside theft (robbery), or a combination of all of the above. Employees will be taught not just detection, but the appropriate responses to insure the safety of our fellow employees, customers, the public, and the facility itself.

3.7. Describe your policies and procedures for preventing loitering:

The New Company Store will have a "No Loitering" sign clearly posted on the exterior of the store. If an employee suspects that a person is loitering outside the store, they will be given a verbal warning that law enforcement will be notified and asked to leave the premises by an employee. Employees will maintain a regular periodic check around the property to deter any individuals from loitering

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

The retail facility premises will be protected by a surveillance recording system that will have cameras positioned to view the entire perimeter of the area of the licensed premises. The security cameras will be monitored 24 hours a day, 7 days a week. A variety of specialty cameras, such as infrared, motion-sensor, and night vision cameras will be used. All cameras will have full tilt/pan/zoom capabilities and will have secure data storage. The premise will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will offer high resolution and weather resistant features that ensure a clear picture with every use. With these megapixel cameras, the facility will have clear, crisp images that let the licensee see the important details needed for identification. This includes face and license plate recognition, and facial image of anyone within twenty (20) feet of all access point while still capturing a full field of view for exterior monitoring.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and footage will be stored in the secured office with backups on site. The office will be accessible only by Melina and the company's general manager, and any authorized AMCO agents or law enforcement. The office will have an advanced, reinforced security door, locked at all times. Melina and the general manager will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO, AMCO Enforcement and local law enforcement upon request.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; MM

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** MM

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** MM

d. **records related to advertising and marketing;** MM

e. **a current diagram of the licensed premises, including each restricted access area;** MM

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** MM

g. **all records normally retained for tax purposes;** MM

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** MM

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** MM

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** MM

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All facility records will all reside in the secured office. Only employees specifically authorized by Melina will be issued access to the locked storage room, and there will be a secure database maintained with information including employee name and contact information, along with the time and date of each usage which could be matched to a surveillance tape to secure additional information.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Employee training will include marijuana industry topics; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Either Melina or the general manager will personally present training and education to employees. All new employees will be required to meet with either Melina or the general manager to learn the company's business approach and to adopt the standard of service. Educational packets will be provided to each retail employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Packets will also include safety procedures that specifically address the store's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality. Management will conduct quarterly staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff. Continue on Page 11

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [initials]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [initials]

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. [initials]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [initials]

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

In the event that The New Company Store transports any marijuana or marijuana product from the retail store, which is unlikely, a trip manifest will be printed from METRC to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to 5 pounds and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be three (3) signs with the business name on it visible to the general public which will not exceed 4800 square inches. Two of the three signs will be attached to the building one sign on a free standing sign post. all signs will be in compliance with AMCO regulations.

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9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

The New Company Store retail advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads

Advertisements will include the following logo, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations.

The New Company Store does not have a logo at this time, If The New Company Store decides to create one, a copy will be sent to AMCO and AMCO enforcement.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Melina Meyer

Printed name of licensee

BILLIE J. THOMSON
Notary Public
State of Alaska
My Commission Expires Nov 17, 2022

Billie J. Thomson
Notary Public in and for the State of Alaska

My commission expires: Nov. 17, 2022

Subscribed and sworn to before me this 9th day of April, 2019.

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(Additional Space as Needed):

2.1 Continued: Additionally, in compliance with 3AAC 306.325(c), any area where The New Company Store stocks for sale, or dispenses for sale, marijuana or marijuana products, no customers are allowed into that area - as that area is designated as a restricted access area. Only pre-scheduled and preapproved visitors (with the exception of AMCO Enforcement and law officers, who are not considered visitors) may enter this area after complying with the visitor policy.

6.4 Continued: Prior to beginning work, employees will be expected to understand: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a marijuana handler (including obtaining a Marijuana Handler card from a state approved course provider prior to commencing employment) and to work in a marijuana establishment; (3) The New Company Store standards, operational protocol, and best practices with regard to retail and sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about our particular strains and marijuana related products; (7) in-depth information on the requirements of each room, task, and system; (8) the general federal, state, and local employment regulations by which Hot Pot, is governed; and (9) retail-specific education. The New Company Store will encourage staff to attend seminars, conferences, and workshops, and Management will maintain a library of resources on marijuana topics, available to employees at all times. The state and local marijuana regulations and laws will be posted in the facility for reference. All new hires will be required to meet with either Melina or the general manager to go over employment documents, specific tasks, educational materials, facility features, security, position-specific training.

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