

Benedict's Supply LLC
Workforce Development and Job Creation Plan

Benedict Supply LLC (hereinafter "Benedict Supply" or the "Company") is pleased to present this Workforce Development and Job Creation Plan in connection with its application to the Cannabis Control Board of Jersey City for a class 5 retailer license to operate at 3523 Kennedy Boulevard in Jersey City. This plan demonstrates our plan to develop a qualified, local, and diverse workforce that will lead our company to success. Our plan is to involve individuals from socio-economically disadvantaged communities, individuals with prior entanglements in the criminal justice or juvenile justice system, and people with disabilities in the ownership, management and staffing of the proposed cannabis business. This Workforce Development and Job Creation Plan should be viewed as a working document that will be revised and expanded upon as the Company, industry, and community grows.

Benedict's Supply's Workforce Mission: To hire an excellent local and diverse workforce and provide them with all the tools they need to love their job and grow their careers with or without the company.

Benedict's Supply People Operations Philosophy:

Benedict Supply is a wellness driven organization, with customer service being at the forefront of our overall mission. From our compliance officer to our budtenders, we believe every person in the company will have an impact on the customer experience and the bottom line. We consider employees assets, and every entry level job the start of a career. We plan to spend an incredible amount of effort *finding, training, and keeping* our team members.

1. Finding Team Members: During her tenure at Google, Sarah Russell (Benedict's Supply's founding owner) conducted hundreds of job interviews both as a hiring manager and as a registered interviewer. Those skills carried with her into her next job where she took over all hiring for NEI Group. Sarah is experienced in, and committed to, finding the right candidates.
 - a. Office of Diversity and Inclusion: We met with Floyd Jeter and the Office of Diversity and Inclusion to discuss our hiring needs. We have donated five cannabis certificate scholarships in hopes we can help to build a pipeline of diverse candidates. We intend to continue offering certificates for those who would like to pursue a career in the cannabis retail industry. Additionally, we have created a line of communication between the Office of Diversity and Inclusion that will allow us to advertise open jobs at Benedict's Supply outside of job fairs.
 - b. Job Fairs: After we receive full licensure, Benedict's Supply will host a local job fair at our site, 3523 Kennedy Boulevard, open to all local employers and job seekers. All hiring businesses must commit to hiring Jersey City applicants at any level of employment (not just entry level). We have attended two of the most recent cannabis job fairs in Jersey City (hosted by Cannademix / Hudson Community College on 11/10/22 and

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the Jersey City Office of Diversity and Inclusion on 10/12/22 and will continue to attend and participate in local third-party cannabis career fairs.

- c. **Job Postings:** It is our mission to prioritize candidates from our host community, giving jobs and creating economic opportunities to contribute to the racial and social justices this legalized industry was founded upon. So, while we intend to post job openings across traditional outlets, we will also put a heavy emphasis on advertising our job openings through local channels, including but not limited to:
 - i. Office of Diversity Equity and Inclusion
 - ii. Hudson County Community College Career Sparks Page
 - iii. In store and local signage
 - iv. Jersey City Library Job Board
2. **Training Team Members:** We have partnered with Green Flower Education, an established and university-trusted cannabis training platform, to build a robust and customized employee training program that includes both cannabis and endocannabinoid system tracks as well as local and compliance related information. We want to provide access to as much learning as possible, and our platform will include material much greater than the state required 8 hours minimum. Our goal is to empower already excellent people to thrive in their jobs and provide the best possible service to our customers. We want our employees to love what they do.
3. **Keeping Team Members:** Our intention is to help employees thrive in their careers and to create opportunities for growth within our Company. We plan to offer competitive salaries and hourly rates for part time workers, employee bonus programs, and benefits. Additionally, our managers will be tasked with getting to know their employees to understand what they want in a career, what skills they want to develop, and what work-life-balance looks like to them. People operations will be at the forefront of our overall operations.

Benedict's Supply Diversity and Equity Philosophy:

Diversity and equity are core values to us at Benedict's Supply. First, these values are at the core of our industry, and it is our mission to be purposeful about correcting the wrongs caused by the war on drugs. We are proud to be seeking a cannabis license in Jersey City, a designated Impact Zone that will hold us accountable to giving back to the communities who so rightly deserve to be part of the upside of this newly regulated market. Second, we believe that even in a vacuum, in a perfect world with no injustice, diversity is the key to success. John A. Powell, Director of Othering & Belonging Institute says, "Belonging is not just critical to our survival, it's essential if we are to thrive." Diversity, equity, and inclusion are at the forefront of our priorities as we strive to supply products and services for everyone. The diversity of our workforce will be of key importance to striking a well-rounded balance for our customers, and to ensure we continue to challenge ourselves internally.

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Sarah Russell, the founding owner of Benedict's Supply comes from the jewelry industry where she worked with the American Gem Society to create a Diversity, Equity, and Inclusion Task Force aimed at diversifying executives in the jewelry industry at a national level. Her programs included scholarships, internships, mentorship, and training.

Diversity and Equity Plan: Benedict's Supply is proud to be an equal opportunity workplace. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Our Diversity Goals are as follows:

- Ensure 25% of our team is Black, Brown, Latino or Native American by 2024
- Ensure we are actively recruiting women, minorities, and veterans through all our recruitment efforts.
- Ensure there is diverse representation at all levels of management, not just entry level.
- Establish a comfortable and equitable work environment that supports and fosters diversity and equity in the workplace through annual workplace trainings and continuous employee feedback.
- Review the Plan with management at all levels of Benedict's Supply no less than annually to ensure that the Plan is understood and complied with.
- Establish a preference plan review of hiring diverse vendors and contractors from the community which draw from disadvantaged business enterprises and groups.

The HR Manager will administer the Plan and will be responsible for developing measurable outcomes to ensure Benedict's Supply continues to meet its commitments. The HR Manager will review and evaluate Benedict's Supply 's measurable outcomes via an annual audit report to ensure that we are meeting its commitments.

Benedict's Supply Disabilities Philosophy:

We care deeply about making Benedict's Supply a place where everyone can learn, grow, and have an impact. We need a workforce that is representative of people who use our products, and a workplace that creates a sense of belonging. We know that people with disabilities make great employees, and we intentionally seek out people with diverse backgrounds and experiences. We know that disabilities come in all forms, and our goal is to partner with individuals to explore reasonable accommodations, and ensure we have the right company-wide practices and policies.

Job Development Plan:

In the short term, pre-licensure, our Company has ongoing operations that will require jobs including but not limited to:

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- Real Estate Broker
- Attorney
- Consultants
- Building contractors
- Signage Needs

Until this point, we have maintained our diversity and disability philosophies and used local Jersey City residents to fulfill almost all of our business needs and our goal is to continue to do so through the upstart phase of our business.

Post licensure, when our store is up and running, we expect to create and hire for the below positions according to the same above-mentioned ideals. We have already started to identify talent to fill these positions, as indicated below. :

General Manager (1 Open)

The general manager will be the “captain of the ship” in charge of the day-to-day operations of the store. The general manager must have over a year of regulated cannabis retail experience to be hired. Key responsibilities will include:

- Developing/implementing standard operating procedures for various dispensary functions.
- Managing dispensary staff, including interviewing, hiring, conducting performance evaluations, training, and education.
- Creating a dispensary schedule and ensuring proper staffing.
- Partnering with the dispensary compliance manager to ensure compliance in inventory management, cash management, reporting, and regulatory protocols.
- Facility management, including scheduling any necessary repairs and ensuring cleanliness.
- Spearheading marketing initiatives to drive dispensary sales.
- Bud tending.

Compliance and HR Manager (1 Open)

The compliance/HR manager will be responsible for making sure the dispensary stays compliant with all local and state laws and regulations. They are also responsible for any HR paperwork and escalations. Responsibilities will include:

- Ensuring compliance with local, state, and federal laws and regulations.
- Developing, implementing, and managing compliance programs across all departments, including finance, marketing, inventory, reporting, and security.
- Staying on top of changes in local, state, and federal laws and regulations and adjusting compliance practices accordingly.
- Maintaining proper licensure at the local, state, and federal level.
- Training all staff members on proper compliance.
- Regularly sourcing modern technology to aid compliance measures within the

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dispensary.

- Performing regular audits to ensure all dispensary operations are fully compliant.
- Onboarding fresh staff members.
- Managing staff benefit programs.
- Managing staff disciplinary issues.
- Managing payroll.
- Bud tending.

Sales Associates/Budtenders (4 Full Time Open / 8 Part Time Open)

Budtenders will be customer relationship managers who are enthusiastic about cannabis and have strong people skills. Responsibilities include:

- Providing service to dispensary customers, including educating consumers on strains, products, consumption methods.
- Handling cash payments and entering transactions into the POS system.
- Maintaining the appearance of the retail sales floor, including merchandising, restocking inventory, and cleaning sales area.
- Continuing cannabis education and maintaining up-to-date product knowledge.
- Meeting retail sales quotas.
- Complying with standard operating procedures.

Director of Security (Walter Chowanec, Jersey City Resident)

The Security Director oversees all security operations. Responsibilities Include:

- Being responsible for the safety of all employees, products, and the facility as a whole.
- Evaluating current procedures and practices.
- Assessing for safety concerns, identifying, and resolving security issues, supervising security operations and security personnel.
- Developing and executing new security plans and standard operating procedures.
- Ordering equipment for security as needed.
- Training security personnel as needed.
- Acting as a key liaison between the company and public law enforcement or similar agencies.

Security Officers (3rd Party Contracting)

Security personnel will protect our staff, customers, product, and overall investment.

Responsibilities will include:

- Ensuring the safety of staff, customers, products, and assets at all times.
- Monitoring security cameras to detect any potential threats or criminal activity, and ensure cameras are operating as expected.
- Regularly patrol the premises (including sales floor, reception area, and perimeter) to deter any potential threats or criminal activity.

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- Preventing customers or other unauthorized individuals from entering restricted areas.
- Investigating any potential threats or criminal activity and taking appropriate action.
- Reporting any security issues to dispensary management when necessary.
- Enforcing order, safety, and security within the dispensary at all times.
- Developing/implementing standard operating procedures specific to safety and security.

Director of Education (Dr. E. De'Vaughn Weaver)

Director of Education is responsible for auditing and ensuring that our cannabis and community education programs and materials are successful.

- Complete all Benedict's Supply sponsored and mandated training programs.
- Audit and work together with the HR Manager to improve and optimize training efforts.
- Understand and contribute to all customer facing education efforts.
- Ensure that our scholarships and public facing education efforts are marketed properly and are being used by our community.