

# Standard Operating Procedures

## 4.4 Visitors

Department:

Creation Date: <<Date>>

Last Revise Date: <<Date>>

Department Signature: \_\_\_\_\_

### Purpose

All employees shall ensure that any person on the licensed premises, except for employees and contractors of the licensee, are escorted at all times by the licensee or at least one employee of the licensee when in the limited-access areas of the premises.

- ✓ Managers should ensure that all restricted areas are clearly labeled.
- ✓ Any employee expecting a visitor must notify the appropriate supervisor.
- ✓ Visitors include all non-licensed Dispensary, Cultivation or Productions staff or any person other than a Licensed patient / customers who has been granted access to a Company Facility. All visitors should be checked in on the visitor log.
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- ✓ All Visitors must be accompanied by a licensed agent/employee. Visitors should sign into a visitors log. Visitor Logs should be maintained on each site.
- ✓ No visitors of employees or patient / customers will be allowed in unauthorized, confidential or potentially hazardous areas.
- ✓ Any employee expecting a visitor must notify the appropriate supervisor.

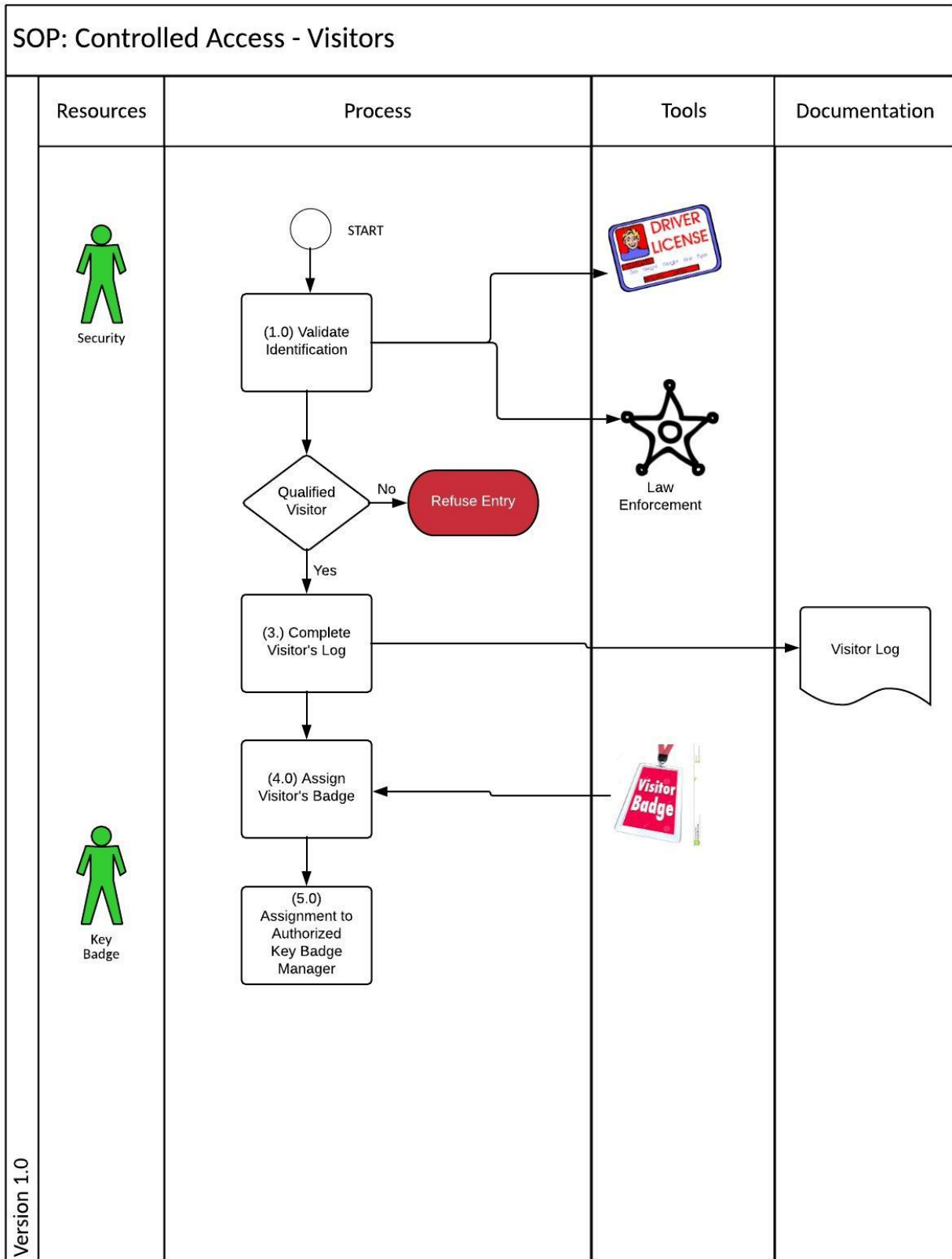
**Non-Employees in Work Areas** The Company acknowledges that there are justifiable and productive reasons for the presence of non-employees in the work area. Because of concerns related to the exposure to physical, chemical, or biological hazards, the following guidelines are necessary to ensure that all potential exposures are minimized.

**Non-Employee** – (example: state personnel during audits) Management shall take appropriate steps, as described in this policy, to ensure the safety of all non-employees. Employees who escort or supervise the activities of non-employees shall assess the potential risk of exposure to hazards and direct the non-employee's access accordingly. Whenever possible, non-employees should be restricted from hazardous areas. When non-employees must enter the facilities, their activity should be limited to non-industrial areas, such as offices, break rooms, etc. Under no circumstance shall a non-employee be allowed in any work area where he or she presents a distraction to the employees. Distractions may be due to the activities of the non-employees or due to the level of supervision they may require.

- ✓ Non-employees with approval to enter the work area must be directly supervised by a responsible employee.
- ✓ Each room should be clearly labeled with its restricted access level by use of laminated signs.

# Standard Operating Procedures

## Procedures Diagram



Version 1.0

# Standard Operating Procedures

## Procedures

Process	Process Description																																																																																																																																																																																																																								
8. Validate Identification	<ul style="list-style-type: none"><li>○ Law enforcement officers are exempt from providing personal identification.</li><li>○ All other visitors must provide a government-issued identification, such as a driver's license.</li></ul>																																																																																																																																																																																																																								
9. Qualify the Visitor	<ul style="list-style-type: none"><li>• Confirm with the Manager if they are expecting the visitor. If the visitor is unexpected, or the manager is not available, then ask the person to communicate directly with the manager and reschedule their appointment.</li></ul>																																																																																																																																																																																																																								
10. Complete Visitor's Log	<ul style="list-style-type: none"><li>• The Visitor's Log is an official document, required by the licensing authority. Ensure that ALL information is filled out correctly.<ul style="list-style-type: none"><li>○ Date , Visitor's Name, Reason for Visit, Time in/out, Visitor's Assigned Badge Number, Assigned Key Badge Escort Number, and Visitor's Signature.</li></ul></li></ul>																																																																																																																																																																																																																								
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11. Assign Visitor's Badge	<ul style="list-style-type: none"><li>• Issue a Visitor's Badge. Provide clear directions that the badge must be worn above the waist and remain unobstructed during the entire length of time on premises, and returned upon leaving.</li></ul>																																																																																																																																																																																																																								
12. Assign Key Badge Manager to supervise visitor	<ul style="list-style-type: none"><li>• All visitors <b>must</b> be accompanied and controlled by Key Badge holders for the entire time the visitor is on the premises.</li></ul>																																																																																																																																																																																																																								

# Standard Operating Procedures

## 4.5 Security Contracts

Department: Security

Creation Date: <<Date>>

Last Revise Date: <<Date>>

Department Signature: \_\_\_\_\_

### Purpose

The company will contract security equipment installers and monitor to assist in implementing procedures as found in the Security Plan.

### Procedures

In the case of questions or concerns regarding security equipment or procedures contact the contract security company.

A contract has been established with:

<<List>>

<<Security Company>>

<<Security Company Address>>

<<Security Company Phone>>

## 4.6 Security Plan

To ensure the safety of all employees and customers, The Company has established both Safety and Security Plans.

This security plan has been created to demonstrate compliance with state rules and to protect the people, the product, and the process associated with business affiliations. Given the sensitive nature of the cannabis industry, The Company takes safety and security very seriously. The Company facility and floor plans will address in detail the structural measures taken to protect The Company's people, property, and community.

The following plans and procedures detail The Company's operational plans for multiple security tools.

- The Safety Plan includes a crisis plan will outline The Company's emergency response plans and procedures.
- No aspect of services or products we render shall ever endanger the safety of our employees or the public.
- The Company will utilize a Security Plan, to include a detailed threat vulnerability assessment, standard operating and employee training procedures to ensure the security of all employees, customers and community members as well as one that maintains positive control of our product.
- All employees will be trained in using the Security, Safety, and Emergency Plans to compliance with state and local rules.