

High Key 201 LLC

A Social Equity, MBE and Impact Zone Applicant



Workforce Development and Job Creation Plan

High Key 201 will establish a workforce development program in order to contribute to ensuring the creation of a structured, secure pathway to well-paying and safe jobs in the marijuana industry. The growing marijuana industry in the U.S. generated \$40 billion in 2021 and will create at least 400,000 jobs by 2022. Our efforts will promote entrepreneurship and foster innovation while maximizing diversity and equity within the industry. This is especially important to High Key 201 given that we are a diverse business entity.

High Key 201 will target local diverse talent first. This would provide preferred status to job seekers from targeted communities and former offenders who have rehabilitated themselves.

High Key 201's workforce development program will provide workers with industry recognition, education, and training. Our efforts will ensure certified training in the retail sector of the cannabis industry; this will be invaluable training that employees can use at other facilities or in different parts of the supply chain if they wish.

Safety and Occupational Standards: High Key 201 workforce development programs will help enforce regulations set by the state. These programs can integrate testing, product disposal, seed-to-sale track and trace, or pesticide use standards into their curriculum. It is a direct way to create a workforce ready to meet the highest standards.

Social Equity: High Key 201 workforce development programs will have an equity-grounded approach. The marijuana industry has been marked by significant inequality. People from marginalized communities hold significant knowledge in marijuana, but have faced significant legal and social exclusion for their involvement including mass incarceration.

Wages: High Key 201 workforce development programs will establish a wage floor and higher pay standards for workers as they gain training and specialization. Pay in the marijuana industry varies state-by-state. In Oregon, marijuana retail wages are \$13 per hour and in Washington they are \$16.27 per hour. In California, cultivation jobs range from \$18-\$21.3 per hour. Jointly

Managed Apprenticeship Program: A jointly managed (union/management) workforce development program is vital. Unions that work in the marijuana industry regularly interact with employers.

Employee Handbook

High Key 201 will establish labor and employment practices consistent with the State of New Jersey's employment and labor practices. Practices will be documented in High Key 201's employee handbook. Topics will include, but not be limited to:

Section 1: The Way We Work	Section 2: Your Pay and Progress
<ul style="list-style-type: none">● A Word About This Handbook● Building for the Future● Equal Employment Opportunity● Pregnancy Accommodation● Americans with Disabilities Act● A Word About our Employee Relations Philosophy● No Harassment● Categories of Employment● Anniversary Date● Drivers License/Driving Record● Certification, Licensing and Other Requirements● Immigration Reform and Control Act● New Employee Orientation● Suggestions and Ideas● Talk to Us	<ul style="list-style-type: none">● Recording Your Time● Payday● Paycheck Deductions● Garnishment/Child Support● Performance Reviews● Pay Raises● Pay Advances● Overtime
Section 3: Time Away from Work and Other Benefits	Section 4: On the Job

<ul style="list-style-type: none"> • Employee Benefits • Holidays • Paid Time Off (PTO) • Jury Duty • Voting Leave • Election Judge Leave • Military Leave • Family Military Leave • Civil Air Patrol Leave • Volunteer Emergency Worker Leave • Volunteer Fire Protection Trustee Leave • Witness Leave • School Visitation Leave • Bereavement Leave • Leave of Absence • Domestic and Sexual Violence Leave • Medical Insurance • Dental Insurance for Children • COBRA • Federal Family and Medical Leave Act • Pregnancy Accommodation (Hawaii Employees) • Social Security • Unemployment Insurance • Workers ' Compensation • Employee Assistance Program 	<ul style="list-style-type: none"> • Conduct at Client's Location • Confidentiality of Client Matters • Care of Client Records • Attendance and Punctuality • Meal Time • Lactation Breaks • Standards of Conduct • Access to Personnel Files • Client and Public Relations • Non -Solicitation • Distribution • Changes in Personal Data • C a r e of Equipment • Travel/Expense Accounts • Personal Property • Severe Weather • Natural Disasters • Personal Telephone Calls • Acceptable Use of Electronic Communications • Social Media • Security of Electronic Devices • Dress Policy • Personal Hygiene • Protecting Organization Information • Conflict of Interest/Code of Ethics • Outside Employment • If You Must Leave Us
Section 5: Safety in the Workplace	
<ul style="list-style-type: none"> • Each Employee's Responsibility • Workplace Violence • Workplace Searches • Hazard Communication • Smoking in the Workplace • No Weapons in the Workplace • Substance Abuse 	

Other topics will include, but will not be limited to:

- EEO, Diversity and Employee Relations
- The New Jersey Law Against Discrimination (NJLAD or LAD) prohibits discrimination and harassment in employment. Protected characteristics include:
 - Race (including hair texture, hair type, protective hairstyles and other traits historically associated with race);
 - Creed;
 - Color;
 - National origin;
 - Age;
 - Ancestry;
 - Nationality;
 - Marital, domestic partnership or civil union status;
 - Sex;
 - Pregnancy (including breastfeeding);
 - Gender identity or expression;
 - Disability;
 - Liability for military service;
 - Affectional or sexual orientation;
 - Atypical hereditary cellular or blood trait; and
 - Genetic information (including the refusal to submit to genetic testing).

The LAD also prohibits retaliation against an employee for:

- Filing a discrimination complaint;
- Participating or testifying in any proceedings; or
- Opposing any acts forbidden under the LAD.

Pregnancy Accommodation

- Bathroom breaks;
- Breaks to drink more water or the ability to carry a water bottle;
- Periodic rest periods;
- Modified job duties or work schedule;
- A temporary transfer so that the employee can avoid strenuous or hazardous work; and
- Assistance with manual labor; and
- Reasonable, daily break time and a suitable location (that is private, close to the work area and not a toilet stall) for the employee to express breast milk for her infant child.

The handbook will include other elements pertinent to labor relations such as: equal pay, Discussion of Wages, Whistleblower Protections, Recruiting and Hiring, Salary History Inquiry Restrictions, Pay and Benefits, Health Care, Payment of Wages, Pay Frequency, Pay Statements, Wage Deductions, Temporary Disability Insurance Time Off and Leaves of Absence, Family and Medical Leave, Paid Family Leave, Paid Sick Leave, Health and Safety, Safe Driving Practices, Organizational Exit and Final Pay.