Alaska Business License # **2175043**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

Goldsprout

2941 s. singing woods dr., Wasilla, AK 99654

owned by

Dustin White

is licensed by the department to conduct business for the period

February 11, 2023 to December 31, 2024
for the following line(s) of business:

11 - Agriculture, Forestry, Fishing and Hunting

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

AMCO Received 9/13/2023

Matanuska-Susitna Borough Business License #: 47597

350 E. Dahlia Ave, Palmer, Alaska 99645

Effective Date: FEB 10 2023 **Expiration Date:** DEC 31 2024

This license must be prominently displayed.
It is not transferable or assignable.

This license shall not be taken as permission to do business in the State without having complied with the other requirements of the laws of the State of Alaska or the United States.

DEPARTMENT OF FINANCE

GOLDSPROUT
DUSTIN WHITE
2941 S SINGINGWOODS DRIVE
WASILLA, AK 99654

Business Location(s): 2941 S SINGING WOODS DRIVE

This is to certify that the licensee named above holds a Matanuska-Susitna Borough business license covering the period listed above.

Detach Here

GOLDSPROUT
DUSTIN WHITE
2941 S SINGINGWOODS DRIVE
WASILLA, AK 99654

Fee Paid: $100
License No.: MBL **47597**
Effective: FEB 10 2023 To DEC 31 2024

The above business has been licensed to conduct business in the Matanuska-Susitna Borough. The borough business license must be prominently displayed. When a business has more than one location, the original license shall be displayed at the main location and a copy of the license shall be displayed at each branch location. If the business is continued at the same location but there is a change in its form of organization, such as from a single proprietorship to a partnership or a corporation, the admission or withdrawal of a partner, or any other change, the seller making the change shall surrender his old borough business license to the borough for cancellation. When there is a change of location for the sellers place of business, a new business license is required showing the new address. Application for renewal of license shall be made before February 1 of the license year.

Section 1. Introduction

1.1 Purpose of this Handbook

The purpose of this Handbook is to familiarize you-employee or contract labor with the policies, rules and other key aspects of Gold Sprout, LLC. [the "Company"]. The information in this handbook supersedes all rules and policies that may have been expressed or implied previously, in both written or in oral format. Compliance with this handbook is compulsory for all employees or contract labor who will be referred to as employees throughout this handbook. The Company reserves the right to interpret this handbook's contents as it sees fit.

1.2 Changes of Policy

Gold Sprout, LLC. reserves the right to change this handbook's content, at any time and at our sole discretion, without advanced notice. It's provisions may not be altered by any other means, oral or written. You will receive notice within a reasonable time of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact management/ owners (to be referred to as management in this book).

1.3 Employment Forms

All ne employees are required to complete and submit the following forms. Starred (*) forms can be found at the end of this manual. All others will be provided separately.

1. At Will Employment Agreement and Acknowledgment of Receipt of Employe Handbook.
2. Employment Eligibility Form I-9
   On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification form I-9 and submit documents establishing identity and eligibility within the next three business days. The same policy applied to re-hired employees whose I-9 are over three years old or otherwise invalid.
3. IRS form I-4
4. Non-Disclosure agreement
   This Agreement the unauthorized disclosure of confidential company information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the internet.
5. Marijuana Handler's Card
   All new employees must obtain a marijuana hander's card from the Alcohol & Marijuana Control Office (AMCO) prior to the start of employment.

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Section 2. Terms and Definitions

2.1 Definition of "At-Will" Employment

All Gold Sprout, LLC. employees are Employed as "at-will". Either you or the Company may end the employment relationship at any time and with or without notice. The "at-will" terms of employment may only be changed by agreement between management.

2.2 Types of Worker

This section distinguishes between the different types of workers the company employs. Employee status is established at the time of hire and can be altered if need arises and if agrees by the management team and the employee.

Exempt VS Non- Exempt

The majority of employees are non-exempt, meaning they are by law entitled to minimum wage and overtime. Exempt Employees are not subject to these laws. Exempt status is defined by particular standards set by state law and Federal Labor Standards Act (FLSA). This class of employe is usually an executive, an administrator, or highly paid specialist such as programmer.

Regular VS Temporary

Regular Employees work a regular Schedule, Either on a full-time or part-time basis. To be considered full-time, an employee must work at least 38 hours per week. A temporary employee is a person we hire for a short period to assist with a project or remedy a staff shortage. A temporary employee is employed on an "at-will" basis as defined above. A part time employee is one that works less hours to assist as needed and still considered as a regular employee.

Independent Contractor & Consultants

Independent contractors and consultants are not company Employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees they do not operate under company direction, and control their own methods, materials and schedules, they are not eligible for company benefits.

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Section 3. Payroll

3.1 Payment Schedule

Employees are paid twice a month generally on the 15th and the last day of the month. There will be approximately 15 days in each pay period. In cases where the regular payday falls on a holiday or weekend, employees will receive payment on the last business day before said holiday or weekend day. Payment lags one (1) week to allow time to perform the payroll function, so work performed prior month of 25th to 10th of current month will be paid around the 15th of the month. Work performed from the 10th to the 25th of the current month will be paid last day of the month.

3.2 Wages

Wages very with each employee and are based on level of skill and experience. The company conducts periodic evaluations of all employees and issues merit-based changes in status or compensation in its discretion. In addition to regular pay, non-exempt employees may have the option of earning overtime pay to the extent such work hours are necessary and pre-approved in advance by the agreement between management. There will be no advance payment of wages authorized.

3.3 Deductions & Garnishment

At a minimum, federal and state law require that we deduct the following from every paycheck.

1. Social Security.
2. Income Tax (federal only unless Alaska adds an income tax).
3. Medicare.
4. Other deductions required by law or requested by employee.

A wage and Tax statement (W-2) recording the previous years wages and deductions will be provided at the beginning of each calendar year for the previous year's wages.

If duat any time you wish to adjust your income Tax withholding, please fill out a form W-4 and submit it to accounting.

Wage Garnishment, Sometimes, the company receives legal papers that compel us to garnish an employee's paycheck, which is to submit a portion of said paycheck in payment of an outstanding debt of the employee, we must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

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Section 4. Rights & Policies

The following section summarizes your legal rights as an employee of Gold Sprout, LLC. questions about any policy detailed in the section may be addressed to the management.

Section 4.1 Equal Opportunity Employment Policy

The company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex sexual orientation, gender identity, age, ancestry, genetic information, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion: compensation A: schedules and job assignments: discipline: training: working conditions, and all other aspects or employment, as an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

Section 4.2 Accommodation for Disabled Employees

Gold Sprout, LLC. is committed to complying fully with state and federal laws ensuring equal opportunity in employment for qualified persons with disabilities. Reasonable accommodations is available to all qualified persons with a disability, who are able to perform the essential function of their jobs. All employment decisions are based on the merits of the situation in accordance with defined criteria, not a disability of the individual.

Section 4.3 Religion and Politics

Gold Sprout, LLC. is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the company in any way.

We are happy to work with the employees to accommodate religious obligations, provided accommodations are requested with management in advance.

Section 4.4 Personnel Information

Personnel files and payroll records are confidential and may only be accessed for business-related reasons. If you wish to view your files, you must set up an appointment in advance with management. You may request copies of any documents in your personnel file but may be charged a reasonable fee for copying.

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The company will provide dates of employment, job title and salary information upon request by third parties or verify employment. No other information will be provided without a written release from the affected employee.

Section 4.5 Legally Required Leaves of Absence

Employees requiring time off from work for military absences may apply for a leave of absence in accordance with the requirements of USERRA.

In addition, provided an employee's schedule does not allow time for voting outside of work, and that he/she is a registered voter; he/she may take up to two hours with pay, at the beginning or end of a workday, to vote in local, state or national elections.

Section 5. Employment Benefits

The following is merely an overview of the company's benefits package. It does not contain all the relevant information. Please contact a member of management to obtain additional details.

Section 6. Rules of Conduct

Section 6.1 On the Job

REPORTING FOR WORK

Employees are expected to begin and end each shift at the time and the day appointed. You must inform management before the start of the workday if you will be absent or late and obtain permission to leave early. All employees are expected to work their base hours at their designated place of work. (trim, vegetative growth, flower room, or janitorial duties), etc. working from home is not appropriate without prior consent of management. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action up to and including termination.

CLOCKING IN.

If you are a non-exempt employee, it is your responsibility to clock in when you begin your shift and clock out when you finish. Failure to keep accurate time will be grounds for disciplinary action up to and including termination. No timecard can be updated without management approval.

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STAYING SAFE

Safety in the workplace is the company's number one priority. You must inform management in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

MEALS & BREAKS

Unless defined otherwise by the Alaska state law, non-exempt employees are entitled to a paid 20 minute break every 4 hours of work, as well as a paid 30 minute lunch break for any shift lasting longer than five hours. Any lunch break lasting longer than 30 minutes will require employees to clock out for the duration of their break.

CELL PHONE USE

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during breaks and meal periods, away from where others are working, if cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded, and the employee may be subject to disciplinary action, up to and including termination.

6.2 Rules & Policies

CONFIDENTIALITY

No previous or current employee may disclose or give access to confidential company information, in any way, shape, form, or fashion or at any time, unless authorized by management.

POLICY AGAINST HARASSMENT AND DISCRIMINATION

It is Gold Sprout, LLC. intent to provide a work environment free from discrimination and harassment for employees, applicants, independent contractors, customers and vendors. All employees are expected to be sensitive to and respectful to their coworkers and others with whom they come into contact with while working for Gold Sprout, LLC. We prohibit all forms of unlawful discrimination and harassment. Prohibited harassment consists of unwelcome verbal or physical conduct or communication based on an employee's race, color, creed, religion, national origin, gender sexual orientation, gender identity, physical or mental disability, genetic information, age, marital status, pregnancy or parenthood, veterans' status, status with regard to public assistance, or any other status

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protected by federal, state or local laws. The following examples illustrate, but do not include all , the types of conduct we prohibit:
When making an allegation please be sure of your facts before addressing it. If an allegation is made of any of the above harassment or discrimination policies, it must be addressed in written form stating who was involved. If a claim is proven to be false, then that employee will be terminated.

EXAMPLES OF THE CONDUCT WE PROHIBIT

Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts towards anyone includes the above mentioned.

Written or graphic material displayed or circulated in our workplace that denigrates or shows hostility or aversion toward any person.

SEXUAL HARRASSMENT PROHIBITED

Sexual harassment is specifically prohibited. Sexual harassment encompasses a wide range of unwanted, sexually directed behavior and has been defined in the following manner.

Unwelcome sexual advances, requests for sexual favors, other verbal, visual, written or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly on a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individuals, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

WITH RESPECT TO SEXUAL HARASSMENT, THE FOLLOWING EXAMPLES ILLUSTRATE, BUT DO NOT INCLUDE ALL TYPE OF CONDUCT WE PROHIBIT:

1. Vulgar or sexual comments, jokes, stories, and innuendos.
2. Gossip or questions about someone's sexual conduct.
3. Vulgarity, inappropriate touching obscene or suggestive gestures.
4. Display in the workplace of sexually suggestive photographs, cartoons, graffiti and the likes.
5. Soliciting or coercion of sexual activity, dates of the like by the implied or express threat of punishment.

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