

Workforce Development and Job Creation Plan

The ownership team at Buku Culture LLC (“Buku Culture”) is equipped with ninety plus years of combined experience in retail and business operations. We believe that workforce development is essential to our mission to invest in individuals in the community so they can achieve self-sufficiency and live safe, productive, and fulfilling lives. By providing jobs, training, and professional advancement opportunities to the residents of Jersey City and surrounding impact zones, including individuals from socio-economically disadvantaged areas, those with prior entanglements in the criminal justice or juvenile system, and those with disabilities, we can enrich not only the community but the ecosystem of an equitable cannabis industry.

Job Creation and Diversity Plan:

Buku Culture will promote fair hiring practices and equity among individuals who have been disproportionately affected by the prohibition of cannabis, and people of all gender identities and sexual orientations. Procedures will be in place to ensure all employees adhere to nondiscriminatory practices when leading, promoting, and communicating with staff. As a microbusiness located in the Impact Zone of Jersey City, our Company will ensure at least 75% of its employees are residents of Jersey City. We will host numerous job fairs throughout Jersey City prior to commencing operations and throughout the first year to procure local talent. After the first year, Buku Culture will continue to post jobs as they become available and have a resume drop off box available on-site. In addition to the job fairs and resume drop boxes, our relationships with three nonprofit organizations will enable us to ensure our goals are met with respect to diverse hiring and recruitment. SCORES Reentry, a 501(c)(3) organization, has committed to providing Buku Culture with referrals for employment of justice involved individuals. In return, we have committed to employing, at a minimum, 10% of our workforce as justice involved individuals. With C-Line Counseling Center ("C-Line"), a 501(c)(3) non-profit community-based organization, Buku Culture intends on promoting job opportunities to the 300 plus members served yearly by the nonprofit and provide a source of stability for individuals in need. Similarly, Buku Culture has a Memorandum of Understanding with Hudson Pride Center, also a 501(c)(3) non-profit community-based organization and we will strive to employ members of the LGBTQ community.

We will also engage with the Jersey City One Stop Career Center and offer any of the following options to help advance the local community:

- career counseling in the cannabis industry
- employment workshops
- hands-on training for various roles in the retail operation
- executive coaching

Part of our hiring goals including incorporating a diversity plan that:

1. Creates a culture of equal opportunity by hiring employees from a wide range of backgrounds, including individuals from economically disadvantaged areas, veterans, individuals with disabilities, women and minorities.

2. Ensures all staff members adhere to nondiscriminatory behavior when communicating and working with each other. Procedures will be in place for employees to make formal complaints without fear of being reprimanded in the event of a complaint. All complaints will be investigated by the Company's CEO in an unbiased manner, and appropriate action will be taken to rectify the situation.

We want Buku Culture to be a safe space for both staff and customers, and there will be no tolerance for discriminatory practices within our Company. Buku Culture's goals for creating a diverse team of staff members will be measured by self-identified demographic data. Any gap between the intended goal and actual result will be addressed by the Company's CEO and rectified in future recruitment strategies and hiring decisions.

At Buku Culture, we intend to have job openings for our departments including, but not limited to: Operations, Retail, Purchasing and Human Resources. As a microbusiness, our employee count cannot be more than 10, so we will have to be mindful of efficiency in staffing. When the regulations permit microbusinesses to convert to an annual, and subject to both State and Jersey City approval, we can convert to an annual (retaining the same footprint) to employ more individuals in necessary roles. We anticipate having the following positions available for the local community with a range of management and entry level positions:

- Operations Manager – this individual will be responsible for ensuring the Company is in compliance with all State and Jersey City rules and regulations on a daily basis. This position will report directly to the CEO and is considered a supervisory position. This individual will also be responsible for onboarding, hiring, and training of all staff. The Operations Manager will oversee creating schedules for all staff members and handling employee complaints.
- Budtenders (6-8) - these staff members, in addition to all management and staff, will go through training and education to ensure they possess the knowledge needed to help our customers make informed purchases. Their main objective will be to attend to our customers on the sales floor, process transactions via our POS system, and to maintain a clean and organized sales floor.
- Inventory Manager - this individual will be responsible for product and packaging compliance. They will perform a quality control inspection upon the arrival of any cannabis products. After a thorough inspection has been made, the products will then be processed into our point of sale (POS) and inventory management system. The Inventory Manager will store these products in our secured storage and oversee performing daily inventory counts, expiration date inspections, and product quality checks for items on our shelves. Our Inventory Manager will also oversee properly disposing of defective products, such as recalls or damaged goods.
- General Manager – this individual's responsibility will be to maintain day to day operations. It is this positions responsibility to enforce and implement all company policies and standard operating procedures. The General Manager will have monthly meetings with the CEO to discuss what improvements can be made in the company to provide a better

experience for our staff members and customers. This position will be available after operations have commenced and ownership can assess the need of this role compared to other roles such as, Human Resources or Assistant Operations Manager.

Employee Benefits:

Employee benefits are an important part of the overall compensation package we seek to offer our employees. In addition to a livable wage, Buku Culture will provide its employees with:

- Medical benefits, such as health, dental, and vision for all employees that work 25 or more hours per week (in accordance with NJ State Employment and Labor Laws)
- Life Insurance option for all employees that work 25 or more hours per week
- 401K program where employees have the option to contribute a portion of their pay towards their retirement savings with a match up to 100% of the employees' 5% pretax contribution
- Tuition assistance for Cannabis Certification Programs in State
- Paid Time Off
- 1 additional day off per quarter for each employee as a wellness day – the wellness day is for a mental health break or as a day off to enjoy
- Paid holidays off and time and ½ for any individual that chooses to work holidays

We will also incentivize performance and productivity within the workplace to create healthy goals and for motivational purposes. Employees that have a proven track record of exceeding sales goals or internal goals, i.e. most helpful budtender, will have access to continued programs such as the Rutgers Cannabis Law and Business Certificate that will enable them to gain access to certificate or degree coursework, make lateral internal moves, and be eligible for promotions within the Company.

Employee Training:

All management and employees will be trained for the position they were hired to fill, as well as tasks and responsibilities of other roles. Cross training employees is an internal strategy that we use to develop a workforce that can critically think and respond to various situations that occur throughout the course of business. Training will also include the New Jersey Cannabis Regulatory Commission mandated training in partnership with an approved program in the State such as the Hudson County Community College cannabis certificate program. Training will cover required topics such as:

- History of cannabis use, prohibition, and legalization;
- Common cultivation techniques and strain/cultivar varieties;
- The Cannabis plant and Chemotypes of cannabis;
- Endocannabinoid system;
- Dosage and Potency;
- Consumption methods;
- Terpenes
- Packaging, labeling, and advertising;

- Health education regarding the risks of cannabis use and over-use, including cannabis dependency; and
- All other required topics.

Not only will Buku Culture staff receive training on the above topics, but consumers will also have access to brochures both in-store and online to help educate them on these important points. Buku Culture staff will also undergo sensitivity training to be conducted by Hudson Pride Center prior to the employees start date. Buku Culture will have an orientation training program for all new hires that covers job specific responsibilities and the Company ethos. Monthly meetings will also be held to ensure employees are kept up to date and informed on Company SOPs and State and local laws and regulations. Since the cannabis industry is relatively new and constantly evolving, these meetings intend to keep all personnel up to date on laws, important news, and any regulatory changes within Jersey City or the State. Training sessions will also be held when needed in a timely manner, such as when any new rules and regulations are announced or to address a workplace situation. In addition to ensuring all personnel, management, and owners abide by the Company policies, everyone shall attest to and complete twelve (12) hours of ongoing training each calendar year, exceeding the minimum eight (8) hour requirement pursuant section 17:30-9.8 of New Jersey's Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act. Buku Culture's Ronnie Smith has held retail training and educational positions with years of experience to draw upon and plans to provide hands-on workshops to help employees develop their internal friendly persona and feel confident in assisting all consumers by creating a welcoming and educational experience.

Workplace Safety

To ensure the workplace is a safe and productive environment for both staff and consumers, the facility design will exceed compliance with the standards set forth by the Americans with Disabilities Act (the "ADA"). Buku Culture will not only incorporate accessible ramps, entrances, and exits, but also specialized seating for individuals with disabilities to ensure comfort and security of our employees and consumers. We will comply with all regulations with respect to workplace safety at the State and local level to always maintain a safe environment for staff and consumers.