



City of Antioch
Commercial Cannabis License Application

Distribution Operating Plan

Table of Contents

Introduction	3
Management Team	3
Adequate Staffing	5
Distribution Best Practices	8
Licensed Businesses We Partner With	9
Employee Training	101
New Employee & Annual Training	101
Training Records	112
Distribution Training	123
Quality Control Training	123
Safety Training	134
Security Training	145
Emergency Protocols & Training	145
Security Policies For The Facility	156
Public Access	167
Employee Access	178
Visitor Access	178
Security Screening, Training, Patrolling	19
Security Personnel To Be Employed	190
Capacity To Comply with State and Local Laws	201
Compatibility With The Surrounding Neighborhood	223
Interior & Effective Exterior Flow Management	233
Environmental Sustainability	234
Community Outreach	244

Introduction

One Plant Antioch understands that, in accordance with the city ordinance, the City of Antioch will allow an unlimited number of applicants to apply for a distribution license within the municipality. One Plant Antioch is hopeful that the aggregate experience of the owners, paired with the thoughtful selection of a secure site and solid financial backing will be key in the decision to issue a Distribution license.

One Plant Antioch will comply with all federal, state, and local laws and regulations and meet all deadlines for state licensing, as mandated by the State of California and the Bureau of Cannabis Control. When operational, we will ensure that the facility is secure and insured. One Plant Antioch will comply with all operational regulations as set forth by the City.

Management Team

The day-to-day operations of the dispensary will be carried out by the Management Team. This team represents extensive experience owning and operating cannabis and non-cannabis businesses in the State of California. The four individuals comprising the management team will participate in the day-to-day operations of the dispensary and will hold the following positions, which will exhibit our experience and ability to run a successful distribution facility while remaining compliant with all operational regulations as set forth by the City of Antioch.

Adam Wilks – CEO & Director of Distribution Operations

Adam Wilks serves as CEO to Captor Retail Group. He has been the Director of Operations for Kahala Brands since March 2016 and Sr. Manager of Franchise Operations for Yogen Frus since January 2010. Mr. Wilks co-founded Buy N Bulk and was actively involved in business development from 2013 – 2016. He was also the President of Tire District from January 2008 – October 2010. Mr. Wilks graduated from Seneca College with a BA in Business Management.

As Director of Distribution Operations, Adam will be responsible for documenting all SOPs, and overseeing the company's operating procedures including, but not limited to: recall and inventory management; waste and destruction; construction and build-out; premise maintenance; transport and delivery; ensuring proper testing, packaging, and labeling; compliant use of the track and trace system; and record keeping. He will also create and implement marketing campaigns and strategies for business-to-business development for the purpose of expanding distribution operations.

Mark Klein – COO, Compliance/Inventory Manager & Facilities Director

Mr. Klein has over 17 years of senior level experience in all facets of start-ups, business strategy, and investment management. His distinguished career includes managing Capital for Lockwood Group since 2017 and director board set at Pacific Arc Resources Ltd. Prior to joining Lockwood, Mr. Klein was Managing Director for a private, family-held Geneva-based investment management firm where he oversaw and directed the asset-backed financing division. Mr. Klein also previously served as Founder and CEO of Skins, Inc., a publicly traded footwear and apparel business, Partner of Integrated Corporation Solutions Inc., an independent management consulting firm specialized in market positioning and branding and SVP of Global Business Development at Bevyz, a beverage company that was acquired by Keurig/Green Mountain Coffee Roasters. Mr. Klein was also Director of Mobile Business Development at AOL Inc. and the Founding Editor of Convertbond.com, a financial tech company, sold to Morgan Stanley in 1999. Mr. Klein attended the University of Connecticut.

Adequate Staffing

Open Positions - Roles & Responsibilities

In addition to the management team responsibilities outlined above, One Plant will hire full time and part-time employees for several other positions including, but not limited to:

- Data Administration Manager
- Director of Community Outreach
- Security Staff
- Distribution Manager
- Lead Distribution Associate
- Distribution Associate
- Distribution Assistant

The following outlines the responsibilities of the above-mentioned positions to indicate One Plant's approach to ensuring adequate staffing and our ability to comply with city and state regulations.

DATA ADMINISTRATION MANAGER

Reports to: Director of Distribution Operations

Responsible for:

- Collecting and recording data for all product and waste in the business management platform
- Reporting data to the governing entity as required by regulation
- Generating reports for management and the executive team
- Recording and tracking distribution supply
- Reporting compliance issues to the Compliance and Inventory Manager
- Tracking totals and productivity data for the distribution facility

DIRECTOR OF COMMUNITY OUTREACH

Reports to: Director of Distribution Operations

Responsible for:

- Manufacturing and maintenance of positive reputation within the community
- Managing participation in and donations to local community groups
- Spearheading philanthropic action plan
- Managing requests from charitable organizations and community members
- Developing forward-facing company informational packet about the community focus of the company

SECURITY STAFF

Reports to: Security & Facilities Director

Responsible for:

- Ensuring the safety of products and employees
- Monitoring the interior and exterior of the premises utilizing video surveillance equipment
- Assisting with movement of cash throughout the facility
- Ensuring no loitering or illegal behavior occurs on or around the physical property
- Ensuring upkeep and maintenance of security equipment

DISTRIBUTION MANAGER

Reports to: Director of Distribution Operations

Responsible for:

- Oversight of distribution procedures
- Developing standard operating procedures for distribution
- Confirming items are properly distributed and data is collected
- Tracking productivity data for submission to the data administration manager

LEAD DISTRIBUTION ASSOCIATE

Reports to: Distribution Manager

Responsible for:

- Leading the distribution associate team in carrying out the day-to-day protocol
- Following preparation and delivery schedules
- Systematic cleaning and sanitization of the distribution facility and equipment,
- Ensuring waste is disposed of in a compliant fashion
- Documenting all actions and data relative to production
- Submitting recorded information to the data administration manager

DISTRIBUTION ASSOCIATE

Reports to: Lead Distribution Associate

Responsible for:

- Carrying out the day-to-day care of distribution process
- Following strict delivery schedules
- Systematic cleaning and sanitization of the distribution facility and equipment
- Ensuring waste is disposed of in a compliant fashion
- Documenting all actions and data relative to the distribution process
- Submitting recorded information to the data administration manager

DELIVERY ASSOCIATE

Reports to: Distribution Manager

Responsible for:

- Adhering to compliance procedures and guidelines
- Ensuring the integrity of the product is maintained throughout distribution and delivery process
- Ensuring waste is disposed of in a compliant fashion
- Ensuring deliveries are packaged and labeled properly
- Ensuring deliveries appear uniform and consistent
- Ensuring compliant waste disposal
- Systematic cleaning and sanitization of the processing and packaging area,
- Recording all actions and data relative to the process and submitting recorded information to the data administration manager

Manager Always On Site

In accordance with the Operating and Conduct requirements of the City of Antioch, One Plant will have a Manager on the premises at all times during hours of operation.

Designated Emergencies Representative

As stipulated in the municipal code, One Plant shall identify a designated emergency representative to the City to whom emergency notices may be provided at any hour of the day.

Name: Adam Wilks

Title: CEO & Director of Distribution Operations

Mobile: (949) 201-8403

Email address: adam@oneplant.life

Distribution Best Practices

Insurance Certificates

One Plant will provide auto insurance certificates with authorized vehicles and an additional insured schedule detailing all individuals authorized to conduct business using authorized vehicles on behalf of Distributor, to the City upon request. Insurance Certificates will show a complete list of all vehicles and individuals authorized to perform transportation on behalf of the distributor.

Delivery Driver Documentation

All individuals conducting transportation on behalf of One Plant will have a valid California driver's license. When hiring delivery drivers, One Plant Antioch Distribution will use a merit based system based on applicants driving records. A distribution business model that relies on delivery drivers for revenue creates everyday interaction with the surrounding community, One Plant strives to make those interactions as minimally invasive and as safe as possible. Hiring the safest and most qualified of drivers allows us to achieve that goal.

During the course of transportation, documentation pertaining to Cannabis or Cannabis Products will be kept on premise, as well as with the driver(s) performing duties on behalf of Distributor. Documents listed below will be present and made available to City upon City's request:

- Valid California Driver's License
- Transportation request and/or invoice
- Proof of Insurance

Product In Transit

All One Plant vehicles transporting cannabis or cannabis products will be properly insured at or above the legal requirement in California. Vehicles transporting Cannabis or Cannabis Products will be capable of locking and securing product during the course of transit and perishable Cannabis Products will be transported in a temperature controlled environment, so that the health and safety of consumer is not compromised.

Licensed Businesses We Partner With

One Plant evaluates numerous licensed cannabis businesses in the State of California. Licensed distributors are permitted Commercial Cannabis Businesses that act as a midpoint between licensed cultivators and manufacturers and the licensed retail operations that will receive the product. Distributors are responsible for ensuring that cannabis and cannabis-derived products within their inventory are tested and approved for sale prior to transferring to a licensed dispensary. They are also responsible for accurate and compliant packaging and labeling; and proper handling and storage of product to prevent degradation, contamination, or spoilage.

Each selected testing facility and manufacturer will carefully be evaluated by One Plant to verify that each possesses a valid California state license to distribute cannabis and cannabis products. Further, each business shares One Plant's commitment to compliance, safe and secure operations, sanitation, predictable logistics, and carefully selected products. We are confident that by partnering with the following companies, the proposed distribution facility will offer an unparalleled selection of leading cannabis products that meet or exceed all regulatory requirements upheld by the City of Antioch, as well as the State of California. Each of the companies are described herein.

HONEY®

Honey Vape is a California state licensed adult use cannabis company that markets robust, authentic cannabis oil. In 2013, they revolutionized the cannabis industry by becoming the first producer in the world to market full spectrum, distilled cannabis oil in vape cartridges. They provide fresh mapped™, ensemble infused, THC and CBD oil in vape cartridges, applicators, and caps to legal dispensaries and delivery services throughout the Golden State.

Products: disposable pens, cartridges, and accessories

Owned by SPE which is one of our managing partners.

BIG PETE'S TREATS

Big Pete has devoted himself to consistent, wonderful edible that harness the healing power of cannabis-infused butter. This is a family business with Santa Cruz soul, dedicated to baking cannabis cookies that are tasty, consistent, and effective. As the legalization movement swept

through the West, Big Pete realized he couldn't handle everything on his own, so his son Pete Jr and daughter Katie learned how to navigate the uncharted waters of a new legal, quickly evolving industry. They have a California State License to manufacture and distribute cannabis products.

Products: edibles

Owned by SPE which is one of our managing partners.

PLUS

Plus Products bring more than forty years of experience in food manufacturing to each and every product that they make. At PLUS™, the edibles are made from scratch using only carefully sourced high-quality extracts and kosher ingredients. The result? A consistent cannabis experience that is dosable and delicious. California state licensed cannabis company.

Products: edible gummies

Owned by SPE which is one of our managing partners.

TRUE HUMBOLDT

Sustainably Cultivated on Small Farms in Humboldt County, the brand is supported by over 200 farmers. All products are tested for Pesticides, Microbiologicals, Terpenes and Potency to ensure that only clean, safe medicine reaches patients. California state licensed cannabis company.

Products: flower, pre-rolled joints, vape cartridges

Owned by SPE which is one of our managing partners.

BISCOTTI

Biscotti is an Italian craft cannabis brand producing high-quality and expertly crafted products that push the boundaries of traditional cannabis brands. Biscotti currently offers high-quality and expertly crafted hash concentrates and hash infused pre-rolls. Biscotti integrates traditional hash making techniques with advanced technology to produce high-potency and terpene rich cannabis products, without the use of chemicals. To ensure the purest products, Biscotti uses only water and ice in its extraction process. Products: hash concentrates & hash infused pre-rolls.

Owned by SPE which is one of our managing partners.

F/ELD

F/ELD is a Los Angeles-based cannabis brand focused on the "ultra premium" portion of the cannabis market. F/ELD focuses on upper tier customers who demand quality above all else. F/ELD partners with cannabis cultivators and extracts fine blends of cannabinoids and terpenes

from plant material using cold water, pressure, and solvents. World renowned for producing the most sought after cannabis products, F/ELD has been winning awards since its inception. Its reputation as a connoisseur brand continues to grow. Led by a team with a combined 30+ years of experience in the cannabis industry, F/ELD is primed to be a market leader.

Products: extracts

Owned by SPE which is one of our managing partners.

DOMPEN

DomPen was founded on the idea that cannabis should be simple: to consume and understand. Vaping provides an immediate, easy-to-dose effect. Unlike conventional vape pen brands, DomPen strives to create the most consistent, flavorful, and user friendly vape products on the market. DomPen continues to release innovative cannabis products and brands, with a focus on new cannabinoids and customized vaporization hardware. Leveraging its multifaceted manufacturing and distribution capabilities, DomPen is expanding in both California and new jurisdictions.

Products: disposable vape pens

Owned by SPE which is one of our managing partners.

OLD PAL

Old Pal is a lifestyle cannabis company focused on the value-oriented segment of the market. Through strategic partnerships within the trade, the brand has secured high quality, dependable production of cannabis. With the incorporation of culture-focused design and marketing, Old Pal has defined a much-needed new space within the industry; a space curating an accessible lifestyle beyond the typical cannabis culture.

Products: flower

Owned by SPE which is one of our managing partners.

Employee Training

New Employee & Annual Training

All employees of One Plant Antioch will have the education and training required to enable them to perform all assigned duties and to ensure the facility remains in compliance with all state and local laws and regulations. Employees shall not be allowed to report to work prior to receiving orientation training or when any required critical training is eight weeks or more past due.

It is One Plant's policy that within 30 days of the start of employment, all employees receive an Employee Handbook and training on the following:

- California's Workers' Compensation system and benefits
- Quality control duties related to One Plant's operations
- Importance of quality control procedures & consequences of failing to follow established processes
- First aid procedures
- Recordkeeping and regulatory responsibilities, including the Track and Trace System and other IT and communications software and hardware information
- Health and safety hazards, including hazards presented by all solvents or chemicals used at the licensed premises as described in the safety data sheet for each solvent or chemical
- Emergency and security procedures

Prior to independently engaging in any cannabis distribution processes, new employees will also be trained and given an overview of the following:

- One Plant's standard operating procedures
- Quality control procedures, including hazard analysis and control
- Proper and safe usage of equipment or machinery
- Appropriate use of any necessary safety or sanitary equipment
- Cleaning and maintenance requirements
- Emergency operations, including shutdown

One Plant will also ensure that all personnel receive annual refresher training that at minimum covers all topics listed in the Employee Handbook. This annual refresher training will be completed within 12 months of the previously recorded training completion date.

Training Records

One Plant Antioch will maintain a record that contains at a minimum:

- A list of all personnel at the premises, including at least the names and jobs duties of each employees
- Documentation of training topics and dates of training completion, including refresher training, for all personnel
- The signatures of both the employee and a representative of One Plant Antioch verifying receipt and understanding of each training or refresher training completed
- Any official documentation attesting to the successful completion of required training by

personnel

Distribution Training

As a condition of employment, Distribution Facility employees who prepare, handle, or package edible products in the One Plant Antioch facility will be trained in order to ensure they are able to complete their tasks and duties in compliance with state and local regulations. Distribution training will include the following but is not limited to:

- Instruction about the processes and equipment used by One Plant for transporting or moving cannabis products
- Instruction about the processes and equipment used by One Plant to store cannabis products
- Instruction about standard operating procedures, including quality control procedures, and hazard analysis and control procedures as appropriate
- Instruction about the proper and safe usage of safety or sanitary equipment
- Instruction on becoming compliant with “Track and Trace” procedures

Quality Control Training

One Plant aims to produce quality products. Thus, quality control is an integral component of company culture, with employees in every company role keeping customer health in mind in their work. All employees will be required to participate in facility cleaning performed after each step in the distribution process and at the end of each shift. Any mess or accidental spill is required to be cleaned immediately as per One Plant’s SOPs.

Relying on time tested and commercially successful distribution techniques, the One Plant team will strive to provide safe cannabis of the highest quality for its customers. A safe, ergonomic work environment is another priority for One Plant. All products used in the facility are PRG free and approved for usage in California for food related agriculture.

All vendors that we work with and acquire product from, will be thoroughly vetted to make certain that they too are taking safety and quality as seriously as we do. We will only purchase cannabis that is free of toxic pesticides and passes all state regulated phase 3 testing.

Distribution and delivery staging areas will have limited human traffic in effort to minimize the risk of any potential contaminants being introduced.

Employees are to never directly touch products. Latex gloves and appropriate utensils are to be used at all times and product is to be handled as minimally as possible. Employees will be required to wear hair nets and other appropriate clothing to help prevent contamination of any kind. All

damaged or contaminated product, including that which has been subject to improper storage conditions is to be immediately removed, destroyed, documented in Metric and the POS, and disposed of in the waste receptacle on site.

As part of the One Plant Antioch new employee training, we will ensure that all distribution employees are given training on quality control procedures prior to independently engaging in any cannabis distributing process, including but not limited to the following:

- USDA's Good Handling Practices
- Quality Systems
- Hazard Analysis, and
- Critical Control Points

Safety Training

Employee safety is a priority for One Plant. All safety training of employees will be extremely thorough, and the company will be proactive in ensuring that working conditions meet and exceed standards established by OSHA and the Department of Health. Before operations at the distribution site are allowed to begin the Director of Distribution Operations will develop and implement stringent safety protocols to be included in employee training as relevant by position. A Safety Team is to be created in line with these protocols, with each department of the facility having a representative on the team. The Safety Team will host monthly meetings to discuss safety concerns and conduct facility walkthroughs to identify any unsafe conditions or potential hazards.

One Plant will verify compliance with applicable safety and health regulations in cooperative efforts with California OSHA's San Diego Consultation Service Office. The company aims to have all internal employees fully versed in OSHA compliance, and as such One Plant will participate in ongoing OSHA training in effort to continuously improve employee safety.

In addition, comprehensive knowledge of Antioch and California laws, regulations and compliance will be required by all employees prior to employment at the facility. A test will be administered to verify knowledge of laws and regulations prior to hire.

Employees will also be offered continuing education and refresher courses at least once a quarter or when compliance or regulations are changed.

Thorough training in the company's meticulous Standard Operating Procedures (SOPs) will be given to all employees. In conjunction with required knowledge of applicable laws, this training will help ensure that all cannabis products produced at the facility are:

- Safe for consumption

- Free of toxins, pesticides, solvent residue, pests, and microbiological contaminants
- Properly labeled

Security Training

One Plant employees and contracted security personnel will undergo security training to ensure they are well versed in the risks and issues that could potentially plague a Distribution Facility. This training can include Antioch specific information, so employees are prepared for local issues that they are more likely to experience at the facility location. Industry experts conduct these trainings and teach the employees how to identify suspicious behavior, how to notify fellow employees of an impending security threat, and how to properly operate and engage the security system. Only management level employees are trained on alarm system management and video surveillance recall procedures. Attendance of these trainings is recorded, as is the syllabus for each training class.

Trainings include but are not limited to situations such as:

- Theft or physical loss of marijuana products, currency, or confidential records;
- Breach or unauthorized entry to the facility;
- Threats of violence to the facility or employees; or
- Other incidents including:
 - Bomb threats;
 - Fires;
 - Earthquakes;
 - Hazardous Materials Release;
 - Dangerous Persons;
 - Floods;
 - Storms;
 - Health Related Emergencies
 - Accidents; and
 - Criminal Activity

Emergency Protocols & Training

One Plant employees will be thoroughly trained and prepared to responsibly take action in the event of any traumatic event or emergency, including the notification of any and all appropriate entities. An emergency action plan accompanied by expert run training classes and reading

material will be in every employees' training. Said plan will address any potential emergency that employees in any role may encounter.

The emergency action plan will provide an outline of company procedures for the handling of emergency situations while ensuring the safety of all involved personnel. The Security & Facilities Director will be responsible for maintaining an up to date emergency contact list that will be displayed in central locations in the facility that includes:

- Management contacts
- Police department
- Fire department
- City of Antioch Cannabis Policy and Enforcement
- California Division of Emergency Management
- Paramedics
- Poison control center
- Hazmat response
- First aid assistance
- Emergency facility maps which contain the following information:
 - Emergency exits – two exits must be identified
 - Primary and secondary evacuation routes
 - Location of fire extinguishers – code compliant

The following emergency types will be required to be reported to appropriate first responders and management immediately: crime, fire, bomb threats, chemical spills, severe weather, and medical emergencies. In the event of a non-emergency situation employees will be trained to involve the authorities if and when appropriate and immediately notify management.

Severe weather events are a potential threat in Central California, such as droughts, fires and earthquakes. A specific earthquake management plan will be implemented as to ensure the safety of all personnel, as well as the facility and product therein. In the event of an earthquake power loss is a very real concern of the facility. A backup generator will be in place to ensure refrigeration of edible ingredients as well as stored edible products is stable at all times.

In the event of a medical emergency, all employees will be instructed to immediately contact emergency medical services and provide detailed information regarding the nature and location of the emergency. Select employees will be trained in the administration of CPR, and at least one of said employees will be on site during business hours.

Security Policies For The Facility

Prioritizing the health and safety of One Plant's employees is a paramount concern of ours. 24-

hour surveillance will be conducted by exterior and interior video cameras with 360-degree coverage that will record all exterior and interior activity of the entire facility. All security requirements established by the Department of Health and State of California for cannabis businesses shall be met and exceeded with our system. Access to the Distribution Facility can only be obtained after passage through a secured LAA (limited access area) lobby.

Personal safety of our employees is a key component of our training, taking priority over theft and diversion prevention. One Plant will install an alarm system to be used in the event of emergency or robbery that comes equipped with panic buttons and a duress alarm code. The facility will have the panic buttons strategically distributed throughout, with sensitive areas having an increased amount.

The facilities' interior will also be equipped with 24-hour video surveillance cameras that provide 360-degree recording of each facility at all times. In case of emergency a security and alarm company will have access to all live and archived video feeds and be able to alert the proper authorities should need be.

A designated, secure and locked LAA room within a room will house all surveillance recording equipment. All recordings will be kept on-site in this room and will be accessible for a minimum of 90 days remotely via a cloud-based system meeting the legal requirements of the state of California. This designated security room will also house a security log book that contains emergency contact information, maintenance logs for security equipment, and identifies all high-level authorized personnel.

Public Access

The general public is not permitted on the premises of the One Plant's distribution facility except for the agents, applicants, managers, employees, and volunteers of One Plant and any agents or employees of the City. Access control to the licensed premises and its limited-access areas is one key component of One Plant's mission of complete and comprehensive security of the facility. In order to achieve thorough access control, One Plant will install a commercially viable, up-to-date security system to prevent and detect diversion, theft, or loss of cannabis and cannabis products, or unauthorized access to the facility. For doors into limited-access areas and all entries and exits into the licensed premises, One Plant will use Underwriter's Lab (UL) approved locks and lock cylinders, which are burglary resistant, non-residential, and commercial-grade. All facility windows will be of reinforced glass and will be tinted, in addition to being monitored by the facility's central alarm system. Employee proximity cards, access codes, and other access hardware credentials will be distributed on a limited and individual basis to pre-authorized essential One Plant personnel. The Director of Security will ensure the Access Control System at the facility allows for programming or uploading individual user permissions and allowed entry

times, as well as operations-specific information including distribution employee photos. Access to the facility will be limited to One Plant employees, consumers, and authorized visitors as defined in the rules set forth by the City, including authorized representatives of the City and other government officials when necessary to perform their official duties. The Director of Security will also ensure that the Access Control System monitors and records:

- The identification of all employees or visitors entering and exiting the facility;
- All keycard entry and exit activity, including dates and times;
- Lengths of time in specific areas;
- Any unauthorized attempts to access.

Employee Access

The limited access area is only accessible to employees possessing a working valid ID badge who must check in with the security guard and then pass through a secure electronically locked door. Please see attached Site & Floor Plan for details regarding employee entrance LAA in the rear. All facility personnel's access will be tracked with unique key card which records the date and time of all entries. Each employee will only be given access to areas pertinent to their job duties. One Plant will have a clear schedule of who should be in what room, at what time. The Security & Facilities Director will oversee the visual and electronic monitoring of the schedule.

The following are also part of One Plant's standard operating procedures for employee access:

- All employees shall always enter the facility by using their own access credentials.
- Security guard shall ensure they are only ever allowing 1 employee to pass through the entrance door at a time.
- Security guard shall ensure the entrance door is always securely shut behind the employee who just entered before allowing another employee to enter.
- Security guard shall ensure all employees are always exiting the facility by swiping their own access credentials.
- Employees may follow each other through the door when exiting, but each must swipe their keycard as they exit.

Visitor Access

Aside from state regulators, emergency workers, and utility/maintenance workers the only visitors allowed access to restricted areas will be those from other licensed cannabis businesses with valid badges who are picking up or dropping off wholesale products on behalf of their business. All visitors will be required to wait in the lobby until they are escorted into the limited access area (LAA) by the appropriate credentialed employee to complete the transaction. Please

see attached Site & Floor Plan for details regarding visitor entrance to the LAA. A visitor's log will be in place requiring a signature from each visitor to the facility along with; a copy of their badge, a copy of their ID, their time of arrival and departure, and their reason for visiting.

The following restrictions apply to all visitors:

- a. **Badge:** A visitor badge must be visibly displayed at all times while in the facility. Visitors must wear the badge above the waist, with the words 'VISITOR' prominently displayed facing outward, and not covered by articles of clothing. The visitor badge will have an assigned number that will be recorded on the Visitor Log.
- b. **Escort:** All visitors must be escorted at all times by an authorized employee. Employees will be trained on how to verify a visitor's purpose and identification, in addition to the appropriate sign-in procedure for a visitor. The designated employee will be recorded on the Visitor Log in-line with the credentials of the visitor they are escorting.
- c. **Visitor Sign-In and Sign-Out:** All visitors must be logged in and out with their identifying credentials recorded onto a Visitor Log. The log will include the name of the visitor, the date and time of arrival and departure, the visitor's badge number, the assigned escorting employee, and the purpose of the visit.
- d. **Badge Return:** All visitor badges must be returned to the security guard when exiting the facility. This will ensure that badges are not replicated or otherwise adulterated, and maintain the security of the visitor badge process.

The Visitor Log will be made available to the City or Bureau, upon request, and retained at the facility in accordance with the record keeping guidelines. It is the responsibility of all employees to remind visitors to abide by these restrictions, and to ensure that visitors are never left unattended while on the premise. If a visitor is discovered unescorted in a limited access area, they will be immediately asked to leave and a Security Team member or a Manager will be asked to address the situation. The Manager on duty will ascertain the pertinent details of the incident such as the identity of the person, the area they were discovered in, the nature of their presence in the area, and whether or not they left peacefully, and create a report for the Management Team.

Security Screening, Training, Patrolling

One Plant recognizes that maintaining a safe and secure facility involves hiring qualified, thoroughly screened candidates; training all employees; and ensuring that all employees are patrolling and monitoring the facility while on duty. The following summaries outline our approach to screening, training and patrolling the facility:

- a. Pre-employment Screening of Personnel: One Plant will employ qualified, thoroughly screened employees to working in the Distribution Facility. Before hiring a candidate, the individual will undergo extensive screening to ensure that the candidate has relevant and applicable experience supported by a minimum of three (3) references, a background check free of any criminal or employment related discipline, and other job-specific requirements.
- b. Training and Assessment: In addition to all mandatory company-wide trainings, employees must participate in security training, facilitated by the Security & Facilities Director, which covers all security measures, protocols, equipment and safety related procedures necessary for the individual to fulfill his/her job duties. Candidates for employment will be provisionally hired with the understanding that the individual must participate in training and pass the Security Assessment issued on the final day of training. Employees will need to pass a Security Assessment with a score of 90% or higher before being able to start work. Should an employee score below a 90% more than two (2) times, the individual may not be eligible for employment, at the discretion of the Security & Facilities Director. Training will be held for newly added team members on a rolling basis as new employees are hired.
- c. Patrolling: At all times when the facility is open, there will be at least one security guard, registered with the Bureau of Security and Investigative Services, on site. This individual will possess and carry a valid and current security guard registration card on person while on duty. Security guards will be trained specifically to prevent on-site consumption of cannabis or cannabis products. One Plant Antioch will seek community feedback regarding its use of these particular security measures and will revise operating procedures, as needed. All security personnel, as well as employees, must display a laminated identification badge that is at least 2" x 2" in size and issued by One Plant. The badge will include the Company's name, license number, the employee's full name, and a color photo of the employee clearly depicting the employee's face, and if the employee is a Manager, the employee's job title. Employees will not be permitted to work without their badge and may be subject to disciplinary action if the badge is not brought to work for the employee's shift.

Security Personnel To Be Employed

One Plant will hire Security Guards to monitor the facility and site 24 hours a day, seven days per week, including holidays.

Security Guards report to the Security & Facilities Director and are responsible for conducting daily inspections of alarm and surveillance systems, reporting concerns to the Director,

responding to trespassers, and patrolling the facility on foot. Security Guards will limit access to the facility by requesting and validating employee badges and visitor identification cards at the facility entrance, minimizing risk to the premises of break-ins, burglaries, robberies, and internal theft by ensuring that doors are closed and secure.

At all times when the facility is open, there will have at least one security guard, registered with the Bureau of Security and Investigative Services, on site. This individual will possess and carry a valid and current security guard registration card on person while on duty, pursuant to the municipal code. In compliance with the municipal code, security guards will be trained specifically to prevent on-site Security consumption of cannabis or cannabis products. We will seek community feedback regarding its use of these particular security measures and will revise operating procedures, as needed.

Capacity To Comply with State and Local Laws

Track and Trace

One Plant Antioch will utilize the state-mandated track-and-trace platform, which is an electronic seed to sale software tracking system administered by the California Department of Food and Agriculture that commercial cannabis licensees. As mandated, One Plant will use this system to report the movement of cannabis and cannabis products throughout the distribution chain and communicate information to licensing agencies as required by law and regulation.

Business Management Platform

One Plant will utilize BLAZE, a business management platform specifically for cannabis along with other programs including QuickBooks, Microsoft Office, Shiftplanning, Simplifya and others as necessary. Such programs will be utilized to allow for the automation of various procedures and recording of all relevant data while also reducing the potential for errors that comes with human operation. BLAZE is fully integrable with METRC™, the state-mandated track-and-trace platform, and will automatically import data from BLAZE to METRC™ on a daily basis through API capability.

Inventory Management System

BLAZE will serve as the company's inventory and information management system, as the platform has been successfully used by other legal and audited cannabis businesses. The platform allows for intuitive product management and processing, distribution costs, testing, state approved forms of cannabis products, and task delegation. BLAZE will perform a variety of essential tasks for the company such as: employee and task scheduling, production costing, state compliant labeling, multi-location support, state compliance reporting and integration, a time

clock, and custom reporting.

BLAZE will be utilized to ensure compliance with both state and city regulations as well as comprehensively manage and analyze all inventory; from the initial purchase of raw material to the completion of the processing of said materials, to completed and packaged items set for delivery.

The system will monitor every stage of incoming inventory starting with point of purchase up to the finished products' point of sale. All movement of product, including waste, will be tracked by the system. This comprehensive tracking aids the company in establishing a streamlined and sustainable inventory management process allowing for better efficiency and productivity while also ensuring company compliance with state tracking requirements.

By choosing BLAZE as its business management platform, One Plant Antioch will be afforded a dynamic system that is compatible with newly regulated states as our regulatory structure comes online. Reporting processes will conform to California requirements, and One Plant will directly work with platform developers to ensure the service is in compliance with California's regulatory mandates relevant to record keeping and data recording.

Regarding security, BLAZE is a permission-based platform with bank level encryption; administrators must assign permissions to employees based on their level within the company. Said feature allows administrators to put limits on the abilities that lower-level employees have within the system while simultaneously allowing management to perform more executive tasks such as comprehensive inventory and transaction management, audits and adjustments, as well pull reports on any number of different

data points.

BLAZE will also serve as One Plant's means to record inventory and sales. Inventory levels and movement as well as sales totals will be able to track in real time, allowing for the tracking of customer purchasing tendencies so as to accurately predict demands. This is an invaluable tool in forecasting product demand, as comprehensive inventory trends and individual customer purchase details are available to the inventory manager.

A first-in-first-out inventory system will be used to ensure the freshest possible product is provided to customers. Product that has been kept stored the longest will be that sold to clients so as to keep product rotating through storage in a timely fashion and avoid loss.

Order Fulfillment System

One Plant prides itself on maintaining a strict production schedule, and as such any disruption in the acquisition of raw materials could seriously impact the company's ability to do so. The

company aims to establish a relationship with multiple state certified distributors of the highest quality raw material and cannabis so that we may consistently produce high quality edible products. Having multiple distributors ensures the ability to obtain the same quality raw materials at the lowest possible price for each batch. All raw material will be recorded in BLAZE which will notify the appropriate staff to reorder when supplies fall below a set point. A reorder notification will also be made in the event of material nearing its expiration date.

Product allocation and order fulfillment will fall under the Compliance & Inventory Manager's responsibilities, who will also serve as the main point of contact for the Distribution Manager.

The Compliance & Inventory Manager will be required to create detailed electronic travel manifests with BLAZE, with each manifest containing details regarding each line item within the order.

Comprehensive inventory audits will be performed on a regular basis at the distribution site to ensure inventory counts correspond to that of BLAZE and in effort to mitigate theft.

Compatibility With The Surrounding Neighborhood

One Plant aims to become a welcome addition to Antioch by acting as a good neighbor to surrounding residents and fellow businesses. To accomplish this, One Plant will adhere to all city ordinances, and will incorporate the use of best practices in facility design to ensure disturbances to others near the premises are minimized.

The site at 2701 West 10th Street is located in a commercially developed zone. Therefore, it will not disrupt any residential neighborhoods. There will be no exterior evidence of cannabis distribution except for the authorized signage.

It is strategically located just a few minutes from Highway 4, 2 minutes west of Auto Center Drive allowing for easy transportation and delivery of products from the facility to licensed cannabis businesses in California. The facility will be monitored 24/7 and have plenty of security features to help keep a safe and friendly atmosphere for the neighborhood.

Since we have already established our Retail Cannabis Dispensary at this location, there was space set aside for manufacturing and distribution after we obtained our cannabis license. This allows One Plant to become operational in an expedited manner. In accordance with city ordinances, the proposed distribution facility is not located within 300 feet of any zone allowing residential uses at the time of submission.

Distribution Facility Street View

One Plant Antioch will operate under the most non-conspicuous of measures, as to not disturb

or expose the general public to distribution facility. One Plant Antioch will adhere to all laws and ordinances. The exterior of distribution facility will have minimal appeal or influence over the passing general public. Standard business signage will accompany the outside of the building.

Interior & Effective Exterior Flow Management

To show the interior and exterior flow of deliveries and distribution as well as employee and visitor check in, we have established in our Site and Floor Plan. Visitor flow will be managed through the main distribution entrance.

Employee secure entrance is located in the rear, where there is limited access area check in. There are adequate parking spaces allowed for employee parking in the rear and separate from visitor traffic.

Also, as seen in the picture below and in the Site & Floor Plan attached, the proposed One Plant location allows for more than enough space for deliveries and distribution flow so as not to inconvenience neighboring businesses. The business will go through multiple steps to ensure parking agreements and alternatives for employees and visitors in order to help mitigate any issues that arise.



Environmental Sustainability

One Plant's proposed building changes reflect Climate Action Plans, developed by cities throughout California, through strategies such as solar energy, low flow water systems, replacement of existing light fixtures with energy efficient LED lights, and a new energy efficient HVAC system. Please see the attached Site and Floor Plan for references.

Community Outreach

Caring and giving back is a core operating value of One Plant, our management team and our expert staff. We are committed to maintaining these values and ensuring that we make a meaningful and lasting contribution to the communities that welcome us into their midst. We understand that to have a positive impact in Antioch will require us to be proactive, reaching out to, engaging with, and listening to our neighbors as we identify opportunities to contribute funds, time, and personnel to local community-based organizations.

Monetary Contributions

One Plant has a long and rewarding history of making monetary contributions to community-based organizations where we are fortunate to operate. As we do elsewhere, One Plant Antioch will make monetary contributions to various organizations within the City. Each year, One Plant will evaluate organizations within the City to determine the best usage of funds based on each organizations' needs and the City's community empowerment objectives. One Plant has a long-standing partnership with Boys and Girls Clubs in various regions of the state where we have a presence. We would be honored to contribute annually to the Boys and Girls Club of Antioch in support of its critical work with at risk youth. In addition to supporting the Boys and Girls Club, One Plant is committed to providing significant monetary contributions each year to locally based non-profits serving the residents of the City.

Responsible Consumption & Director of Community Outreach

We are also passionate about actively promoting responsible consumption of cannabis product and working to educate consumers on the matter. Through our years of community engagement, we've have learned that to be a good neighbor requires that we engage with the community to access the how best our resources and volunteer efforts can be directed. In furtherance of this objective, we are dedicated to establishing a Director of Community Outreach to carry out our neighborhood compatibility plan and community outreach program.