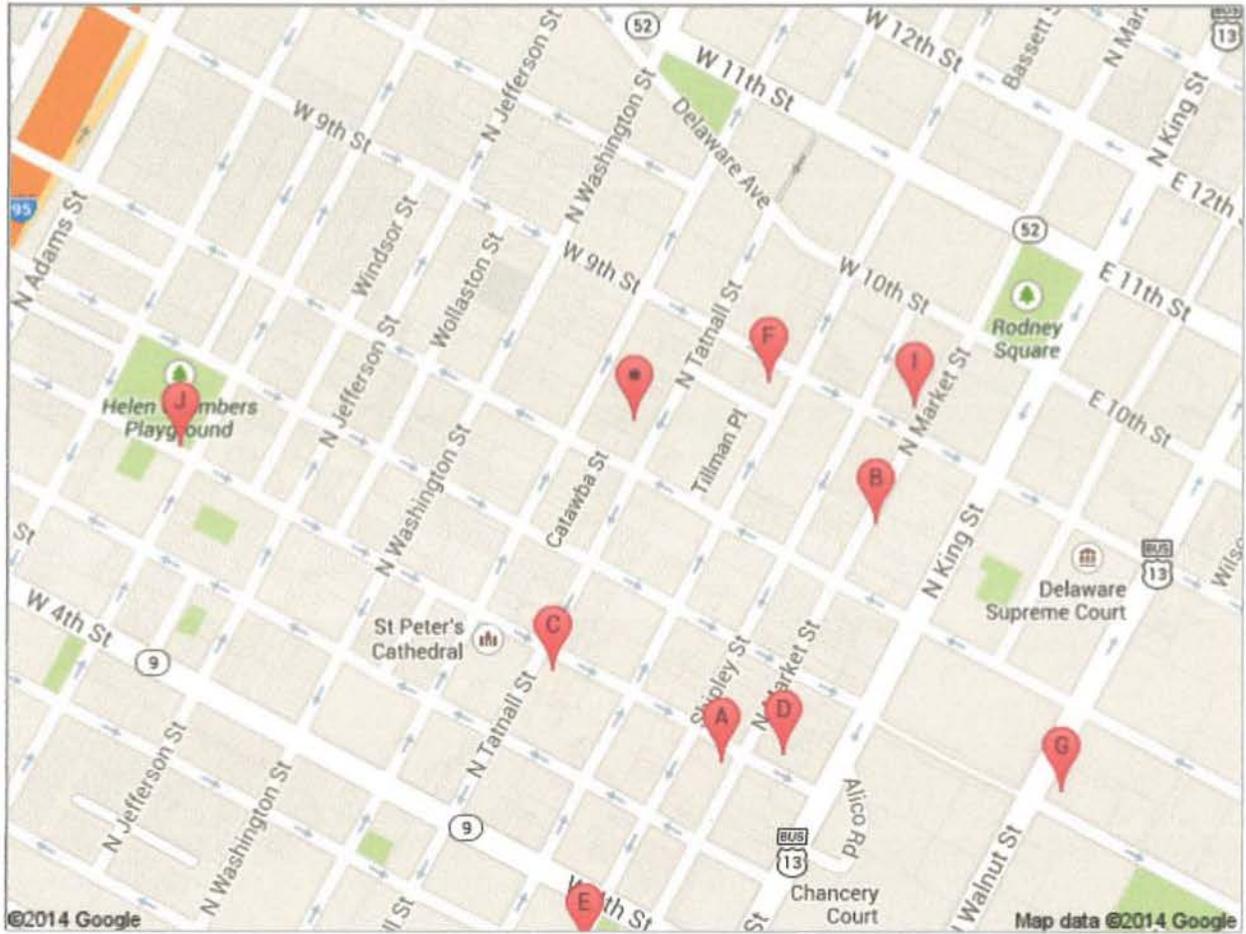


# 29 Del. C. Ch. 100 Freedom of Information Act







**schools near 811 N. Tatnall St. Wilmington  
De 19801**

- A. **Kuumba Academy Charter School**  
519 N Market St, Wilmington, DE  
(302) 472-6450  
1 review
- B. **First State Ballet Theatre**  
818 N Market St, Wilmington, DE  
(302) 658-7897
- C. **St Peter's Cathedral School**  
Wilmington, DE  
(302) 656-5234
- D. **Delaware College of Art & Design**  
600 N Market St, Wilmington, DE  
(302) 622-8000  
1 review
- E. **Delaware Technical & Community College**  
333 N Shipley St, Wilmington, DE  
(302) 571-5300  
1 review
- F. **American Beauty Academy**  
200 W 9th St # 410, Wilmington, DE  
(302) 661-1111  
3 reviews
- G. **St Michael's School & Nursery Inc**  
700 N Walnut St, Wilmington, DE  
(302) 656-3389
- H. **Sarah Pyle Academy**  
501 N Lombard St, Wilmington, DE  
(302) 429-4158
- I. **Strategic Visions in Education, Inc.**  
901 N Market St #472, Wilmington, DE  
(302) 409-9362
- J. **West Center City Day Care Nursery, Incorporated**  
Wilmington, DE  
(302) 656-0485  
1 review

## 29 Del. C. Ch. 100 Freedom of Information Act

**Security Oversight Diagram**

**29 Del. C. Ch. 100 Freedom of Information Act**



## Plant Count Audit Sheet

DATE: \_\_\_\_\_

Seedling Count:

Strain: \_\_\_\_\_

Seedling #: \_\_\_\_\_

Strain: \_\_\_\_\_

Seedling #: \_\_\_\_\_

Strain: \_\_\_\_\_

Seedling #: \_\_\_\_\_

Comments:

Plant Count:

Strain: \_\_\_\_\_

Plant #: \_\_\_\_\_

Strain: \_\_\_\_\_

Plant #: \_\_\_\_\_

Strain: \_\_\_\_\_

Plant #: \_\_\_\_\_

Comments:

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

location. You may also limit the report to a specific product in the Product drop down menu. If the Product drop down menu is left blank, all products will be displayed.

### ***Referrals***

The Referrals report details all of the referral sources and the number of people they have referred. The Start Date and End Date options are available to show the number of referrals over a given time period. By default, the Start and End Date parameters will be set to the current date. You can also limit the report to a specific Location.

### ***Top Customers***

The Top Customers report will list all of your top customers within a certain timeframe controlled by the Start and End Time. You can limit to one specific Location by choosing one from the drop-down. The Last Name entry box will let you limit the scope of the customers to a specific last name.

## ***Department of Revenue***

**T**he Department of Revenue category contains several reports that are specific to Colorado for regulatory purposes. However, any center may otherwise choose to view these reports as they do contain useful information even to those outside of Colorado.

### ***30% Compliance Report***

The 30% Compliance Report will list an amalgamation of the other Department of Revenue reports and place your totals on the standard 30% Compliance sheet. You must choose your OPC (Growhouse) Location and, if you have multiple dispensaries, a Location from the drop-down.

### ***Daily Patient Sales Report***

The Daily Patient Sales Report will list all of your customer purchases for a certain timeframe (a day, by default). You can change the Start and End dates, as necessary though. You can also set the report to one specific location through the Location drop-down. The Weighable drop-down will optionally allow you to list only weighable (e.g. Bud) or non-weighable (e.g. Edibles) items.

### ***Employee List Report***

The Employee List Report will list all of your current employees as defined in their user permissions. This can be constrained to a specific location through the Location drop-down.

### ***Physical Inventory Sheet***

The Physical Inventory Sheet will list all of a center's on hand inventory for the given time period. You must select a Year, Month and Location.

**Primary Center Patient List**

The Primary Center Patient List will list currently assigned and valid card members. The Location drop-down, optionally, will allow you to only pull one specific location's members.

**Transfers From OPC**

The Transfers From OPC report will allow you to see all of the transfers from your OPC (Growhouse) to a specific location. Begin by selecting a Location from the drop-down and then selecting the Start and End dates. You can also specify the Location that the transfers were destined for from the drop-down.

**Transfers Sales and Purchases**

The Transfers Sales and Purchases report will list side by side your customer sales, transfers, wholesale purchases and wholesale sales. You'll need to select the OPC (Growhouse) location, the Year, the Month and the destination Location.

**Wholesale Transaction Report**

The Wholesale Transaction Report will list with details, side by side, all of your wholesale purchases and sales. You must select the OPC (Growhouse) Location, the Start and End date and destination Location.

**Employees**

**T**he Employees category contains several reports that relate to your employees.

**Sales Stats**

The Sales Stats report will detail for a specific time period the volume, averages, etc. on your employees sales. You can change the Start and End Dates to view specific time periods.

**Timesheet**

The Timesheet report details all of the punches for a specific employee or all employees. The options Start Date and End Date allow you to specify the time period you wish to pull from and are, by default, set to the current date. The Location drop-down will limit the punches to a specific location. The final option is Employee and allows you to select from the drop-down an employee and only pull their specific punches.

**Timesheet Log**

The Timesheet Log report will display the clock-in time, clock out time, location, and employee for a particular date range. The Location drop-down will limit the search to a particular location. The Employee drop-down list will allow you display the information relevant to a specific employee.

## **Growhouse**

The Growhouse reports offer various details regarding your growhouse operations.

### ***Mother Yields***

The Mother Yields report will offer average yield values for your mother plants; that is, how much dry weight the clones off of said mother plants are producing. You can limit this report by Location or Strain, if you wish.

### ***Plant Inventory***

The Plant Inventory report will list all of the current plants in your growhouse. The Location drop-down allows you to a specific location and selecting it is recommended. The Phase allows you to only select plants that are Growing, Drying, etc. The Strain drop-down will qualify the list based on the strain. The Room drop-down can limit to plants in a specific growhouse room. The Patient textbox allows you to enter a specific MMJ Card number and only see that patient's plants. The Destination drop-down can be used to only display those plants intended for a specific dispensary.

### ***Removed Plants***

The Removed Plants report will list any plants that have been removed (deleted) from your system during the selected time period. You can modify the time period by modifying the Start Date and End Date. The Location drop-down can limit this to one specific Growhouse, if you have more than one within the system. The Strain drop-down can limit the search to one specific strain.

### ***Strain Counts***

The Strain Counts report will display the location, strain name, and the total quantity of each strain in a particular location. The Rom drop-down can limit the report to a particular room.

### ***Waste***

The Waste report will list any derivatives from your Growhouse that have been discarded as waste. You can limit the report time period by the Start and End parameters. The Location drop-down will also only show waste records from a specific location.

### ***Yields***

The Yields report will list, for a selected time period, the wet and dry weights of your plants that have come out of the Growhouse. You can constrain the time period by the Start and End Times. The Strain drop-down will only list yields from a specific strain. The Location drop-down will only list yields from a specific location.

### ***Yields Forecast***

## ***Inventory***

**T**he Inventory reports offer various details regarding your inventory past and current.

### ***Current Inventory***

The Current Inventory report will show all of your inventory current in the system. You can choose to constrain by a specific Location from the drop-down. The Room drop-down will only list the inventory in a specific Inventory Room (if you have enabled them). The Strain drop-down will allow you to only view a specific strain's inventory. The Product drop-down will limit by a specific product. The Category drop-down will constrain by the category of the inventory items. The Type drop-down can limit by specific types of inventory (e.g. Bud, Shake, etc.). The Grouping option, if set to Yes, will group products together and only show the totals whereas setting this to No will show each individual barcode.

### ***Historical Inventory***

The Historical Inventory report is almost identical to the Current Inventory report, except that it allows you to select a Date to show what the current inventory looked like on that specific date. You can choose to constrain by a specific Location from the drop-down. The Room drop-down will only list the inventory in a specific Inventory Room (if you have enabled them). The Strain drop-down will allow you to only view a specific strain's inventory. The Product drop-down will limit by a specific product. The Category drop-down will constrain by the category of the inventory items. The Type drop-down can limit by specific types of inventory (e.g. Bud, Shake, etc.). The Grouping option, if set to Yes, will group products together and only show the totals whereas setting this to No will show each individual barcode.

### ***Inventory Adjustments***

The Inventory Adjustments report will list all of your individual inventory adjustments for a time period. You can modify the time period by changing the Start and End dates. The Location drop-down allows you to only show adjustments from a specific location.

### ***Inventory Audits***

The Inventory Audits report will list all of your inventory audits for a time period with the items that were modified and the amounts. You can modify the time period by changing the Start and End dates. The Location drop-down allows you to only show adjustments from a specific location.

### ***Inventory Conversions***

The Inventory Conversions report will list any inventory conversions over a given time period. For example, when a batch of stems are converted to hash oil. You can modify the Start and End times and also the Location.

### ***Inventory Forensics Report***

The Inventory Forensics Report provides a detailed account of all inventory for a specific date range. Name, previous quantity, new quantity, date, the action taken to cause the change, and the user who initiated the action are all displayed. Utilizing the drop downs can limit the report by Location, Strain, Product, and Category.

### ***Inventory Room Transfers***

The Inventory Room Transfers report will list any inventory room transfers over a given time period between one room and another in your inventory. You may change the Start and End times and constrain to a specific Location.

### ***Inventory Transfers***

The Inventory Transfers report will list all inventory transfers, both location to location and wholesale, that have occurred over a date range defined by the Start and End Dates. The Location drop-down will only shown transfers in or out of a specific location. The Direction drop-down can constrain to either Inbound or Outbound transfers. The Vendor drop-down will allow you to only display transfers to a specific vendor. The Strain drop-down will list only transfers related to a specific strain.

### ***Products***

The Products report will display a list of all of your existing products and include the following information: Name, Category, Tax Category, Location, Strain (where applicable), Member Discount, Requires Weighing, Is Medicated, Requires Inventory, Default Vendor (where applicable), Default Usable (where applicable, in the case of non-weighable items) and Cost Per Unit. The Location drop-down will only show products available in a specific location. The Strain drop-down can be selected to only show products that have been assigned to a specific strain. The Category drop-down will only display products in a specific category. The Tax Category drop-down will allow you to constrain by which items have been tax exempt and which ones have not. The Vendor drop-down can display any products that have been associated with a specific vendor. The Requires Inventory drop-down will allow you to show or hide products that require inventory or ones that do not. The Weighable drop-down can display only weighable or non-weighable products that have been input into the system. The Member Discount drop-down will allow you to display products which have or have not been set as eligible for a member discount. Finally, the Medicated drop-down will allow you to display only medicated or non-medicated products, if you wish.

### ***Logs***

**T**hese Logs detail the various changes made to the Product Categories, Products, and Strains.

**Product Categories Log**

The Product Categories Log details the changes made to any Product Categories, including deletion. The report lists the changes made, the employee who made the changes, and the date on which the changes occurred.

**Products Log**

The Products Log details the changes made to any Products, including deletion. The report lists the changes made, the employee who made the changes, and the date on which the changes occurred.

**Strains Log**

The Strains Log details the changes made to any Strains, including deletion. The report lists the changes made, the employee who made the changes, and the date on which the changes occurred.

**Miscellaneous**

**T**here are a couple reports that don't quite relate to any category in particular so they are grouped here.

**Backup Log**

The Backup Log report details the success or failure of the last X number of automated database backups. The one option, named Count, is defaulted to 30 such that it will display the last 30 backup details. This is an important report as it ensures that your system is consistently being backed up properly.

**Patient Ratio**

The Patient Ratio report will show a summary of how many plants, inventory and members there are in the system. There are no options for this report.

**Sales**

**T**here are many reports available that can display your sales data.

**Best Sellers**

The Best Sellers report will show which the top selling products for a time period. The Start and End Date will constrain the period to show the sales for. The Top textbox which defaults to 20, allows you to select how many products to show. The Location drop-down will only show sales for a specific location.

**Best Sellers By Quantity**

The Best Sellers By Quantity report will show which the top selling products by quantity for a time period. The Start and End Date will constrain the period to show

the sales for. The Top textbox which defaults to 20, allows you to select how many products to show. The Location drop-down will only show sales for a specific location.

### ***Cash Close***

The Cash Close report will show the details of any cash close procedures (including how much the till was off, etc.) for a given time period. You can modify the time period by adjusting the Start and End Dates.

### ***Complex Sales Report***

The Complex Sales Report will show significant details about your entire operation including sales, wholesale, cash close, number of new customers, etc. This report will open up into a new browser window when run. You can change the Start and End Dates to show a different time period. The Location can limit the report to one specific location.

### ***Discount Report***

The Discount Report will show a summary of all the discounts that have been used for a time period. The Start and End Date will constrain the report to only show discounts for a certain period. The Location drop-down will further constrain the discounts to ones only used at a certain location.

### ***Discount Report By Employee***

The Discount Report By Employee report will show a summary of all the discounts, by Employee, that have been used for a time period. The Start and End Date will constrain the report to only show discounts for a certain period. The Location drop-down will further constrain the discounts to ones only used at a certain location. The Employee drop-down allows you to select one employee in particular, if you wish.

### ***Discount Report By Item***

The Discount Report By Item report will show a summary of all the discounts, by Item, that have been used for a time period. In comparison to the previous reports, this one will also show the reason for a discount, if it was an Instant Discount. The Start and End Date will constrain the report to only show discounts for a certain period. The Location drop-down will further constrain the discounts to ones only used at a certain location. The Employee drop-down allows you to select one employee in particular, if you wish.

### ***Payments***

The Payments report will list a summary of all payments including method, amount, etc. The Start and End Date will constrain the report to only show discounts for a certain period. The Location drop-down can be used to only show payments at a specific location. The Customer Name drop-down offers the option to hide a customer's name and instead show their MMJ Card number. The method drop-down can be set to only show a specific payment method.

**Payouts**

The Payouts report will show the payouts, if any, for a given time period. It will list the amount, reason for the payout, who initiated it, etc. The Start and End parameters will control the time period to display the payouts for. The Location drop-down can be set to only show the payouts for a specific location. The Terminal drop-down can be set to only show payouts from one specific terminal.

**Sales Counts By Hour**

The Sales Counts By Hour report will, for a given time period, display the busiest hour (e.g. 3 PM). The Start and End parameters control the time period to take into consideration when showing the summary. The Location can further constrain the report to only take into account sales from a specific location.

**Sales Counts By Weekday**

The Sales Counts By Weekday report will, for a given time period, display the busiest weekday in a week (e.g. Friday). The Start and End parameters control the time period to take into consideration when showing the summary. The Location can further constrain the report to only take into account sales from a specific location.

**Sales Counts By Weekday and Hour**

The Sales Counts By Weekday and Hour report will, for a given time period, display the busiest weekday and hour (e.g. Friday 3PM). The Start and End parameters control the time period to take into consideration when showing the summary. The Location can further constrain the report to only take into account sales from a specific location.

**Sales Demographics**

The Sales Demographics report details the percentage of visitation, the amount of money spent, and the percentage by amount for Members and Non-Members based on zip code, city, and age. This report can be limited to a specific location if desired.

**Sales Report**

The Sales Report displays basic customer sales information, normally for a specific day, but can be set for any date combination through the Start Time and End Time. The Location drop-down can constrain the report by a specific location. The Customer Name drop-down can remove the customer's name from the report and instead show the MMJ Card number. The Tax Exempt drop-down can be set to only show taxable or only show non-taxable sales.

**Sales Tickets**

The Sales Tickets report is similar to the Sales Report, except instead of just listing basic sales data it also lists the items purchased, whether a manual or integrated scale was used, etc. The Start and End parameters control the dates for the data and they default to the current date. The Location drop-down can constrain the report by a specific location. The Employee drop-down allows you to select a specific employee's sales tickets. The Customer Name drop-down can remove the customer's name from the report and instead show the MMJ Card number.

**Sales Trends**

The Sales Trends report displays trend data based on a Sum. Options available in the Sum drop-down are Sales Totals, Sales Total by Product, Sales Total by Category, Sales Total by Inventory Type, Quantity Totals by Product, Quantity Totals by Category, and Quantity Totals by Inventory Type. The report can also be sorted by day, week, or month and be limited to a particular location.

**Voided Tickets**

The Voided Tickets report is identical to the Sales Tickets report, except that it will only display tickets that have been voided. The Start and End parameters control the dates for the data and they default to the current date. The Location drop-down can constrain the report by a specific location. The Employee drop-down allows you to select a specific employee's sales tickets. The Customer Name drop-down can remove the customer's name from the report and instead show the MMJ Card number.

**Weigh Heavy**

The Weigh Heavy report details the product and weight of transactions that were processed Weigh Heavy. The report can be further narrowed by location and employee.

**Wholesale Payments**

The Wholesale Payments report can potentially list sales or purchases to vendors in a similar manner to the Payments report. The Start and End parameters determine the time frame of the transactions. The Location drop-down determines what location to display the transactions for. The method drop-down allows you to only show transactions that were made with Cash, Credit, etc. The Transaction Type choice allows you to limit only to Sales or Purchases. The Vendor drop-down allows you to select only transactions that relate to a specific vendor.

**Wholesale Report**

The Wholesale Report is a wholesale version of the Sales Report. For a given Start and End Time, you can view the sales data related to wholesale transactions. You can constrain by Location and also select whether you would like to view Sales or Purchases.

**Wholesale Tickets**

The Wholesale Tickets report is a wholesale version of the Sales Tickets report which displays details on the wholesale transactions including the item details. To specify the date, you can select a specific Start and End parameter. The Location drop-down determines the location, if any, to display the tickets for. The Employee drop-down allows you to constrain to one specific employee's transactions. The Type drop-down allows you to choose whether to display Sales or Purchases.

**Worst Sellers**

The Worst Sellers report will show which products are not selling very well for a time period. The Start and End Date will constrain the period to show the sales for. The

Bottom textbox which defaults to 20, allows you to select how many products to show. The Location drop-down will only show sales for a specific location. The Minimum allows you to select a minimum number of sales for a product to appear on this list.

### ***Worst Sellers By Quantity***

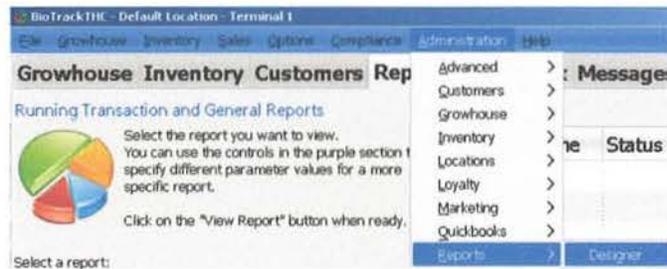
The Worst Sellers By Quantity report will show which products are not selling very well for a time period, specifically, by the quantity. The Start and End Date will constrain the period to show the sales for. The Bottom textbox which defaults to 20, allows you to select how many products to show. The Location drop-down will only show sales for a specific location.

### ***Z-Out***

The Z-Out report will display a cash, sales and tax summary for a location for a given time period (normally a day). You can specify the Start and End parameters to another day or a longer time period, if you wish. This report requires you also to specify a specific Location. You can also, optionally, select a Terminal from the drop-down. When a cash close procedure is completed, this report will normally be run automatically with the specific Terminal selected.

## ***Setting a Report as a Favorite***

To set a report as a favorite report, navigate to the Toolbar, then click on Administration, Reports, Designer, as can be seen below:



# SECURITY Audit CHECKLIST

Date:

1. Exterior of Compassion & Grow

Compassion Center       Grow

Access from outside is limited

Outside of perimeter is well lit

Entry to medication storage and grow is SECURE

Medication, processing and labeling is not visible from street or public area

Comments:

2. ALARM SYSTEM

Panic button to law enforcement is operational

Automatic electronic notification for power outage is operational

Generator is operational

Computer locations are secure and all computers are accounted for

Comments:

3. VIDEO SURVEILLANCE

Cameras in secured areas operational

Video footage digital system operational

24 hour video footage internet connection operational

Comments:

4. STORAGE of Medication

Safe (Dispensary) operational

Safe (Grow) operational

Roster of Agents with access to safes and Grow

Crime report for local area

Scope and sustainability of security system report

Root cause analysis of any breach of security and inventory discrepancy report

Comments:

5. Malfunctions, Modifications or Repairs to security system

Comments:

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

# 29 Del. C. Ch. 100 Freedom of Information Act

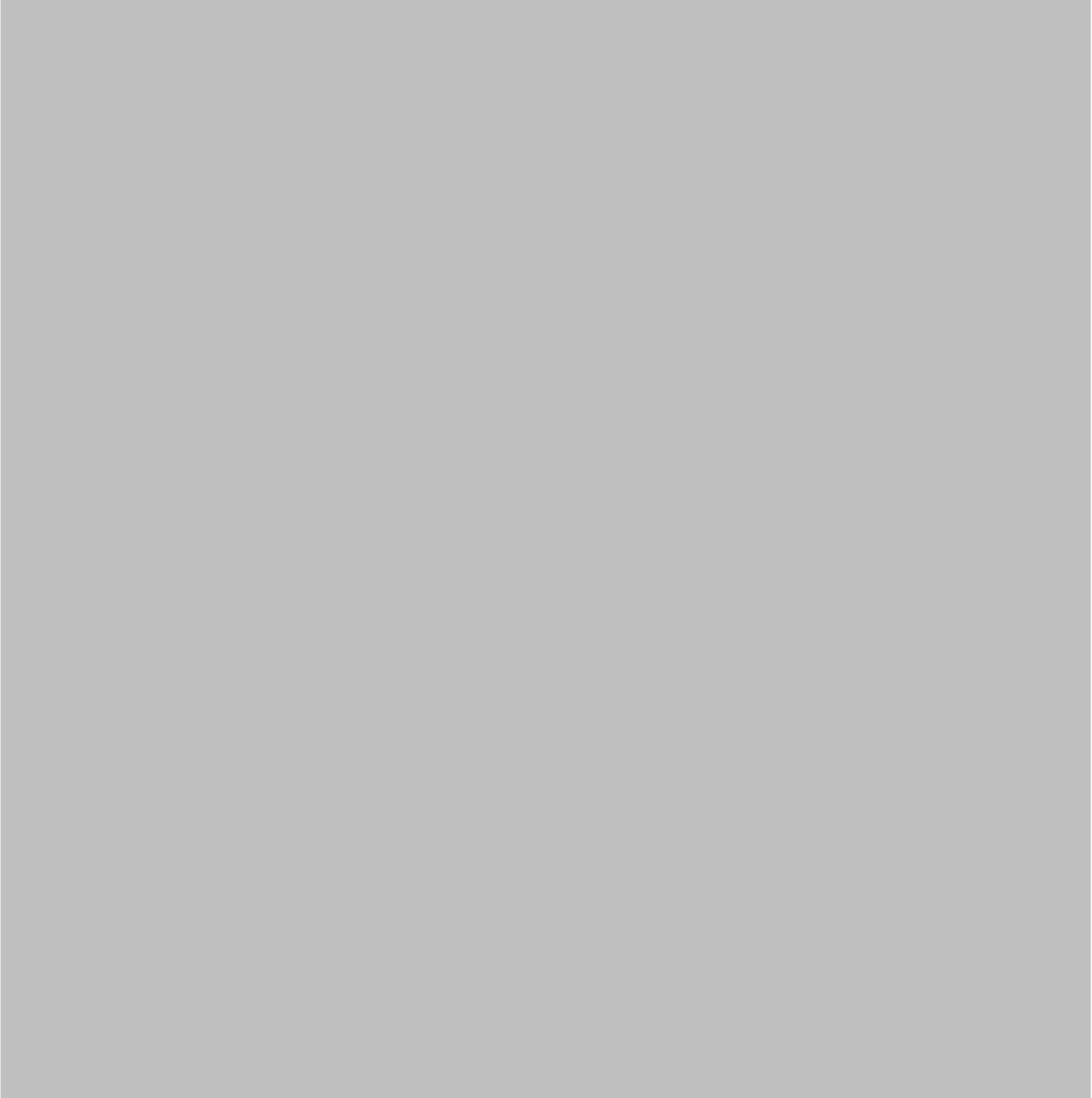
**Attachment A:** 29 Del. C. Ch. 100 Freedom of Information Act

## User Access Control

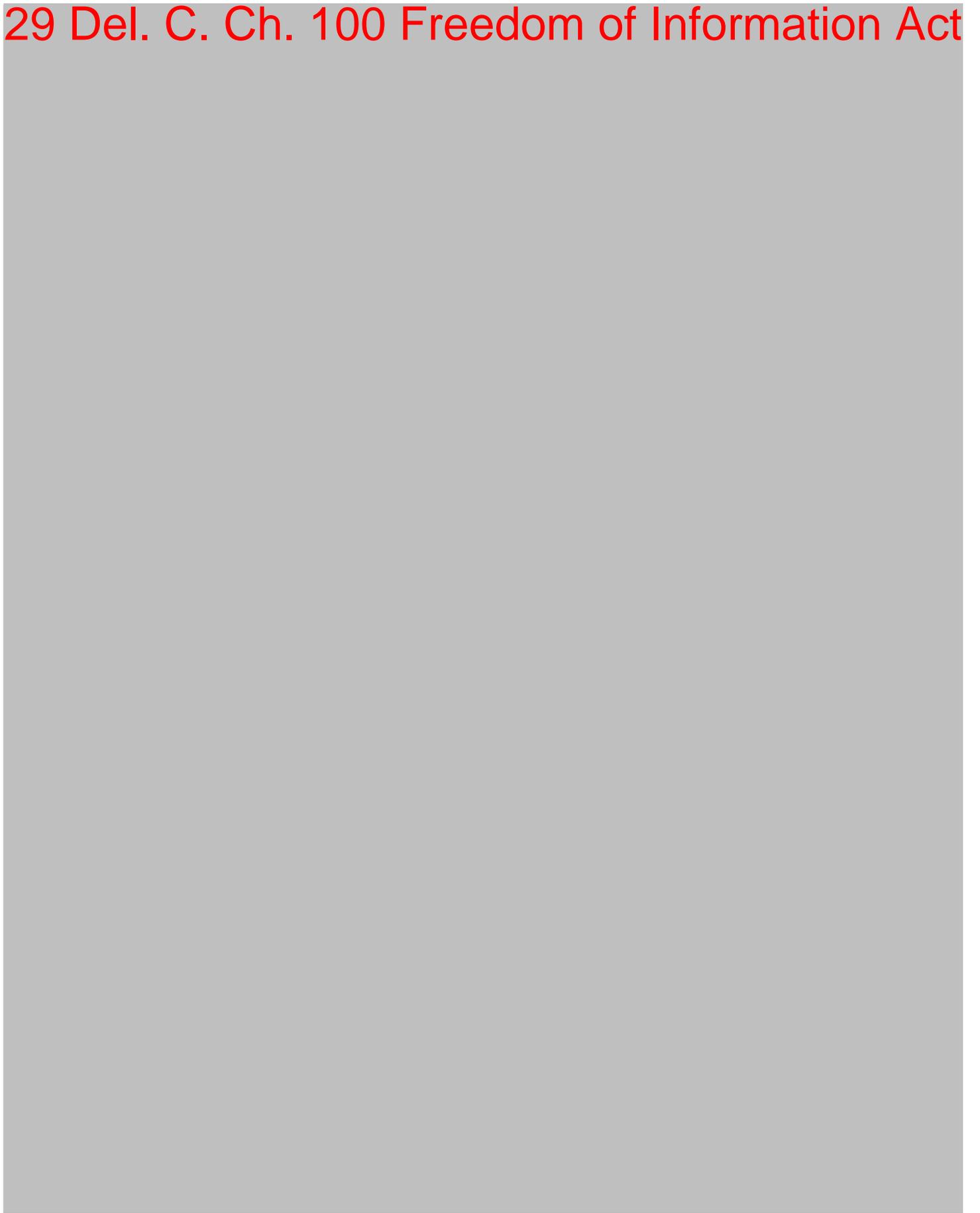
[Redacted text block]

- **No disclosure of confidential or proprietary information on the Internet, whether using Company equipment or otherwise.**

# 29 Del. C. Ch. 100 Freedom of Information Act



# 29 Del. C. Ch. 100 Freedom of Information Act



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- [Redacted list items]

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# 29 Del. C. Ch. 100 Freedom of Information Act

# Section H Exhibits

## H.1 Bidder References

a. Dr. Reynold S. Agard, MD

b. David W. Curtis

c. Chai Gadde, RPh, MBA



## PREMIERE PHYSICIANS, PA

Reynold S Agard MD FACP

Angela Carroll, FNP-BC

Christina Pecorella, FNP-C

314 E. Main Street, Suite 103  
Kelway Plaza  
Newark, DE 19711

PH: 302-366-0550  
FAX:302-366-8905  
www.premierephysicians.com

To Whom It May Concern:

I highly recommend Raj Chirra and his team from Blue Hen Compassion and Wellness (BHCW) to apply to DHSS to be able to register a medical marijuana dispensary and cultivation operation in New Castle County. Raj Chirra has been a great resource in the medical community and has been supporting us on various medical missions locally and internationally. Recently we travelled to Kenya to serve the under privileged and Raj was an integral part of the medical mission. The executive management has the experience and leadership to create a national model for medical marijuana cultivation and dispensing.

DHSS will be lucky to have a great community leader, a professional with highest standards and a very successful business man to lead medical marijuana efforts. He has been a great pharmacist and has dedicated his life to the service of humanity. He is very involved in the community and has successfully implemented various community outreach programs. Blue Hen Compassion and Wellness is a great organization and will provide valuable contribution to the community and will do justice to your patients with their needs. The medical community in Delaware will appreciate State of Delaware's consideration of BHCW for this bidding process and will feel secure for their patients.

Diversion of controlled substances is a major issue in the community and the community will be well insulated from such issues if the bid is awarded to BHCW.

Sincerely,

29 Del. C. Ch. 100 Freedom of Information Act

Dr. Reynold S Agard  
Premier Physicians  
314 E Main Street Suite#103  
Newark, DE 19711  
302-685-0181 C

**LNWA**  
LEON N. WEINER & ASSOCIATES, INC.  
HOMEBUILDERS • DEVELOPERS

One Fox Point Centre ♦ 4 Denny Road ♦ Wilmington, Delaware 19809

March 14, 2014

To Whom It May Concern:

I write this letter in strong support of the efforts of the Blue Hen Compassion and Wellness to register a medical marijuana dispensary and cultivation operation in New Castle County.

I have known Raj Chirra both personally and professionally for many years and can attest first-hand to his exemplary character. Raj has steadfastly displayed the highest level of professionalism and care for his customers at the Kirkwood Pharmacy. He also commands well-deserved respect from his peers at ACRO Pharmaceuticals and throughout the industry.

Equally important, Raj and his wife, Dr. Supraja Chirra, consistently enhance our community. Their philanthropy and volunteerism has helped countless organizations and their positive, friendly, helpful attitude enhances any endeavor.

I unequivocally support Raj and Blue Hen Compassion and Wellness in this landmark effort.

Best regards,

**LEON N. WEINER & ASSOCIATES, INC.**

29 Del. C. Ch. 100 Freedom of Information Act

**DAVID W. CURTIS**  
Executive Vice President

DWC/kaf



2 Penns Way, Suite #404  
New Castle, DE 19720

To Whom It May Concern:

I write this letter in strong support of the efforts of the Blue Hen Compassion and Wellness to successfully apply to DHSS to be able to register a medical marijuana dispensary and cultivation operation in New Castle County. The executive management has the experience and leadership to create a national model for medical marijuana cultivation and dispensing. Blue Hen Compassion and Wellness will be an asset and community leader in the State of Delaware and New Castle County.

I have known Raj Chirra for about 20 years and can vouch for his professionalism, integrity and compassion. Raj is a person of solid character. He has been a great pharmacist and has dedicated his life to the service of humanity. He is very involved in the community and has successfully implemented various community outreach programs. He brings exceptional expertise to his organization and I am confident, he will serve the patients with respect and kindness.

Blue Hen Compassion and Wellness is a great organization and will provide valuable contribution to the community and will do justice to your goals and objectives. Please feel free to contact me, should you need additional information.

Sincerely,

29 Del. C. Ch. 100 Freedom of Information Act

Chai Gadde, RPh, MBA  
CEO  
Biotek Remedys  
302-507-6852

## Section 2 Exhibits

2.1 Sample Label

2.2 Sample Information Insert

**b. Packaging & Labeling:**

Packaging & Labeling area is not visible from the street or other public area.  
It is kept to a minimum access from outside.  
It is limited to authorized personnel only with Biometric access.  
It is monitored by Alarm system & Video Surveillance 24/7 with access to the Department through a secure internet connection.  
It is well designed and well organized with adequate lighting, clean, tidy and uncluttered.  
All of the stock will be stored in Narcotic safes with tamperproof alarm and video surveillance.  
Food and drink are not be consumed in the dispensed area.

**Sample Labeling:**

<b>Blue Hen Compassion &amp; Wellness LLC</b>	
Address: _____	
Phone: _____	Staff who has Dispensed _____
RX# #####	Date: _____
Patient Name: _____	Pat. MM Registry Card#: _____
Pat Caregiver Name: _____	
Pat Address: _____	
Name of the Strain: _____, QTY: _____ oz	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">BAR CODE of the Batch</div>	
Name of the Prescriber: _____	
***This product is for medical use only, law prohibits transfer to any person other than the patient for whom prescribed***	

**Blue Hen Compassion & Wellness Statement:** The strain of this medical Marijuana is free of any contaminants & the level of active ingredients in the marijuana is: \_\_\_\_\_.

**By the State of Delaware “the marijuana shall remain in this container at all times except while being consumed or prepared for consumption.”**

**KIRKWOOD**  
pharmacy  
4524 KIRKWOOD HIGHWAY  
WILMINGTON DE 19808  
Phone : (302) 384-6384

RX#:653163  
TEST, TEST  
2100 JAMICA AVE Jamaica NY 11432  
ONE DAILY

Date Filled: 1/23/2014  
Date Written: 1/23/2014  
Rph: CPR [C]

Use By: 1/23/2015  
ADVIL TAB 200MG Qty:10  
BRAND TOP (IBUPROFEN TAB 200 MG) Mfg. WYETH CONS  
Dr. BHAREL, VIRENDRA Refill(s) Left: 0

Rx#:653163 Rph: 1/23/2014 CPR  
TEST, TEST [C]  
2100 JAMICA AVE Jamaica NY 11432 DOB: 11-11-1977  
#: 10 ADVIL TAB 200MG 00573-0150-05  
Dr. BHAREL, VIRENDRA (718)231-7490 Lic# 15676 DE A  
Days: 10

REORDER FROM: TSD, 1-800-392-9824



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pharmacy  
4524 KIRKWOOD HIGHWAY  
WILMINGTON DE 19808  
Phone : (302) 384-6384

RX#:653163  
TEST, TEST  
2100 JAMICA AVE Jamaica NY 11432  
ONE DAILY

Date Filled: 1/23/2014  
Date Written: 1/23/2014  
Rph: CPR [C]

Use By: 1/23/2015  
ADVIL 200MG TAB Qty:10  
BRAND TOP (IBUPROFEN TAB 200 MG) Mfg. WYETH CONS  
Dr. BHAREL, VIRENDRA Refill(s) Left: 0

Rx#: 653163 Date: 1/23/2014 Plan: C  
TEST, TEST  
2100 JAMICA AVE Jamaica NY 11432  
Signature: \_\_\_\_\_

**KIRKWOOD**  
pharmacy  
4524 KIRKWOOD HIGHWAY  
WILMINGTON DE 19808

Phone : (302) 384-6384  
Call your doctor for medical advice  
about side effects. You may report side  
effects to the FDA at 1-800-FDA-1088.

**ADVIL TAB 200MG**

**WHY IS IT PRESCRIBED?**

For the maintenance treatment of rheumatoid and osteoarthritis, mild to moderate pain and fever.

**WHAT TO DO IF YOU MISS A DOSE?**

Take when remembered unless time for next dose. No double doses.

**ADVERSE REACTIONS:**

Stop taking this medicine and get emergency help IMMEDIATELY if you experience:

Shortness of breath, fast or irregular breathing, fever, joint pain, fast pulse, lightheadedness or fainting, swelling of face, hives, & itching.

Stop taking this medicine and notify your doctor AS SOON AS POSSIBLE if you experience:

Skin rash; Swelling of feet or lower legs; Visual disturbances; Itching; Stomach or intestinal bleeding; Weight gain; Headache.

**Other Common Side Effects:**

Gastric or intestinal ulcers; Dizziness; Nausea; Heartburn; Rapid heart rate; High blood pressure; Irregular heartbeat; Abnormal blood cell count; Confusion; Drowsiness; Congestive heart failure; Hallucinations; Liver inflammation; Difficulty falling asleep; Fluid retention; Stomach or intestinal perforation; Nervousness; Ringing in ears; Vomiting; Stomach discomfort or pain; Indigestion; Unusual tiredness or weakness; Severe skin itching with patches.

If symptoms are mild but do not go away or are bothersome, check with your doctor. IF ANY OF THE ABOVE SIDE EFFECTS IS SEVERE, CALL YOUR DOCTOR IMMEDIATELY.

Call your doctor for medical advice about side effects. You may report side effects to FDA at 1-800-FDA-1088.

Taking this medication may cause the following mineral depletion:  
FOLIC ACID.

**HOW MEDICINE IS ADMINISTERED?**

Use this medicine exactly as directed on the label, unless instructed differently by your doctor

- \* Take with food or milk to minimize stomach upset.
- \* DO NOT EXCEED recommended dosage.
- \* Taking more than the recommended dose may cause stomach bleeding.
- \* Patient should read specific "PATIENT INFORMATION" provided with this medicine before starting treatment and each time their prescription is renewed.

**HOW THIS MEDICINE SHOULD BE STORED?**

Keep in original closed container in a dark, cool, and dry place away from children. Discard unneeded medicine.

**WARNINGS/PRECAUTIONS:**

\* STOP TAKING MEDICINE & GET EMERGENCY HELP IMMEDIATELY IF A HYPERSENSITIVITY OR ANAPHYLACTIC REACTION occurs: (see symptoms below):-

- \* Improvement may take 2-4 weeks or longer.
- \* shortness of breath, fast or irregular breathing, fever, joint pain, fast pulse, lightheadedness or fainting, swelling of face, hives, & itching.
- \* There are no adequate or well-controlled safety studies in pregnant women.

NOTIFY YOUR DOCTOR IF PREGNANT or intend to become pregnant.  
\* DO NOT TAKE if you ever had any unusual or allergic reaction to aspirin

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**DELIVERY**

Ph# (718)000-0000 Mobile# ( ) -  
TEST, TEST  
2100 JAMICA AVE  
Jamaica NY 11432

Rx#: 653163 Date Filled: 1/23/2014

ADVIL TAB 200MG  
NDC: 00573-0150-05

Dr. VIRENDRA BHAREL  
Refills: 0  
Qty: 10  
Plan: C

Due : \$6.79



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FOR YOUR TAX OR INSURANCE.

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Refills: 0  
Qty: 10  
Plan: C

Due : \$6.79



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# Section 3 Exhibits

## 3.1 BioTrack THC Washington API

BIO-TECH MEDICAL SOFTWARE, INC.

# **BioTrackTHC Washington Traceability System API Manual – XML: Ver 1.0**

---

© 2014 Bio-Tech Medical Software, Inc.  
Fort Lauderdale, FL  
Phone 800.797.4711  
[waquestions@biotrackthc.com](mailto:waquestions@biotrackthc.com)

## Prefix: About This Document

---

**W**elcome to BioTrackTHC XML platform. This manual serves as a comprehensive guide that details the various functions and data points that are relevant for the BioTrackTHC traceability system.

Please note: There may be additional enhancements, functions, etc. in the future to this specification.

Although this document is public and may be read by anyone; much of it assumes that the reader has a basic understanding of web technologies and programming interfaces. It is geared towards individuals looking to interface directly to the state traceability system without utilizing the official state web interface. The official state web interface will be available at no cost for individuals who wish to upload their data without a commercial application. However, the official web interface is intended to only collect the minimum amount of information for the state compliance and does not collect information related to e.g. sales; every licensee is responsible for keeping their own business records.

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Information in this document is subject to change without notice and should not be construed as a commitment by BioTrackTHC or WSLCB. While the information contained herein is believed to be accurate, BioTrackTHC and WSLCB assume no responsibility for any errors and/or omissions that may appear in this document.

That being said, we are proud to publish the world's first official marijuana traceability API. For questions regarding the API, please call 1-800-779-4094 or email [waquestions@biotrackthc.com](mailto:waquestions@biotrackthc.com).

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## Section 4 Exhibits

### 4.1 QuantaCann, Steep Hill Cannabis Analysis Laboratory

# The New Frontier of Cannabis Analysis

Utilizing cutting edge technology, laboratory calibration, and cloud computing power, Steep Hill's QuantaCann brings precise potency analysis directly to you.

Installed on site at the dispensary level, QuantaCann puts a lab quality instrument directly in the hands of patients and their providers.



## In an Instant

Imagine being able to perform potency analysis at your location in 80 seconds. You could always have potency data for all the medical cannabis you offer. The QuantaCann goes a step further and integrates your Facebook, Twitter, Sticky Guide or Leafly social media accounts, allowing you to post strain details in real time. With quick and convenient cannabis analysis, there is no limit to what you can accomplish.

## Know More

The QuantaCann gives you an unlimited amount of tests. Test everything you see. Test it twice. Take multiple samples to get a better representation of a batch. These tools will make you and your buyer more effec-

tive and their purchasing decisions transparent. Monitor everything, either on site or remotely over the web. Analyze data and trends of the tests you conduct or compare them to anonymous data from other instruments in various locations. **Test more, know more.**

## Features

- THC%, THC-A%, CBD% and more in SECONDS.
- Non-destructive analysis generates NO hazardous waste.
- UNLIMITED TESTS. Test all your flowers, kief and hash.
- Offer testing as a service to patients and vendors to OFFSET COSTS.

*"After getting a QuantaCann and seeing what it does, I can't imagine life before it."*

*QuantaCann Client*

## Make Discoveries

Now you don't have to be a scientist to discover unique strains. You can instantly identify **CBD-rich strains** that may have never been discovered before. Never miss an opportunity to get CBD medicine to patients. You can also target the cannabinoid ratios or profiles patients demand.

## The Technology

Combining **Near-Infrared Reflective Spectroscopy** and thousands of calibration samples from our vast database, Steep Hill provides cannabis analysis, quickly and easily in-house at your convenience.

When a cannabis sample is scanned, its spectral data is compared against a database of samples which have been analyzed multiple times by several analytical instruments, including (but not limited to) gas chromatography, high pressure liquid chromatography, vacuum oven, and others. Such data processing requires advanced multivariate statistical computation, all done on Steep Hill's secure cloud servers and delivered to the unit in seconds.

This method of analysis is already widely used in pharmaceutical, food and agricultural industries. For pioneers in the cannabis industry, this instrument is a must have.

With ever changing legislation around the country, Steep Hill's QuantaCann also offers compliance and transparency solutions local governments are looking for.

Powered by



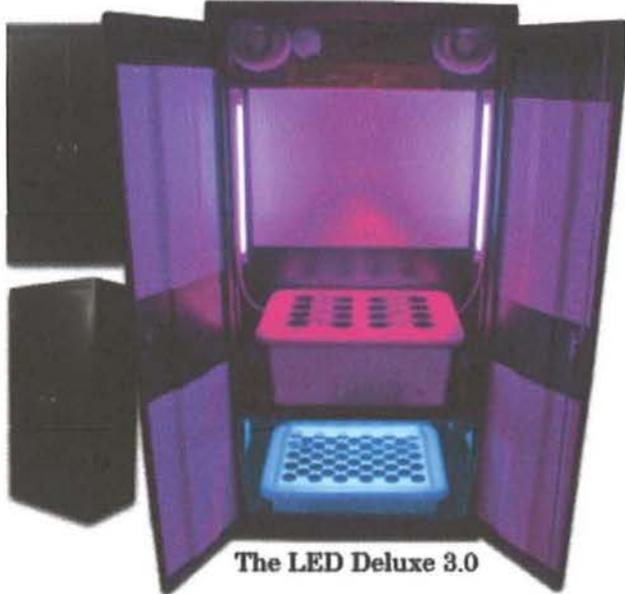
# Section 5 Exhibits

## 5.1 Grow Cabinet

### Payment Options



[Home](#) » [Products](#) » LED Deluxe 3.0 – LED Grow Box



### LED Deluxe 3.0 – LED Grow Box

Regular price: \$3095.00

Sale Price: \$2695.00

You save: \$400.00



## Section 6 Exhibits

6.1 Cannabinoids Research Autophagy Abstract, Antitumor activity of Cannabinoids Abstract, Endocannabinoid system and Cancer Abstract, Cannabis and Amyotrophic Lateral Sclerosis Abstract, PTSD Clinical Studies and Case Reports & CNN Health Medical Marijuana and 'the entourage effect'

6.2 FAQ

6.3 Side Effects

6.4 Sativa vs Indica, Which is best for you?

6.5 Recommendation to Patients: "Don't smoke Vaporize"

## Cannabinoids inhibit energetic metabolism and induce AMPK-dependent autophagy in pancreatic cancer cells

I Dando, M Donadelli, [...], and M Palmieri

### Abstract

The anti-tumoral effects of cannabinoids have been described in different tumor systems, including pancreatic adenocarcinoma, but their mechanism of action remains unclear. We used cannabinoids specific for the CB<sub>1</sub> (ACPA) and CB<sub>2</sub> (GW) receptors and metabolomic analyses to unravel the potential pathways mediating cannabinoid-dependent inhibition of pancreatic cancer cell growth. Panc1 cells treated with cannabinoids show elevated AMPK activation induced by a ROS-dependent increase of AMP/ATP ratio. ROS promote nuclear translocation of GAPDH, which is further amplified by AMPK, thereby attenuating glycolysis. Furthermore, ROS determine the accumulation of NADH, suggestive of a blockage in the respiratory chain, which in turn inhibits the Krebs cycle. Concomitantly, inhibition of Akt/c-Myc pathway leads to decreased activity of both the pyruvate kinase isoform M2 (PKM2), further downregulating glycolysis, and glutamine uptake. Altogether, these alterations of pancreatic cancer cell metabolism mediated by cannabinoids result in a strong induction of autophagy and in the inhibition of cell growth.

**Keywords:** cannabinoids, AMP/ATP, AMPK, metabolism, autophagy

Cannabinoids are a class of bioactive lipids<sup>1,2,3</sup> that have a range of interesting activities, including the ability to reduce the growth of tumours such as glioma,<sup>4</sup> breast cancer,<sup>5</sup> prostate cancer,<sup>6</sup> and colon cancer<sup>7</sup> in different animal models. They impair tumour progression at different levels, with the most prevalent effects being the inhibition of cell proliferation by apoptosis,<sup>8</sup> cell cycle arrest,<sup>9</sup> and autophagy.<sup>10</sup> Cannabinoids induce autophagy in various types of cancer cell lines, and pharmacological or genetic inhibition of autophagy prevents their antiproliferative action, thus demonstrating that autophagy is important for cannabinoid antineoplastic activity.<sup>11</sup> Autophagy is an evolutionarily conserved process in eukaryotes by which cytoplasmic cargo sequestered inside double-membrane vesicles are delivered to the lysosome for degradation.<sup>12</sup> This process has the role to rid the cell of intracellular misfolded or long-lived proteins, superfluous or damaged organelles, and invading microorganisms, and also is an adaptive response to provide nutrients and energy on exposure to various stresses.<sup>13</sup> In hepatocellular carcinoma cells, cannabinoids can trigger an ER stress-dependent activation of AMP-activated protein kinase (AMPK) that cooperates with the TRIB3-mediated inhibition of the Akt-mTORC1 axis in the stimulation of autophagy-mediated cell death.<sup>14</sup> AMPK is a sensor of energy status that responds to the increase of AMP or ADP cellular concentration to maintain cellular energy homeostasis.<sup>15</sup> AMPKs appear to exist universally as heterotrimeric complexes comprising catalytic  $\alpha$  subunits and regulatory  $\beta$  and  $\gamma$  subunits.<sup>15</sup> The  $\alpha$  subunits contain a typical serine/threonine kinase domain at the N terminus and is significantly active only when phosphorylated by upstream kinases.<sup>15</sup> The  $\gamma$  subunits contain four regulatory adenine nucleotide-binding sites, two of which competitively bind AMP, ADP and ATP, and are the sites via which cellular energy status is sensed.<sup>15</sup> The major upstream kinase phosphorylating Thr 172 of the  $\alpha$  subunit, and thus activating AMPK, in most mammalian cells is the tumour suppressor kinase LKB1.<sup>16,17,18</sup> Although LKB1 has to be expressed in mammalian cells for agents that increase the cellular AMP/ATP and ADP/ATP ratios to cause the activation of AMPK,<sup>16</sup> it is worth emphasizing that these effects are due to the binding of adenine nucleotides to the  $\gamma$  subunit of AMPK and that the LKB1 complex itself appears to be constitutively active.<sup>19</sup> In some cell types, Thr 172 can also be phosphorylated by the

PubMed 

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Cancers (Basel). 2010 May 26;2(2):1013-26. doi: 10.3390/cancers2021013.

## Molecular mechanisms involved in the antitumor activity of cannabinoids on gliomas: role for oxidative stress.

Massi P<sup>1</sup>, Valenti M, Solinas M, Parolaro D. Author information

### Abstract

Cannabinoids, the active components of *Cannabis sativa*, have been shown to exert antiproliferative and proapoptotic effects on a wide spectrum of tumor cells and tissues. Of interest, cannabinoids have displayed great potency in reducing the growth of glioma tumors, one of the most aggressive CNS tumors, either in vitro or in animal experimental models curbing the growth of xenografts generated by subcutaneous or intrathecal injection of glioma cells in immune-deficient mice.

Cannabinoids appear to be selective antitumoral agents as they kill glioma cells without affecting the viability of non-transformed cells. This review will summarize the anti-cancer properties that cannabinoids exert on gliomas and discuss their potential action mechanisms that appear complex, involving modulation of multiple key cell signaling pathways and induction of oxidative stress in glioma cells.

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Br J Pharmacol. 2011 Aug;163(7):1447-63. doi: 10.1111/j.1476-5381.2011.01327.x.

## The endocannabinoid system and cancer: therapeutic implication.

Guindon J<sup>1</sup>, Hohmann AG. Author information

### Abstract

The endocannabinoid system is implicated in a variety of physiological and pathological conditions (inflammation, immunomodulation, analgesia, cancer and others). The main active ingredient of cannabis,  $\Delta(9)$ -tetrahydrocannabinol ( $\Delta(9)$ -THC), produces its effects through activation of CB(1) and CB(2) receptors. CB(1) receptors are expressed at high levels in the central nervous system (CNS), whereas CB(2) receptors are concentrated predominantly, although not exclusively, in cells of the immune system. Endocannabinoids are endogenous lipid-signalling molecules that are generated in the cell membrane from phospholipid precursors. The two best characterized endocannabinoids identified to date are anandamide (AEA) and 2-arachidonoylglycerol (2-AG).

Here we review the relationship between the endocannabinoid system and anti-tumour actions (inhibition of cell proliferation and migration, induction of apoptosis, reduction of tumour growth) of the cannabinoids in different types of cancer. This review will focus on examining how activation of the endocannabinoid system impacts breast, prostate and bone cancers in both in vitro and in vivo systems. The therapeutic potential of cannabinoids for cancer, as identified in clinical trials, is also discussed. Identification of safe and effective treatments to manage and improve cancer therapy is critical to improve quality of life and reduce unnecessary suffering in cancer patients. In this regard, cannabis-like compounds offer therapeutic potential for the treatment of breast, prostate and bone cancer in patients. Further basic research on anti-cancer properties of cannabinoids as well as clinical trials of cannabinoid therapeutic efficacy in breast, prostate and bone cancer is therefore warranted.

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PMID: 21410463 [PubMed - indexed for MEDLINE] PMCID: PMC3165955

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*Am J Hosp Palliat Care.* 2010 Aug;27(5):347-56. doi: 10.1177/1049909110369531. Epub 2010 May 3.

## Cannabis and amyotrophic lateral sclerosis: hypothetical and practical applications, and a call for clinical trials.

Carter GT<sup>1</sup>, Abood ME, Aggarwal SK, Weiss MD. Author information

### Abstract

Significant advances have increased our understanding of the molecular mechanisms of amyotrophic lateral sclerosis (ALS), yet this has not translated into any greatly effective therapies. It appears that a number of abnormal physiological processes occur simultaneously in this devastating disease. Ideally, a multidrug regimen, including glutamate antagonists, antioxidants, a centrally acting antiinflammatory agent, microglial cell modulators (including tumor necrosis factor alpha [TNF-alpha] inhibitors), an antiapoptotic agent, 1 or more neurotrophic growth factors, and a mitochondrial function-enhancing agent would be required to comprehensively address the known pathophysiology of ALS. Remarkably, cannabis appears to have activity in all of those areas. Preclinical data indicate that cannabis has powerful antioxidative, anti-inflammatory, and neuroprotective effects. In the G93ASOD1 ALS mouse, this has translated to prolonged neuronal cell survival, delayed onset, and slower progression of the disease. Cannabis also has properties applicable to symptom management of ALS, including analgesia, muscle relaxation, bronchodilation, saliva reduction, appetite stimulation, and sleep induction. With respect to the treatment of ALS, from both a disease modifying and symptom management viewpoint, clinical trials with cannabis are the next logical step. Based on the currently available scientific data, it is reasonable to think that cannabis might significantly slow the progression of ALS, potentially extending life expectancy and substantially reducing the overall burden of the disease.

PMID: 20439484 [PubMed - indexed for MEDLINE]

MeSH Terms, Substances, Grant Support

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# Clinical Studies and Case Reports

On this site you will find clinical studies with cannabis or single cannabinoids in different diseases and case reports on the use of cannabis by patients.

You may search for diseases (indications), authors, medication, study design (controlled study, open trial, case report etc.) and other criteria.

## List of Clinical Studies and Case Reports

[\[Back to Overview\]](#) [\[IACM Homepage\]](#)

Title	naturalistic observational study.	
Author(s)	Reznik I.	
Journal, Volume, Issue	Abstract presented at the Cannabinoid Conference 2011, 8-10 September, Bonn, Germany.	
Major outcome(s)	In most cases a significant improvement in quality of life and pain, with some positive changes in severity of posttraumatic stress disorder was observed.	
Indication	Posttraumatic stress disorder	Abstract
Medication	Cannabis	<p>Introduction: Posttraumatic stress disorder (PTSD) is a pervasive and devastating anxiety disorder, the lifetime prevalence of which, as assessed in several community-based studies, is reach up to 8%. Frequently, PTSD is associated with other mental and somatic conditions such as depression (in up to 70% cases) and severe pain of various origins. Many PTSD patients frequently use marijuana as "a emotional regulation strategy to reduce or to manage perceived aversive psychological or mood states". Meanwhile, the optimal treatment for PTSD and its comorbid conditions is still in development and the effectiveness and safety of Cannabis (Medical marijuana) use in such patients is not clear.</p> <p>Methods: As a part of our routine consulting work, we assessed the mental condition of 79 adult PTSD patients, who applied to the Ministry of Health in order to obtain a license for the Medical Cannabis. The group consisted of patients with "pure" PTSD (18 patients), PTSD patients with clinical depression (27 patients) and patients suffering from PTSD/chronic pain comorbidity (34 patients). Clinician-Administered PTSD scale (CAPS) was used for traumatic symptoms assessment and</p>
Route(s)	Inhalation	
Dose(s)		
Duration (days)		

Participants	79 patients with posttraumatic stress disorder	Quality of Life Scale was filled out. The changes in Clinical Global Impression-Improvement scale (CGI-I) were registered. The data on their somatic conditions and pain level was provided by their treating physicians. Only part of them (about 50%) got Medical Cannabis licenses (study group). We followed up them (periodical evaluation) for a period of about two years.
Design	Open study	Results: Majority of PTSD patients used also the conventional medications (such as antidepressants and sedatives, pain killers etc), prescribed them by their treating physicians. Medical Cannabis (as sativa and/or indica species) was provided by several companies. The Cannabis daily dosage was in range 2-3 gr/day (containing about 20% of cannabinoids active compounds THC/CBD). In most cases a significant improvement in Quality of Life and pain scores, with some positive changes in CAPS scores was observed. Under this combine (Cannabis + conventional medications) treatment, the patients reported a discontinuation or lowering the dosage of pain killers and sedative pharmacological agents. The majority of improved PTSD patients belonged to groups with either pain and/or depression comorbidity. No exacerbations or serious adverse events were reported.
Type of publication	Meeting abstract	
Address of author(s)	MaReNa Diagnostic and Consulting Center, Bat-Yam/Tel-Aviv, Israel, <a href="mailto:ilyarez@netvision.net.il">ilyarez@netvision.net.il</a>	Conclusion: This naturalistic observational study represents a first attempt to assess and to monitor the effectiveness and safety of the Medical Cannabis use in PTSD patients. The results show good tolerability and other benefits (especially in the quality of life & on CGI-I) of such flexible combine approach, particularly, in the patients with either pain and/or depression comorbidity. Further largescale investigations are needed to substantiate our observations and to elaborate the most
Full text		effective and safe therapeutic approaches to these difficult-to-treat group.

[\[Back to Overview\]](#) [\[IACM Homepage\]](#)



# Medical marijuana and 'the entourage effect'

By **Dr. Sanjay Gupta**, CNN chief medical correspondent  
updated 1:58 PM EDT, Tue March 11, 2014

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### STORY HIGHLIGHTS

- Scientist Raphael Mechoulam has made studying marijuana his life's work
- There are more than 480 natural components in the cannabis plant
- "The entourage effect" means those components may work best together

*Don't miss "Weed 2: Cannabis Madness: Dr. Sanjay Gupta Reports" at 10 p.m. ET Tuesday. Also, Gupta will be answering your questions on Reddit at noon ET.*

(CNN) -- In the early 1960s, a young postdoctoral student stumbled onto something that puzzled him.

After reading the literature on cannabis, he was surprised to see that while the active compound in morphine had been isolated from opium poppies 100 years before and cocaine isolated from coca leaves around the same time, the active component of marijuana was still unknown.

This simple observation launched his life's work.

That young Israeli researcher, Raphael Mechoulam, is now a heavily decorated scientist, recently nominated for the prestigious Rothschild Prize. More than 50 years ago, however, he had trouble starting his scientific journey.



For starters, he needed cannabis to study and didn't know how to obtain it. Eventually, he obtained his research supply from friends in the police department. The young scientist was in a hurry, and didn't want to wait to cut through the red tape required by Israel's

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### Minister's daughter: Cannabis 'a gift from God'

updated 7:13 AM EST, Fri March 7, 2014



Aimee Curry recalls sitting on her couch one day, her back contorted, as spasms -- remnants of a car accident that almost killed her in 1992 -- rippled up and down her back.

Localization of medical marijuana:



Dr. Sanjay Gupta is a practicing neurosurgeon and CNN's chief medical correspondent.

### Health Ministry.

"Yes, I broke the law," he told me when I met with him in Tel Aviv last year, "but I apologized and explained what I was trying to do."



It's a good thing the Israeli government didn't stall his progress, because Mechoulam was moving at breakneck speed.

### Dr. Sanjay Gupta: "Doubling down" on medical marijuana

By 1963, he determined the structure of cannabidiol (CBD), an important component of marijuana. A year later, he became the first person to isolate delta-9 tetrahydrocannabinol (THC), the psychoactive ingredient in marijuana. Over the ensuing decades, Mechoulam and his team continued to isolate numerous compounds from the cannabis plant.

Their work also went a long way toward illuminating how the drug works in the brain. When Mechoulam's team identified the first known endogenous cannabinoid, a chemical actually made by the brain itself, he named it "anandamide." In the Sanskrit language, ananda means "supreme bliss," which gives us some insight into what Mechoulam thinks of cannabinoids overall.

It was halfway through our long afternoon discussion that Mechoulam, now 83, pulled out a paper he had written in 1999, describing something known as "the entourage effect."

Think of it like this: There are more than 480 natural components found within the cannabis plant, of which 66 have been classified as "cannabinoids." Those are chemicals unique to the plant, including delta-9-tetrahydrocannabinol and cannabidiols. There are, however, many more, including:

- Cannabigerols (CBG);
- Cannabichromenes (CBC);
- other Cannabidiols (CBD);
- other Tetrahydrocannabinols (THC);
- Cannabinol (CBN) and cannabidiol (CBDL);
- other cannabinoids (such as cannabicyclol (CBL), cannabielsoin (CBE), cannabitriol (CBT) and other miscellaneous types).

Other constituents of the cannabis plant are: nitrogenous compounds (27 known), amino acids (18), proteins (3), glycoproteins (6), enzymes (2), sugars and related compounds (34), hydrocarbons (50), simple alcohols (7), aldehydes (13), ketones (13), simple acids (21), fatty acids (22), simple esters (12), lactones (1), steroids (11), terpenes (120), non-cannabinoid phenols (25), flavonoids (21), vitamins (1), pigments (2), and other elements (9).

### Legalization of medical marijuana.

#### Where are we?

updated 10:03 PM EST, Thu March 6, 2014



With 20 U.S. states allowing medical marijuana, and others weighing its medicinal or recreational use, advocates of looser laws on weed appear to

have the advantage.

#### Exclusive: Obama talks about pot

updated 7:19 AM EST, Fri January 31, 2014



President Barack Obama talks to CNN's Jake Tapper about marijuana legalization in an exclusive interview.

#### History of marijuana in America

updated 4:38 PM EST, Wed January 1, 2014



There appears to be a shift in the United States in favor of relaxing marijuana laws, a topic that has dipped in and out of the national conversation for decades.

#### Colorado pot law's secondhand effect

updated 10:29 PM EST, Mon January 6, 2014



In an office run from his Massachusetts home, William Downing is part of a burgeoning national pro-pot movement emboldened by the approval of recreational marijuana laws in Colorado and Washington.

#### Retail pot shops open in Colorado

updated 5:23 PM EST, Thu January 2, 2014



Customers waited in long lines for their turn to buy recreational marijuana in Colorado, the first state in the nation to allow retail pot shops.

#### Is pot as safe as (or safer than) alcohol?

updated 11:19 AM EST, Wed January 22, 2014



Looks like the ongoing debate about marijuana legalization in the United States has reached a new high: President Barack Obama's White House.

#### Obama back-tracks on marijuana?

updated 9:17 PM EST, Wed January 22, 2014



The White House says Obama's pot policy hasn't changed, despite his assertion the drug is no more dangerous than alcohol.

#### Tot focus of medical marijuana fight

updated 9:49 AM EST, Wed January 15, 2014



He's only 3 years old, but Landon Riddle is already the focus of a medical marijuana

## Minister's daughter: Cannabis "a gift from God"

Here is the important point. Mechoulam, along with many others, said he believes all these components of the cannabis plant likely exert some therapeutic effect, more than any single compound alone.

While science has not yet shown the exact role or mechanism for all these various compounds, evidence is mounting that these compounds work better together than in isolation: That is the "entourage effect."

Take the case of Marinol, which is pure, synthetic THC. When the drug became available in the mid-1980s, scientists thought it would have the same effect as the whole cannabis plant. But it soon became clear that most patients preferred using the whole plant to taking Marinol.

Researchers began to realize that other components, such as CBD, might have a larger role than previously realized.

To better understand the concept of the entourage effect, I traveled to the secret labs of GW Pharmaceuticals, outside London. In developing Sativex, a cannabis-based drug to treat multiple sclerosis, the company's chairman, Dr. Geoffrey Guy, told me the company ran into some of the same obstacles that Marinol faced.

More than a decade of experiments revealed that a whole plant extract, bred to contain roughly the same amounts of THC and CBD in addition to the other components in the plant, was more effective in reducing the pain and spasms of MS than a medication made of a single compound.

It could be that multiple individual compounds play a role, or it could be due to their interaction in the body; it could also be combination of both, Guy said.

Now, maybe this all sounds obvious. After all, eating real fruits, vegetables and other plants provides better nutrition than just taking vitamin pills with one nutrient or mineral in each. Science is showing us that we can likely say the same about cannabis.

As we move forward with creating medicines, like *Charlotte's Web*, for the patients who can benefit from cannabis – this is an important point to keep in mind.

Unlike other drugs that may work well as single compounds, synthesized in a lab, cannabis may offer its most profound benefit as a whole plant, if we let the entourage effect flower, as Mechoulam suggested more than a decade ago.

"This was our only hope": Medical marijuana refugees

## From Around the Web

- 1 small cup makes a big difference [Project Sunlight](#)
- The One Thing You Should Do After Meeting Anyone New [Forbes.com](#)
- Want to Live Longer? Drink More Coffee; According to Science [Rogers Family Coffee](#)
- Hepatitis C Virus Proven Infectious for Six Weeks on Surfaces [HCPLive](#)
- 8 Yoga Poses for Better Digestion [One Medical](#)
- The Newest Way to Snack Healthy [The Kitchen](#)

## More from CNN

- UPS pilots complained of fatigue before fatal crash
- Ageless Pharrell swears he's not a vampire
- Analysis: Justice Thomas comments spark fresh debate on race
- Poll: Majority don't believe Christie, Clinton explanations
- Gupta: 'I am doubling down' on medical marijuana
- Company denies drug to dying child



News of a medical marijuana fight in Colorado.

## Recreational pot sales: Where the grass is much greener

updated 5:53 AM EST, Sat January 4, 2014



In a far corner of downtown Denver, the Andrews family runs an old-fashioned mom and pop (and daughter) shop, selling the biggest novelty of a new era: marijuana.

## Why I changed my mind on weed

updated 8:44 PM EDT, Thu August 8, 2013



Over the last year, I have been working on a new documentary called "Weed." The title may sound cavalier, but the content is not.

## Mayor: I did not support legalizing pot

updated 5:40 PM EST, Fri January 24, 2014



Denver Mayor Michael Hancock shares his view on the state's new legalized marijuana laws.

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## More from CNN Video:



Snake In a cab ... It can't be!



Is she the toughest principal in America?



Duke porn star: It's incredibly freeing



How did Angle Harmon end up nude?



Yik Yak brings trouble to high schools



Duke student: My porn career is 'freeing'

## **TEN THINGS EVERY PARENT, TEENAGER & TEACHER SHOULD KNOW ABOUT MARIJUANA**

### **1.Q. What is Marijuana?**

A. "Marijuana" refers to the dried leaves and flowers of the cannabis plant, which contain the non-narcotic chemical at various potencies. It is smoked or eaten to produce the feeling of being "high." The different strains of this herb produce different sensual effects, ranging from sedative to stimulant.

### **2.Q. Who Uses Marijuana?**

A. There is no simple profile of a typical marijuana user. It has been used for 100s of years for medical, social, and religious reasons and for relaxation. Several of our Presidents are believed to have smoked it. One out of every five Americans says they have tried it. And it is still popular among artists, writers, musicians, activists, lawyers, inventors, working people, etc.

### **3.Q. How Long Have People Been Using Marijuana?**

A. Marijuana has been used since ancient times. While field hands and working people have often smoked the raw plant, aristocrats historically prefer hashish made from the cured flowers of the plant. It was not seen as a problem until a calculated disinformation campaign was launched in the 1930s, and the first American laws against using it were passed.

### **4.Q. Is Marijuana Addictive?**

A. No, it is not. Most users are moderate consumers who smoke it socially to relax. We now know that 100 % all of our population have "addictive personalities" and they are neither more nor less likely to over indulge in cannabis than in anything else. On a relative scale, marijuana is less habit forming than either sugar or chocolate but more so than anchovies. Sociologists report a general pattern of marijuana use that peaks in the early adult years, followed by a period of leveling off and then a gradual reduction in use.

### **5.Q. Has Anyone Ever Died From Smoking Marijuana?**

A. No; not one single case, not ever. THC is one of the few chemicals for which there is no known toxic amount. The federal agency NIDA says that autopsies reveal that 75 people per year are high on marijuana when they die: this does not mean that marijuana caused or was even a factor in their deaths. The chart below compares the number of deaths attributable to selected substances in a typical year:

Tobacco.....	340,000 - 395,000
Alcohol (excluding crime/accidents) .....	125,000+
Drug Overdose (prescription).....	24,000 - 27,000
Drug Overdose (illegal).....	3,800 - 5,200
Marijuana.....	0

\*Source: U.S. Government Bureau of Mortality Statistics, 1987

**6.Q. Does Marijuana Lead to Crime and/or Hard Drugs?**

- A. No. The only crime most marijuana users commit is that they use marijuana. And, while many people who abuse dangerous drugs also smoke marijuana, the old "stepping stone" theory is now discredited, since virtually all of them started out "using" legal drugs like sugar, coffee, cigarettes, alcohol, etc.

**7.Q. Does Marijuana Make People Violent?**

- A. No. In fact, Federal Bureau of Narcotics director Harry Anslinger once told Congress just the opposite - which it leads to non-violence and pacifism. If he was telling the truth (which he and key federal agencies have not often done regarding marijuana), then re-legalizing marijuana should be considered as one way to curb violence in our cities. The simple fact is that marijuana does not change your basic personality .The government says that over 20 million Americans still smoke it, probably including some of the nicest people you know.

**8.Q. How Does Marijuana Affect Your Health?**

- A. Smoking anything is not healthy, but marijuana is less dangerous than tobacco and people smoke less of it at a time. This health risk can be avoided by eating the plant instead of smoking it, or can be reduced by smoking smaller amounts of stronger marijuana. There is no proof that marijuana causes serious health or sexual problems but, like alcohol, its use by children or adolescents is discouraged. Cannabis is a medicinal herb that has hundreds of proven, valuable therapeutic uses from stress reduction to glaucoma to asthma to cancer therapy, etc.

**9. Q. What about All Those Scary Statistics and Studies?**

- A. Most were prepared as scare tactics for the government by Dr. Gabriel Nahas, and were so biased and unscientific that Nahas was fired by the National Institute of Health and finally renounced his own studies as meaningless. For one experiment, he suffocated monkeys for five minutes at a time, using proportionately more smoke than the average user inhales in an entire lifetime. The other studies that claim sensational health risks are also

suspect, since they lack controls and produce results which cannot be replicated or independently verified.

**10. Q. What Can I Do About Marijuana?**

- A. No independent government panel that has studied marijuana has ever recommended jail for users. Concerned persons should therefore ask their legislators to re-legalize and tax this plant, subject to age limits and regulations similar to those on alcohol and tobacco.

For More Information, Write: Family Council on Drug Awareness P.O. Box 71093, LA CA 90071-0093

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Additional copies available from: BACH, PO Box 71093, L.A., CA 90071-0093  
35 cents apiece, Ten for \$2.00, 100 for \$10

## **Marinol**

Marinol is a synthetic petrochemical analog of THC, one of the active elements found in marijuana. Some patients find that it helps relieve nausea yet takes a long time to work. Do not smoke this product. It has the potential for overdose. Use only under the supervision of a doctor.

## **Side Effects**

Marijuana is one of the safest medicines: it is impossible to consume enough to produce a toxic effect in the body. However, if you are unfamiliar with it, there are some effects which you should be aware of so that you can use it more effectively.

### **Uneasiness**

Marijuana usually has a soothing and comforting effect on the mind. Sometimes, however, people do experience feelings of anxiety. If this happens to you, there are several things you can do. Try to stay in environments where you feel naturally comfortable. If you feel anxious, sit or lay down, breathe deeply, and relax. If you have loved ones with you, hold each other for a while. If you have a pet, hold or stroke it. Eating will often quickly reduce the feeling of anxiety. Then, the next time you use it, try reducing your dosage. Because of our social training, you may have feelings of guilt. Know that you have a right to your medicine.

### **Hunger & Thirst**

Many patients use marijuana to stimulate appetite. If you are not using marijuana for this purpose, drink water or juice. If you wish to eat, eat good nourishing food rather than sweets.

### **Redness in the Eyes**

This will not hurt you. If you must go out in public and are concerned about others' reaction to the redness, wear sunglasses or use eye drops.

### **Drowsiness**

If marijuana makes you sleepy, take a nap if you can and wish to. As with all medicines that can produce drowsiness, don't drive or operate heavy machinery.

### **Sleeplessness**

If you find that you can't sleep for a while after using marijuana, try reducing your dosage and avoid using it for about two hours or so before you want to sleep.

### **Short-term Memory Loss**

Sometimes people find it difficult to carry on a complicated conversation, keep track of details, or perform complex tasks. If this happens to you, schedule your time so that you don't have to do these things when using your medicine.

### **Giddiness**

Many people find that things which normally don't seem funny become quite amusing when they use marijuana. Most people enjoy this effect. If you must deal with situations where humor would be inappropriate in your judgement, schedule your time so that you don't have to deal with them when you are taking your medicine.

## Sativa vs. Indica

Which is best for you?

Medical Cannabis comes in two basic types: Sativa and Indica. Each type has its own distinct set of characteristics. The efficacy of cannabis is directly related to strain selection, therefore we recommend care be taken in selecting appropriate strains to meet your needs. Science is beginning to identify particular varieties that are effective for sleep, pain, appetite, and energy, as well as for specific conditions and symptoms. REMEDY Compassion Center surveys our patients to determine which of our strains has been effective for particular ailments. We will also be researching the medical science and reporting their findings back to our patients. We suggest that patients keep record of their own experience with set and setting at the time of medicating, strains used, dosage, and method of delivery to determine what works best for them.

### Cannabis Sativa

The sativa plant is a tall, slower growing and maturing plant characterized by long, thin leaves. Sativa buds, the part of the plant that contains the most medicine, grow in long, thin, spearlike clusters and can be red or purple in color depending on the environment they grow in. The plants smell sweet and fruity and the smoke is generally mild.

The effect of sativa is often characterized as cerebral, uplifting, and energetic. It provides excellent pain relief for certain symptoms, listed below, and gives a feeling of optimism and well-being. These benefits can be particularly helpful for the psychological component of many illnesses. Sativas are generally better for daytime medication.

Patients have reported that sativa provides the following medicating effects:

- Reduces Nausea
- Reduces Depression
- Relieves headache and migraine
- Reduces pain awareness
- Stimulates appetite
- Energizes and stimulates
- Increases focus and creativity
- Supports immune system

### Cannabis Indica

As apposed to cannabis sativa, indica plants are normally shorter and stockier, reaching between three and six feet tall. Their leaves are short, broad, and deeply serrated and sometimes tinged with a hint of purple and the flowers form in compact, dense clusters. The indica plant has a strong stinky or skunky smell and the smoke is generally heavy and can produce a coughing response.

The medicating effect of indica is predominantly physical, although the relief of certain physical symptoms can have positive emotional results as well. Indicas are characterized as relaxing, sedating, and pain reducing and are excellent at relieving stress. They produce an overall sense of calm and serenity and are very effective for overall body pain relief, allowing a patient to simply sit still. Indicas are generally best for later in the day and before bed.

████████████████████

Patients have reported that indica provides the following medicating effects:

- Reduces pain
- Reduces inflammation
- Relaxes muscle spasms
- Stimulates appetite
- Aids sleep
- Reduces headaches and migraines
- Reduces intra-ocular pressure
- Anti-convulsant

### **Hybrids**

Strain crosses, or hybrids, are the result of cross-pollination of various strains. The characteristics, and hence the effects, of one strain will usually be dominant. For example, indica-dominant crosses are good for pain relief, with the sativa component helping with energy, and activity levels. Sativa-dominant crosses are good for stimulating appetite, with the indica component helps reduce body pain and increase relaxation.

## Recommendation to Patients:

### *"Don't smoke, Vaporize"*

By Dr. Dale Gieringer

Patients receiving physician approval to use cannabis should be warned that chemicals released when the dried leaves and/or flowers are burned put heavy smokers at increased risk for bronchitis and respiratory infections.

The risk can be avoided, however, by an alternative delivery system: a device called a vaporizer that heats dried cannabis to a temperature where cannabinoid vapors are released, but below the point of combustion, where noxious and carcinogenic smoke toxins are formed. Patients can thus inhale the pharmaceutically active cannabinoids without exposing themselves to harmful respiratory toxins.

Although the principle of vaporization has been known for a long time, until recently there were no scientific studies demonstrating its feasibility. The situation has changed thanks to a pair of studies sponsored by California NORML and MAPS at Chemic Laboratories in Canton, Mass. The first, completed in 2001, tested a vaporizer known as the M-1 Volatizer, ([www.volatizer.com](http://www.volatizer.com)). The M-1 resembles an auto cigarette lighter that is designed to fit over a pipe or bong bowl and heat the sample to the point of vaporization. Efficient vaporization occurs around 180° - 190° C (356° - 374° F) while combustion occurs around 230° C (446° F). The study found that the M-1 delivered effective levels of THC, CBD and CBN, while completely eliminating three specific toxins —naphthalene, benzene, and toluene— in the solid phase of the vapor. A qualitative reduction in carbon monoxide was also detected.<sup>2</sup>

#### **Volcano Study**

The second vaporizer study, released in April of this year, looked at a much wider range of toxins, focusing particularly on the highly carcinogenic polynuclear aromatic hydrocarbons (PAHs), a prime suspect in smoking-related cancers. The device tested was the "Volcano" ([www.storz-bickel.com](http://www.storz-bickel.com)), a vaporizer that has become extremely popular with medicinal cannabis users who can afford it—the retail price is around \$600 due to its high-tech innovative design. The Volcano consists of a heater with a sample chamber on top. An air pump blows hot air through the sample into a balloon, where the vapors are collected. After being filled, the balloon is detached and fitted with a valved mouthpiece, through which the vapors are inhaled. The novel design has been patented in the U.S. and internationally by Storz & Bickel GmbH&Co. KG, Tuttlingen, Germany.

The study compared Volcano vapors to smoke produced by combusted marijuana. The cannabis was the standard product provided to researchers by the National Institute on Drug Abuse, containing 4% THC. Analysis by gas chromatograph mass spectrometer (GCMS) showed that the Volcano vapor consisted almost entirely of THC (95%), with traces of cannabidiol (CBD), another cannabinoid. The remaining 5% consisted of small amounts of caryophyllene, a fragrant oil in cannabis and other plants, and two other components of uncertain origin.

In contrast, analysis of the combusted smoke showed a potpourri of at least 111 different gas phase components, including six known PAHs. Non-cannabinoids accounted for as much as 88% of the total gas content of the smoke.

[REDACTED]

A separate study was undertaken to determine the efficiency of the Volcano in delivering THC. Three balloonfuls of vapor were drawn from the sample and analyzed quantitatively via high-pressure liquid chromatography. On average, 46% of the THC from the sample appeared in the vapor. This compares favorably with the efficiency of marijuana cigarettes as observed in other studies, which can fall below 25% due to loss of THC in sidestream smoke.

The efficiency of the Volcano appears to be due to the innovative balloon containment system, which prevents loss of vapor as well as providing a fixed dosage quantity useful for controlled studies. It is possible that higher efficiencies could have been realized by stirring the sample around and drawing another balloonful, as recommended by the manufacturer.

The Volcano study provides the most compelling evidence to date that vaporizers offer an effective means of eliminating the respiratory hazards of marijuana smoking. In its 1999 report on medical marijuana, the Institute of Medicine recommended against long-term use of smoked marijuana because of the health risks of smoking. However, the IOM report was silent on the subject of vaporizers.

Foes of medical marijuana such as the California Narcotics Officers Association have continued to harp on the health hazards of smoking as an objection to legalization. However, advocates can now reply that the vaporizer studies put these objections to rest.

At present, the only FDA-approved method for administering marijuana to human research subjects is via smoking NIDA-supplied cigarettes. NORML and MAPS are supporting efforts to have vaporizers approved by the FDA. Donald Abrams, MD, of the University of California, San Francisco, has submitted a grant proposal to the California Center for Medical Cannabis Research in San Diego to test the Volcano in human subjects. If the protocol is funded and the Volcano approved by the FDA for human research, it will be the first human study using a vaporizer.

In the meantime, vaporizers are enjoying growing popularity in the medical marijuana community. Dozens of models are currently on the market, ranging from homemade glass vaporization pipes to sophisticated electronic devices. To avoid the paraphernalia laws, most are discreetly sold as "herbal vaporizers."

## Section 7 Exhibits

7.1 Training Guide for Dispensary Staff

7.2 Cultivation Staff Training Manual

7.3 Statement of Compliance to BHCW Protocols

7.4 Education Training Record

7.5 BCHW Personnel Record Review Item List

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# Cultivation Staff Training Manual

## Purpose:

1. To ensure Cultivation Staff understand how to properly grow cannabis using replicable techniques so that patients have access to consistent, safe and effective medical cannabis.

## Contents

1. **Maintaining a clean, safe facility**
  - A. Staffing and access
  - B. Safety and sanitation (incl. OSHA compliance standards)
  - C. Emergency plans
2. **Cultivation Staff Dress Code**
  - A. Protective gear
  - B. Sanitary measures
3. **Atmospheric Controls**
  - A. Ventilation and air quality
  - B. Nutrients
  - C. Temperature standards
  - D. Humidity standards
  - E. Daily tracking standards
4. **Training**
  - A. Identification, recording and removal of contaminants, pests and other issues (such as overwatering)
  - B. Identification, recording and remedy of nutrient and environmental problems
  - C. Equipment usage
5. **Preventative measures**
6. **Treatment**
  - A. For White Powdery Mildew (WPM) and other bacterial infections: Use a bacillus such as Serenade. If contamination is beyond control, remove plant(s).
  - B. For pests: Remove larger pests by hand. Use a neem spray or organic soap on the plant. If contamination is beyond control, remove plant(s).
  - C. For mold and rot: Remove affected area.
  - D. All treatments shall be performed according to manufacturer and OSHA standards.
7. **Procedures for Harvest, Curing, Processing, Packaging**
  - A. Sanitation
  - B. Temperature, Light, Humidity Controls
8. **Inventory Control System**

## Statement of Compliance to BHCW Protocols

I \_\_\_\_\_ will comply with all BHCW protocols including not to divert any form medical marijuana or knowingly over dispense medical marijuana.

\_\_\_\_\_  
Signature

date \_\_\_\_\_

# EDUCATION TRAINING RECORD

Date: \_\_\_\_\_

Subject Covered:

---

HITECH Act- Reporting of Impermissible Disclosures of PHI

I certify that I have received training on and fully understand all aspects of the above subject.

---

Employee Name (please print)

---

Employee's Signature

---

Trainer's Signature

## BHCW PERSONNEL RECORD REVIEW ITEM LIST

Employee Name: \_\_\_\_\_, Record# \_\_\_\_\_.

Date of hire: \_\_\_/\_\_\_/20\_\_.

	YES	NO
Evidence of receipt of organizational ID badge	<input type="checkbox"/>	<input type="checkbox"/>
Pre-employment interview notes	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of employment qualifications (Application, Resume, Ext.)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of minimum of two reference checks	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality statement signed & dated	<input type="checkbox"/>	<input type="checkbox"/>
Health reports (Physicals, Drug Test)	<input type="checkbox"/>	<input type="checkbox"/>
Criminal background checks	<input type="checkbox"/>	<input type="checkbox"/>
I – 9 Form	<input type="checkbox"/>	<input type="checkbox"/>
Orientation check list at hire	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of role specific job description. Signed & Dated.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of at hire/annual in-services	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>
Current signed contract for independent contractors	<input type="checkbox"/>	<input type="checkbox"/>

HR Manager Signature: \_\_\_\_\_, Date: \_\_\_\_\_.

## Section 9 Exhibits

9.1 BioTrack THC Manual

9.2 BHCW Inventory Report Checklist

9.3 BHCW Critical Incident Reports & List of Critical Incidents

9.4 BHCW Cultivation & Inventory Discrepancy Report

**Volume**

**2**

BIO-TECH MEDICAL SOFTWARE, INC.

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BioTrackTHC

# BioTrackTHC Manual

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## BHCW Inventory Report Checklist

DATE:

Inventory Forensic Report

Inventory Audits Report

Current Inventory Report

Waste Report

COMMENTS:

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

## BHCW CRITICAL INCIDENT REPORTS

Week of: \_\_\_\_\_

INCIDENT	SUN	MON	TUE	WED	THUR	FRI	SAT	WEEK TOTAL
ALARM								
ASSAULT								
BREAK IN/BURGLARY								
CONFIDENTIAL INFO BREACH								
INVENTORY LOSS								
FIRE								
FIRE-EXPLOSION								
INTRUDER								
SEXUAL HARRASSMENT								
MEDICINE DIVERSION								
MEDICAL EMERGENCY								
PROPERTY DAMAGE								
ROBBERY								
SMOKE CONDITION								
SUSPICIOUS OBJECT								
TEMPERATURE								
WATER LEAK								
WORKPLACE VIOLENCE								
NARCOTICS VIOLATION								
WEAPONS VIOLATION								
OTHERS: (DETAIL BELOW)								
TOTAL								

COMMENTS:

**All of the Critical Incidents are report to DHHS**

## **Critical Incidents include the following:**

1. **Any Security incident/law violation which may result in the dismissal or Prosecution of employee(s)**
2. **False Alarm- Fire**
3. **False Alarm- Security**
4. **Arrest**
5. **Assault**
6. **Break & Enter**
7. **Burglary or attempted burglary**
8. **Confrontations between staff and members/public**
9. **Damaged Property**
10. **Disturbance**
11. **Diversion /Drug abuse /narcotics sale**
12. **Fire**
13. **Missing or Found Property**
14. **Media coverage of any BHCW Critical Incident**
15. **Injury**
16. **Homicide /Weapons /Hostages /Sabotage**
17. **Explosions / Hazardous chemicals**
18. **Missing /Lost /Stolen Confidential Data of any kind**
19. **Misuse of company information and data processing where financial gain or damage to Blue Hen Compassion Center is involved**
20. **Reports of Substance abuse or sale of narcotics on property**
21. **Robbery-Armed/Unarmed, or attempted robbery**
22. **Sexual Incident- Harassment/Assault/Obscene Call/Other**
23. **Suspicious Person / Circumstances**
24. **Theft or vandalism**
25. **Theft, forgery or alteration of Blue Hen Compassion Center checks**
26. **Threat-Bomb /Other, received by staff, visitors or contractors**
27. **Trespass**
28. **Vandalism-Facility/Personal /Vehicle**
29. **Violation of any law on company premises**
30. **Violation of any DE DHHS dispensary rules**

**BLUE HEN COMPASSION AND WELLNESS**  
**CULTIVATION INVENTORY DISCREPANCY REPORT**

**Date Of Incident:** \_\_\_ / \_\_\_ / \_\_\_

**Name Of The Person Involved:** \_\_\_\_\_

**Description Of The Incident:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Known Cause(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Action(s) Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reporter Name:** \_\_\_\_\_, **Date:** \_\_\_ / \_\_\_ / \_\_\_

**Reporter Signature:** \_\_\_\_\_, **Title:** \_\_\_\_\_

**BLUE HEN COMPASSION AND WELLNESS**  
**INVENTORY DISCREPANCY REPORT FORM**

**Date Of Incident:** \_\_\_ / \_\_\_ / \_\_\_

**Name Of The Person Involved:** \_\_\_\_\_

**Description Of The Incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Known Or Suspected Cause(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Action(s) Taken:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reporter Name:** \_\_\_\_\_, **Date:** \_\_\_ / \_\_\_ / \_\_\_

**Reporter Signature:** \_\_\_\_\_, **Title:** \_\_\_\_\_

**Notified to Department of Health & Human Services:**    **Yes**    **No**  
**Time:** \_\_\_\_\_,    **Date:** \_\_\_\_\_.

## Section 10 Exhibits

10.1 BHCW Disclosure Consent Form

10.2 BHCW PHI Notification Form Packet

10.3 State of Washington Sample Form; Authorization to Engage in the Medical Use of Marijuana in Washington State & Risks and benefits of medical marijuana

10.4 State of Washington Sample form; Patient Intake Form

10.5 BHCW Employee Handbook

## BHCW Disclosure Consent Form

**This form will be retained in your medical record.**

In accordance with the HIPAA Privacy Regulations, applicable state laws, and our Notice of Privacy Practices, The Company is required to maintain the privacy of your protected health information.

In order for us to better protect your privacy, your health information and account information will be discussed with those you choose to receive such information.

I hereby authorize the following individual(s) to receive verbal and/or written communications from The Company that may include health and/or account information about me:

\_\_\_\_\_  
Individual's Name

\_\_\_\_\_  
Relationship to patient

\_\_\_\_\_  
Individual's Name

\_\_\_\_\_  
Relationship to patient

(If additional names need to be included, please attach a separate sheet to this form, or write on the back)

I authorize The Company to leave voice mail messages concerning my health information (i.e., test results, appointments/visits, etc.) at the following number:

Phone (      ) \_\_\_\_\_

**This acknowledgement must be completed and signed by the patient/beneficiary. If the patient is unable to sign this consent form then the patient's power of attorney may complete and sign it.**

\_\_\_\_\_  
Signature of Patient (or Power of Attorney)

\_\_\_\_\_  
Date

---

### For Office Use Only

---

I attempted to obtain written consent for disclosures of protected health information, but the consent could not be obtained because:

- Individual refused to sign
  - Communication barriers prohibited obtaining acknowledgement
  - An emergency situation prevented us from obtaining the consent
  - Other (Please specify)
- 
-

# Blue Hen Compassion & Wellness LLC

## PHI Notification Form

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practice describes how we (including other healthcare providers affiliated with us) may use and release protected health information about you that we maintain.

### Permitted and Required Disclosures of Protected Health Information:

**Treatment, Payment and Healthcare Operations.** As one of your healthcare providers, we may use and disclose protected health information ("PHI") about you for treatment, payment and healthcare operations without your authorization. Some examples of these types of uses/disclosures are:

- **Treatment.** We may use or disclose PHI about you to provide your prescribed products, equipment or services. We may consult and coordinate with your physician. We may remind you of medication or supply refills and scheduled visits/appointments. We may provide you information about treatment alternatives or other health benefits and services that may be of interest to you through newsletters or other means. We may also disclose your PHI to other healthcare providers (such as physicians and pharmacies) involved in your treatment.

- **Payment.** We may use or disclose your PHI to bill and collect payment for the products, equipment or services we provide you. We may contact your insurer or other payor to obtain eligibility and coverage information. We may also disclose your PHI to health plans, healthcare clearinghouses or other healthcare providers involved in your care for their payment activities.

- **Healthcare Operations.** We may use or disclose your PHI for quality assessment activities, evaluation of our employees' performance, business planning and development, and management and general administrative purposes. We may disclose your PHI to health plans or other healthcare providers for their quality assessment, employee evaluation or healthcare compliance activities.

We also engage consultants and contractors to perform certain services for us. When the nature of these services involves PHI disclosure, the consultants/contractors are required to appropriately safeguard the PHI they receive.

**Other Permitted and Required Uses and Disclosures.** We may use or disclose your PHI for the following reasons without your consent:

- **Persons Involved in Care/Payment.** We may disclose relevant parts of your PHI to family members or other persons involved in your care and its payment. We may notify such persons or public or private entities involved in disaster relief efforts of your location, general condition or death.

- **Limited Marketing Purposes.** From time to time, we may also provide promotional items of nominal value or marketing information communicated to you in person (face to face).

- **Health Oversight Activities.** We may disclose parts of your PHI to regulatory authorities for purposes of monitoring the healthcare system and compliance with civil rights laws and government regulations and healthcare program requirements.

- **Health or Safety.** We may use or disclose parts of your PHI if we believe it is necessary to prevent or lessen a serious and imminent threat to your health and safety or the health and safety of another person or the public. In certain circumstances, this may include disclosing parts of your PHI to local utility companies or emergency services so that they may provide appropriate assistance in the event of an emergency or power outage.
- **Abuse, Neglect or Domestic Violence.** We may disclose parts of your PHI to appropriate governmental agencies if we believe you may be a victim of abuse, neglect or domestic violence and such disclosure is authorized by applicable law or regulation.
- **Public Health Activities.** We may disclose parts of your PHI to public health authorities for purposes of controlling disease, injury or disability. We may also release parts of your PHI to the Food and Drug Administration to report adverse events, track products, enable recalls, conduct post-marketing surveillance and other activities in connection with its regulation of the quality, safety and effectiveness of certain products or activities.
- **Research.** Subject to certain restrictions, we may disclose parts of your PHI to facilitate research when an individual authorization waiver is approved by an institutional review or privacy board.
- **De-Identified Information.** We may use or disclose parts of your PHI that do not personally identify you or reveal who you are.
- **Workers Compensation.** To the extent authorized by applicable law, we may disclose your PHI to workers compensation or similar programs that provide benefits for work-related injuries or illnesses.
- **Correctional Institutions.** If you are incarcerated or otherwise in the custody of law enforcement officials, we may disclose certain of your PHI to the correctional institution or facility or its authorized personnel.
- **Legal Proceedings.** We may disclose parts of your PHI in any judicial or administrative proceeding pursuant to an order of a court or administrative tribunal or to meet other legal requirements.
- **Law Enforcement.** We may disclose parts of your PHI to locate or identify a suspect, fugitive, material witness or missing person; to comply with laws such as those requiring reporting of certain injuries or death; or to report certain crimes.
- **Coroners, Medical Examiners and Funeral Directors.** We may disclose parts of your PHI to coroners and medical examiners for identification purposes, to determine cause of death or as otherwise required by law. We may also disclose, consistent with applicable law, parts of your PHI to funeral directors to permit them to carry out their duties.
- **Organ or Tissue Donation Purposes.** We may disclose parts of your PHI to organ procurement organizations or other entities to facilitate organ or tissue procurement, banking or transplantation.
- **Specialized Government Functions.** Under certain circumstances we may disclose parts of your PHI to Armed Forces personnel and to Department of State and other federal officials in connection with specialized governmental functions (including military missions, national security and protective services).

- **Governmental Agencies.** We may disclose parts of your PHI to governmental authorities entitled to receive such information, including the Secretary of Health and Human Services.
- **Required or Permitted by Law.** We may disclose parts of your PHI in other situations not mentioned above when required or permitted by law.

**Other Disclosures:**

Uses of PHI for marketing purposes and disclosures that constitute the sale of PHI require your written authorization. Other uses and disclosures of your PHI not described above will be made only with your written authorization.

**Yours Rights:**

The following is a statement of your rights regarding your PHI and a brief description of how you may exercise these rights:

- **Access.** You have the right to inspect and copy the PHI we maintain about you except for: psychotherapy notes, information compiled in anticipation of a legal proceeding or other PHI to which your access is limited by federal law. Requests to inspect and copy records must be in writing directed to our Privacy Officer and provide specific information to assist us in fulfilling your request. We may charge a reasonable fee for copying and mailing copies. If we deny your request for access, under most circumstances, you have the right to have the denial reviewed. Please contact our Privacy Officer if you have questions concerning your right to inspect and copy your records.

- **Confidential Communications.** You have the right to request that PHI be sent to you by alternate means or at alternative locations. For instance, you can ask that we send mail to a post office box rather than to your home address. We will accommodate all reasonable requests. Please make this request in writing to our Privacy Officer.

- **Restrictions.** You have the right to request restrictions on how we use or disclose your PHI for our treatment, payment and healthcare operations activities. You also have the right to request that we not release any part of your PHI to family members or others who may be involved in your care. Your request must be in writing to our Privacy Officer and must specify what parts of your PHI you do not want released and to whom you do not want it released. However, you have the right to restrict certain disclosures of PHI to a health plan if the purpose of the disclosure is to carry out payment or health care operations and the PHI pertains to a service for which you have paid out of pocket in full.

We are not required to agree to your request and only our Privacy Officer is authorized to agree to such requests. If we agree to your request, we will abide by the restriction unless the restricted PHI is needed to provide you emergency treatment.

- **Amendment.** You have the right to request that we amend the PHI we maintain about you. Requests for amendment must be in writing directed to our Privacy Officer and provide a reason to support your requested amendment. If we deny your request for amendment, you may file a written statement of disagreement with our Privacy Officer and we will include it in your PHI when used and disclosed.

- **Breach.** You have the right to or will receive notifications of breaches of your unsecured PHI.

- **Accounting.** You have the right to receive an accounting of certain disclosures of PHI made by us. Your request for accounting must be in writing directed to our Privacy Officer and must not request an accounting for more than six years. Certain disclosures are not required to be included in the accounting including: disclosures for our treatment, payment and healthcare operations activities, incidental disclosures, disclosures for national security, disclosures to correctional institutions, certain disclosures of PHI without personally identifying information; and any disclosures made prior to April 14, 2003.

- **Copy of Notice of Privacy Practices.** You have the right to receive a paper copy of our Notice of Privacy Practices even if you agreed to receive our Notice of Privacy Practices electronically. You may obtain a copy from your local service center or by contacting our Privacy Officer and requesting a copy by mail or visiting our website at [www.lincare.com](http://www.lincare.com).

**Our Responsibilities:**

We are required by law to maintain the privacy of protected health information and to provide you notice of our legal duties and privacy practices with respect to protected health information.

We are required to abide by the terms of our Notice of Privacy Practices or applicable state laws which provide for more restrictions on the use and disclosure of your PHI.

**Changes to Notice of Privacy Practices:**

We may change the terms of our Notice of Privacy Practices at any time. The new Notice of Privacy Practices will apply to all PHI that we maintain on or after the effective date of the new Notice of Privacy Practices. Upon request to your local service center, we will give you a copy of a new Notice of Privacy Practices. You may also obtain this information by calling our Privacy Officer and requesting a copy by mail.

**Complaints:**

If you believe your privacy rights have been violated, you may lodge a complaint by contacting our Privacy Officer. You may also complain to the Secretary of Health and Human Services. We will not retaliate against you for filing a complaint.

**Additional Information: If you need additional information about our Privacy Practices, please contact our Privacy Officer at:**

**Privacy Officer**

**Documentation of Physician Authorization to Engage in the  
Medical Use of Marijuana in Washington State**

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

I am a physician licensed in the State of Washington. I have diagnosed the above named patient as having a terminal or debilitating medical condition as defined in RCW 69.51A.010.

I have advised the above named patient about the potential risks and benefits of the medical use of marijuana. I have assessed the above named patient's medical history and medical condition. It is my medical opinion that this patient may benefit from the medical use of marijuana.

Signature of Physician \_\_\_\_\_

Printed Name of Physician \_\_\_\_\_

**Risks and benefits of medical marijuana**

Under Washington state law, the use of medical marijuana is now permissible for some patients with terminal or debilitating medical conditions. The law regulating this (RCW 69.51A) allows physicians to advise patients about the risks and benefits of the medical use of marijuana.

The medical and scientific evidence supporting the use of medical marijuana remains controversial in the medical community. Not all health care providers believe that medical marijuana is safe or effective and some providers feel that it is a dangerous drug.

According to the Washington state law, the medical use of marijuana may benefit patients diagnosed with the following medical conditions: cancer, human immunodeficiency virus (HIV), multiple sclerosis, epilepsy or other seizure or spasticity disorders; some types of intractable pain; glaucoma, either acute or chronic; Crohn's disease; hepatitis C with debilitating nausea or intractable pain; or diseases, including anorexia, which result in nausea, vomiting, wasting, appetite loss, cramping, seizures, muscle spasms, or spasticity.

Some of the risks of medical marijuana may include possible long-term effects on the brain in the areas of memory, coordination and cognition; impairment of the ability to drive or operate heavy machinery; respiratory damage; possible lung cancer; and physical or psychological dependence.

\_\_\_\_\_

This form provided by the Washington State Medical Association 7/2007

[Home](#)   [Patient Intake Form](#)   [What's Medical Marijuana](#)   [Price Schedule](#)   [Verify A Patient](#)

## Patient Intake Form

### Patient Information

First Name	Last Name	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Alternate Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Doctor		
<input type="text"/>		
Address		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	AL ▼	<input type="text"/>

### Medical History

Indicate which of the following you have experienced or are currently experiencing:

Please note: not all the conditions listed in the following list represent the qualifying conditions stated in the Medical Marijuana Act. This is general health information for our health care professionals to better serve you in an event you may have a medical emergency.

- |   |  |
|---|--|
| <input type="checkbox"/> Heart Surgery                    | <input type="checkbox"/> Stomach Problem               |
| <input type="checkbox"/> Heart disease/attack             | <input type="checkbox"/> Severe Urinary Tract Problems |
| <input type="checkbox"/> AIDS/HIV                         | <input type="checkbox"/> Currently Nursing             |
| <input type="checkbox"/> Paralysis/Stroke                 | <input type="checkbox"/> Visual Impairment             |
| <input type="checkbox"/> Severe muscular/skeletal problem | <input type="checkbox"/> Cancer                        |
| <input type="checkbox"/> Liver Disease Seizure Diabetes   | <input type="checkbox"/> Bleeding Tendencies           |
| <input type="checkbox"/> Thyroid Disease                  | <input type="checkbox"/> Hearing Impairment            |
| <input type="checkbox"/> Neurological Disorder            | <input type="checkbox"/> Hepatitis                     |
| <input type="checkbox"/> High Blood Pressure              | <input type="checkbox"/> Respiratory Problems          |
| <input type="checkbox"/> Currently Pregnant               | <input type="checkbox"/> Glaucoma                      |

If you selected any of the above conditions, or are experiencing others not listed, please indicate the specific nature here

### Current Medical Status

Please indicate any prescribed and/or over-the-counter medications that you are currently taking

Dosage	Frequency	Allergies
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Primary Care Physician Information

Doctors Name

Clinic Name

DOCTOR'S NAME	CLINIC NAME
<input type="text"/>	<input type="text"/>

Phone	Fax
<input type="text"/>	<input type="text"/>

Address

City	State	Zip Code
<input type="text"/>	AL ▼	<input type="text"/>

**Current Problems**

I am currently experiencing the following problems (please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Trouble Sleeping          | <input type="checkbox"/> Nausea                    |
| <input type="checkbox"/> Pain                      | <input type="checkbox"/> Restlessness              |
| <input type="checkbox"/> Feeling Anxious/Nervous   | <input type="checkbox"/> Overwhelmed with Stress   |
| <input type="checkbox"/> Suicidal thoughts         | <input type="checkbox"/> Irritability              |
| <input type="checkbox"/> Severe Migraines          | <input type="checkbox"/> Vomiting                  |
| <input type="checkbox"/> Insomnia                  | <input type="checkbox"/> Depression                |
| <input type="checkbox"/> Extreme changes in weight | <input type="checkbox"/> Trouble Concentrating     |
| <input type="checkbox"/> Feeling emotionally numb  | <input type="checkbox"/> Poor Blood Circulation    |
| <input type="checkbox"/> Alcohol Abuse             | <input type="checkbox"/> Headaches                 |
| <input type="checkbox"/> Respiratory Problems      | <input type="checkbox"/> Chest Pains               |
| <input type="checkbox"/> Muscle Spasms             | <input type="checkbox"/> Constipation/Irregularity |
| <input type="checkbox"/> Loss of Appetite          | <input type="checkbox"/> Arthritis                 |
| <input type="checkbox"/> Drug Abuse                |  |

Please list other problems not mentioned above.

Have you recently had any surgeries?

If so, where and when?

Have you sustained any bodily injuries?

If Yes, When did this occur?

**Emergency Contact Information**

Name	Phone
<input type="text"/>	<input type="text"/>

Address

City	State	Zip Code
<input type="text"/>	AL ▼	<input type="text"/>

Relationship

**Consent Information**

I certify that the above information is correct. I understand my information is protected by Federal and State Laws and will not be disclosed to anyone outside of The Washington State Medical Marijuana Clinic L.L.C. without my written consent.

**Medical Marijuana Acknowledgment of Disclosure and Informed Consent**

Please read below and electronically sign to indicate that you understand and agree you have been advised of the health risks of Marijuana. By signing, you understand and agree to the information. If you have questions or do not understand the information below, consult with the attending physician before initialing or signing this agreement. Please do not sign this agreement and do not use medical marijuana if you do not understand the following information you have received. I understand that medical marijuana is a medicine used in treating the suffering caused by serious and debilitating medical conditions. Serious and debilitating medical conditions include cancer, HIV, nausea, arthritis, chronic pain, glaucoma, cachexia, migraine headaches, anorexia, seizures, and persistent muscle spasms. Additionally, medical marijuana is used in the treatment of other chronic or persistent symptoms.

anxiety, seizures, and persistent muscle spasms. Additionally, medical marijuana is used in the treatment of other chronic or persistent symptoms that:

- Substantially limits the ability of the person to conduct one or more major life activities as define in the American with Disabilities Act of 1990 (Public Law 101-336)
- Other conditions for which marijuana provides relief;
- If not alleviated, may cause harm to the patient’s safety or physical or mental health.
- I am aware that I am paying for a medical examination and evaluation with the physician. The fee for the evaluation does not guarantee that I will receive a recommendation. If I do not qualify for a recommendation a refund will not be issued.
- I have been advised that the use of cannabis (medical marijuana) may affect my coordination and cognition in ways that could impaired my ability to drive a vehicle and agree not to operate heavy machinery, drive or engage in potentially hazardous activities.
- I understand the side effects may occur while I am taking medical marijuana. Side effects of medical marijuana can include but are not limited to: increased heart rate, euphoria, dysphoria, confusion, low blood pressure, dizziness, inability to concentrate, sedation, anxiety, paranoia, delusion, suppression of the body’s immune system, impairment of shorter term memory, alterations in the perception of time and space, difficulty in completing complex tasks, impairment of motor skills, reaction time and physical coordination.
- I understand that some patients can become dependent on marijuana. This mean they experience mild withdrawal symptoms when they stop using marijuana, Signs of withdrawal symptoms, while generally mild can include: feelings of depression, sadness and irritability, restlessness or mild agitation, insomnia, loss of appetite, sleep disturbance, trouble concentrating, and unusual tiredness.
- For some patients, chronic marijuana use can lead to laryngitis, bronchitis and general apathy.
- Although marijuana does not produce specific psychosis, the possibility exists that may exacerbate schizophrenia on persons predisposed to that disorder.

I am here under my own freewill, am of sound mind and have been informed of the risks associated with the use of medical marijuana. Please enter your name here to electronically give your signature stating you have been advised of the health risks associated with Marijuana:

Please electronically give your signature by entering your full name here

Date



*Blue Hen Compassion and Wellness LLC*

EMPLOYEE HANDBOOK

## **Welcome to Blue Hen Compassion & Wellness LLC!**

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our company and answer many of your initial questions.

BHCW exists to give people with serious illnesses safe access to affordable medical cannabis. Thank you for supporting this goal. Our qualified, compassionate, and enthusiastic staff help make BHG an outstanding place of employment. Together, we can move forward in our mission of service to the community.

As an employee of BHCW, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to our patients and to do so more efficiently and economically than our competitors. By satisfying our patients' needs, we ensure they will continue to do business with us and will recommend us to others.

This handbook will introduce you to our policies and benefits. It is important that you read it promptly and that you have a complete understanding of the contents. The handbook is not an agreement or contract of employment, express or implied; nor is it a promise of treatment in any particular manner in any given situation.

BHCW reserves the right, at its sole discretion, to change, supplement, add, subtract, or deviate from the provisions of this handbook, except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified by an express written agreement signed by you and the BHCW Board of Directors. As policies and provisions change, updated pages will be distributed.

The policies and practices described in this manual apply to all employees and each present and future dispensaries operated by the BHCW.

If you have any questions, please do not hesitate to speak with your Dispensary Manager, Department Managers, or any one of the administration staff members.

You are an important part of this process because your work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Raj Chirra

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## A Word about This Handbook

This Employee Handbook contains information about the employment policies and practices of the company. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the company. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the CEO of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

**OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON.**

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WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT— EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CEO OF THE COMPANY.

This Employee Handbook refers to current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

**Contact Information**

Blue Hen Compassion and Wellness Main Office  
302-000-0000

**Organizational Overview**

**History** {Redacted for space, as are redacted sections below)

**Mission**

**The mission of the Blue Hen Compassion and Wellness is a high tech, unique, personalized service model that provides the purest, most effective and affordable medical cannabis along with integrated holistic health services.**

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**Values**

At Blue Hen Compassion and Wellness Center, we are guided by the five values of leadership, service, community, compassion and integrity.

**Leadership**

Blue Hen Compassion and Wellness is an industry leader because we have created a workplace where everyone is a leader. By sharing our best ideas and our best service, by informing and inspiring one another, by our willingness to try new things and to be proactive when something is not working, we define standards for and shape the future of our industry in an innovative way.

**Service**

Blue Hen Compassion and Wellness is a unique, personalized service model that provide in an innovative way to provide professional, responsive, safe, friendly, personalized, and cost-effective service, not only to our patients, but to those who turn to us for information and assistance.

**Community**

A true community of communities, our organization thrives on mutual consideration, open dialogue, respect, and a good measure of creative play. Our staff and patients work together to build bridges in work, in play, in education, and in activism, always striving for inclusion. We believe that we are all interconnected, at every level from the local and grassroots to the international.

**Compassion**

Blue Hen Compassion and Wellness models compassion in the care we offer our patients, by the

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living wage and benefits we provide our staff, and through our support of organizations that share our vision of a healthier, safer and more just world for all. By openly and actively listening to one another, and approaching all interactions with kindness and respect, we embody compassionate care.



### **Integrity**

Blue Hen Compassion and Wellness set the standard for patient safety, care, facility operations, and community engagement. Informed by a passion for social justice, our holistic approach values and the total individual and their unique contribution.

“At Blue Hen Compassion and Wellness, we lead by serving our communities with compassion and integrity”

### **Organizational Structure**

Blue Hen Compassion and Wellness is organized under Delaware law to promote and facilitate the nonprofit, collaborative association of patients and caregivers engaged in the medical cultivation and use of cannabis solely by patients, aided by their primary caregivers where applicable, as authorized under Delaware State law. Blue Hen Compassion and Wellness does not make cannabis available to the general public, or to anyone else who is not a patient or caregiver registered with the State of Delaware, who has designated our dispensary to provide them with medical cannabis, and who is entitled to possess it pursuant of Delaware Law.

### **Board of Directors**

The Board of Directors is responsible for setting policies for Blue Hen Compassion and Wellness employees. The Board employs the Dispensary Managers to whom it delegates responsibility for the day-to-day administration of the organization. The Dispensary Managers employ

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staff with policies set and approved by the Board of Directors.

The Board of Directors endeavors to review personnel policies annually. All amendments approved by the Board will be given to each employee for inclusion in their manual.



### **Managers**

Employees are accountable to the Blue Hen Compassion and Wellness Dispensary Managers, who are responsible for day-to-day operations of our facility. We maintain an open door policy for employees to have access to and discuss issues with all levels of management.

### **Department Manager**

Each department (including the Cultivation Department) has a daily Department Manager (Dispensary Manager or Cultivation Manager) who is responsible for scheduling breaks, training and coaching daily staff, managing inventory, ordering supplies, and other tasks. The daily staff in each department report to the Managers.

### **Employees**

Employees report to the Dispensary Manager. Employees may be scheduled to work in different positions such as Reception, Patient Services Generalist, and others. It is the responsibility of each employee to act in accordance with this information. Any job-related problems should first be discussed politely and calmly with the other individual involved. Most matters can be resolved at this level without the need for management interference. If a problem cannot be resolved at this level, or if an employee does not feel comfortable talking to the other individual involved, then

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they should discuss the matter with their Department Manager. Again, many of the conflicts that arise in the typical work environment can be settled at this level.

If a matter is not resolved satisfactorily with the Manager, the employee should advise the Manager that the matter will be discussed with a Director to determine the next step. If the employee feels it is not appropriate to discuss the matter with his or her Department Manager, the employee should speak with a manager in another department, any At Blue Hen Compassion and Wellness Human Resources Administrator, or any Director.



## **Equal Employment Opportunity**

Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Delaware, the following are a protected class: race; color; religious creed; ancestry; age [40 or over]; sex; pregnancy, childbirth and related medical conditions; national origin, non-job related handicap or disability, or the use of a guide or support animal.

You may discuss equal employment opportunity related questions with the Human Resources Manager or any other member of management.  
Americans with Disabilities Act

Our company is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential

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functions of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Non-Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason ["protected class"] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our employees is also prohibited.

In Delaware, the following are a protected class: race; color; religious creed; ancestry; age [40 or over]; sex;

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pregnancy, childbirth and related medical conditions; national origin, non-job related handicap or disability, or the use of a guide or support animal.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who believes that (s) he has been harassed should report the situation immediately to one of the following members of management who have been designated to receive such complaints: BHG CEO Human Resources Manager at (484) 000-0000. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

The company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.  
Sexual Harassment

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Any type of sexual harassment is against company policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who believes that (s) he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

Any employee who believes that (s) he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: BHG CEO or Human Resources Manager at



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(484) 000-0000. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

The company will investigate every reported incident immediately. Any employee, supervisor or agent of the company who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

The company will conduct all investigations in a discreet manner. The company recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.

The reporting employee and any employee participating in any investigation under this policy have the company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

**Categories of Employment**

**INTRODUCTORY PERIOD:** Full-time, part-time regular and part-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since

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you are an at-will employee both during and after your introductory period.

**FULL-TIME EMPLOYEES** regularly work at least a 40-hour workweek.

**PART-TIME REGULAR EMPLOYEES** regularly work 30 hours or more each week.

**PART-TIME EMPLOYEES** work less than 30 hours each week.

**SEASONAL EMPLOYEES** perform a job for a specified time, normally less than one year.

**PER DIEM EMPLOYEES** do not work regularly scheduled hours, but are called in to work on an as-needed basis.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

**NON-EXEMPT EMPLOYEES** are entitled to overtime pay as required by applicable federal and state law.

**EXEMPT EMPLOYEES** are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

**Driver's License/Driving Record**

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately.

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Violations of this policy may result in immediate termination of your employment.  
Certification, Licensing and Other Requirements

All employees are required to complete HIPAA Training on an annual basis. Some positions within our company require a professional license or certification.

You will be informed by your supervisor if there is any licensing, certification, training or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

**Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

**New Employee Orientation**

Upon joining our company, you were given this copy of our Employee Handbook. After reading this Employee Handbook please signs the receipt page and returns it to the Human Resources Manager. You will be asked to complete personnel, payroll and benefit forms.

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If you lose your Employee Handbook or if it becomes damaged in any way, please notify the Human Resources Manager as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S) He is a good source of information about the company and your job.  
Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to your supervisor.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.

**Talk to Us**

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor is able to satisfactorily resolve most matters. If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the Human Resources Manager or the Chief Operating Officer. They will review the issues and meet with you to discuss possible solutions.

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Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the Vice President.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.



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## Your Pay and Progress

### Recording Your Time

Non-exempt employees must record their hours on our finger imprinting timekeeping system.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

Immediately before starting your shift.  
Immediately after finishing work before your meal period.  
Immediately before resuming work after your meal period.  
Immediately after finishing work.  
Immediately before and after any other time away from work.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Sunday and ends on Saturday.  
Payday

You will be paid biweekly on Friday for the period that ends on the previous Friday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to the Human Resources Manager

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immediately. The Human Resources Manager will assist you in taking the steps necessary to correct the error.  
Paycheck Deductions

The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the company that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

Absences of one or more full days for personal reasons, other than sickness or disability; or  
Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or  
Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or  
Suspensions of one or more full days for violations of safety rules of major significance; or



Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or Any unpaid leave taken under the Family and Medical Leave Act; or Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Human Resources Manager.  
Garnishment/Child Support

When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

### **Direct Deposit**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

### **Performance Reviews**

Your performance is important to our company. Once each year, at the beginning of the calendar year, your supervisor will review your job progress within our company and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the company.

New employees will generally be reviewed at the end of their introductory period.

**Overtime**

There may be times when you will need to work overtime so that we may meet the needs of our patients. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by their supervisor.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with your supervisor.



## **Time Away From Work and Other Benefits**

### **Employee Benefits**

Our company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The company reserves the right to modify its benefits at any time. We will keep you informed of any changes.  
Holidays

Our company normally observes the following holidays during the year:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time and part-time regular employees are eligible for paid holidays immediately upon hire.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Part-time regular employees are eligible for holiday pay in proportion to the number of hours they normally are scheduled to work.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their supervisor.

#### Vacation

Full-time employees are eligible for paid vacation time.

Vacation is calculated according to anniversary dates as follows:

Full-time employees, upon completion of their introductory period, will begin to earn 6.667 hours of vacation each month, up to a maximum of ten days of vacation per year.

Members of the Senior Management team, upon completion of their introductory period, will begin to earn ten hours of vacation each month, up to a maximum of fifteen days of vacation per year.

No vacation time is earned during the introductory period.

Vacation requests must be submitted in writing at least four weeks in advance to your supervisor. When possible, vacation requests are granted, taking into account operating requirements. Length of employment and the order of submission may determine priority in scheduling vacation times. Only one Patient Care Representative may be on vacation at a given time.

Employees are prohibited from using unearned vacation time. However, if there are extenuating circumstances, employees should submit a written request for an advance of vacation time to the Human Resources

Manager. No more than 50% of an employee annual accrual will be advanced. If an employee's employment with the company is terminated before the employee has earned the advanced vacation, the employee will be responsible for repaying the company for the unearned time. Repayment will be made via a payroll deduction from the employee's last pay unless the deduction is prohibited by federal, state or local law.

Vacation pay is not granted in lieu of taking the actual time off. However, vacation time can be carried over to the following year. All vacation time that is carried into the following year must be used by June or the vacation time will be forfeited.

No more than ten days of vacation can be taken at one time without special management approval.

Vacation should be taken in blocks of four hours at a time.

Eligible employees who provide at least 3 weeks' advance notice of their resignation will be paid for accrued but unused vacation, unless state law dictates otherwise. All other employees, including employees terminated for cause, will not be paid for accrued but unused vacation upon termination.

#### Personal Days

Full-time and part-time regular employees are eligible, after their introductory period, for three paid personal days each year.

Personal days are calculated according to the calendar year.

During your initial year of employment, after completing the introductory period, you receive personal days on a prorated basis. The Human Resources Manager will



inform you of the number of days and the date on which you become eligible.

Part-time regular employees are eligible for personal days in proportion to the number of hours they normally are scheduled to work.

Personal days can be used as vacation time, sick time or to take care of personal matters.

Requests for planned personal days must be given to your supervisor at least two days in advance for approval.

Personal days should be taken in blocks of four hours.

Personal days cannot be carried over to the following year. Employees are not paid in lieu of taking the actual time off.

Personal days can be used in conjunction with other paid time off.

Upon discharge, employees are not paid for earned but unused personal days.

#### Jury Duty

Full-time employees summoned for jury duty are paid their normal rate of pay for up to five days. Thereafter, the leave is unpaid. All other employees are granted an unpaid leave in order to serve.

Employees must provide the company with a copy of the court payment records in order to be compensated.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with your supervisor as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.  
Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Human Resources Manager and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify the Human Resources Manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Human Resources Manager.  
Voluntary Emergency Workers Leave

Any employee who serves as volunteer firefighter, fire police or volunteer member of an ambulance service or rescue squad will receive unpaid leave in which to



respond to an emergency call made prior to the start of his or her scheduled shift.

Prior to missing work, the employee must attempt to contact their supervisor or otherwise notify the company that they have been dispatched to an emergency. If the employee fails to report for work, they must provide the company with a statement from the chief executive officer of the volunteer fire company, ambulance service or rescue squad or its affiliated organization stating that the employee responded to a call and the time at which he or she responded.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

#### Witness Leave

Employees are given the necessary time off with pay, up to a maximum of three days, to attend or participate in a court proceeding in accordance with state law. We ask that you notify your supervisor of the need to take witness leave as far in advance as is possible.

#### Bereavement Leave

Full-time, part-time regular and part-time employees are eligible immediately upon hire for three paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren.

Part-time regular and part-time employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

Requests for bereavement leave should be made to your supervisor as soon as possible. Our company reserves the right to request written verification of an employee's familial relationship to the deceased and his or her

attendance at the funeral service as a condition of the bereavement pay.

### **Leave of Absence**

Under special circumstances, full-time employees who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the COO.

Leaves may not exceed 30 days during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted.

To the extent allowed by the insurance contract, we will continue to provide medical insurance coverage for employees on an authorized leave of absence, up to a maximum of one month. During this time you will be responsible for paying your portion of the monthly premium(s).

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

### **Victims of Crime Leave**

The company will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the company reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.



## **Medical Insurance**

Eligible full-time and part-time regular employees may enroll in a single, a single plus one dependent or a family contract on the first of the month after completing their introductory period.

Information and enrollment forms may be obtained from the Human Resources Manager.

To assist you with the cost of this insurance, our company pays a portion of a single contract. You are responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug and vision care programs.

A booklet containing the details of the plan and eligibility requirements may be obtained from the Human Resources Manager.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Human Resources Manager.

## **COBRA**

You and your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and

your covered dependents would otherwise end due to your death or because:

your employment terminates, for a reason other than gross misconduct; or  
your employment status changes due to a reduction in hours; or  
your child ceases to be a "dependent child" under the terms of the medical plan; or  
you become divorced or legally separated; or  
you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Human Resources Manager.  
Life Insurance

Eligible full-time employees may enroll in this plan after completing their introductory period.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is shared between the company and the employee.

Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider.

You also have the option of purchasing additional insurance through our group plan.

Complete details of this plan may be obtained from your supervisor.

### **Section 125 Plans**

Our company offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance and out-of-pocket medical expenses or dependent care expenses on a "before tax", rather than an "after tax" basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the Human Resources Manager.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

#### **Disability Leave**

Full-time employees are eligible for an unpaid disability leave after one year of employment. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed six weeks.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable



accommodation in accordance with the Americans with Disabilities Act.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.

To the extent allowed by the insurance contract, we will continue to provide medical insurance coverage for employees on authorized disability leave for the first month of disability. During this time you will be responsible for paying your portion of the monthly premium(s). When the above period expires, you may continue your medical insurance coverage by making arrangements with the Human Resources Manager to pay the entire monthly premium in advance each month.

When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave where permitted by state and federal law.  
Social Security

During your employment, you and the company both contribute funds to the federal government to support the Social Security program. This program is intended to



provide you with retirement benefit payments and medical coverage once you reach retirement age.  
Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Human Resources Manager.  
Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Human Resources Manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

#### **401(k) Qualified Retirement Plan**

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The company's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the Human Resources Manager. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.  
Employee Assistance Program



Eligible full-time, part-time regular and part-time employees may participate in our employee assistance program after completing their introductory period.

Our BalanceWorks®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the company.

Additional information regarding this program is available at [www.eniweb.com](http://www.eniweb.com) or by calling 1-800-EAPCALL. Complete details of this program may be obtained from the Human Resources Manager.  
Corporate Discounts

Full-time, part-time regular and part-time employees may purchase merchandise and receive services at reduced prices via the Working Advantage Benefit. Employees must create a profile, on the [www.workingadvantage.com](http://www.workingadvantage.com) site, using the member ID number of 99040186.

Any merchandise purchased or services received on this discount program must be for your family or your personal use.



## **Conduct at Patient's Office or Home**

The nature of our company may require that employees to go to a patient's office or home. The importance of professional conduct when working in a patient's office or home cannot be emphasized enough. Professional conduct is a broad term that is open to many interpretations. The following guidelines describe appropriate conduct when working at a patient's office or home:

- Do not discuss internal affairs with patient personnel.
- Avoid comments or criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of patient employees.
- Avoid conversations involving patient matters in all public places.
- Avoid discussing procedural problems with management while patient employees are present.
- Purchase items from a patient at normal sale prices.
- Do not solicit patients for charitable donations.
- Accept token gifts from patients only if they are non-monetary and valued at less than \$25. Gift offers that exceed \$25 must be reported to your supervisor.
- Entertain patients only after first receiving approval from the COO.

## **Confidentiality of Patient Matters**

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling patient matters.

To maintain this professional confidence, no employee shall disclose patient information to outsiders, including other patients or third parties and members of one's own family.

Questions concerning patient confidentiality may be addressed with your supervisor.

### **Care of Patient Records**

The impression that patients have of our company is based, in part, on the way we care for their records. If we are careless with their files and records, patients may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that patient files are handled with care.

Under no circumstances will outside requests for patient material be fulfilled unless prior written permission is received from a member of the Senior Management Team.

## **Use of Patient Telephones**

When in a patient's office or home, refrain from using the telephone. Do not disclose the location and telephone number of the patients to outsiders.

Personal calls must be made from outside the patient's office or home. Incoming personal calls are discouraged.

### **Attendance and Punctuality**



Attendance and punctuality are important factors for your success within our company. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but no later than one hour before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

#### Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 8:30 a.m. to 6:00 p.m. EST, Monday through Friday----- . Check with your supervisor if you have questions about your hours of work.

#### Meal Time

A 30-minute, unpaid meal break should be taken each day by employees schedule to work six or more hours. Your supervisor is responsible for approving the scheduling of this time.

Employees are not permitted to eat in the pharmacy area. Employees remaining on work premises during their meal break may eat in the designated areas. Please speak to your supervisor for additional information.

#### Breaks



Employees who are scheduled to work 8 hours will be allowed to take one paid 15 minute breaks provided business operations permit.

Their supervisor will be responsible for scheduling the breaks.

### **Lactation Breaks**

The company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify your supervisor to request time to express breast milk under this policy. The company reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact your supervisor.  
Standards of Conduct

Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a



department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the company. The company does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the company's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of company property, equipment or facilities in connection with outside work while on company time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

#### **Access to Personnel Files**

Employees or an agent designated by the employee can inspect parts of the employee's own personnel files once a year, in the presence of a company official. Parts subject to inspection include the employee's job application, wage or salary information, notices of commendations, warnings or other discipline, authorization for a deduction or withholding of pay, fringe



benefit information, leave records and employment history with the company. The records may be inspected at reasonable times during regular business hours and in the office where the records are kept. Employees or their designated agent may take notes regarding the contents of the file. Employees or their designated agent may place a statement in the file if they find an error in the file.

Employees shall provide a signed authorization designating a specific individual who is authorized to inspect their personnel file. The signed authorization shall be for a specific date and shall indicate either the purpose for which the inspection is authorized or the particular parts of the employee's personnel file that the designated agent is authorized to inspect.

For more information, contact your supervisor.  
Computer Software Licensing

The company purchases or licenses the use of various computer software programs. Neither the company nor any of the company's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to \$250,000 fine and up to five years in jail.

The company does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the company shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.  
Patient and Public Relations



Our company's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that patients have toward our company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a patient for granted, but if we do we run the risk of losing not only that patient, but his or her associates, friends or family who may also be patients or prospective patients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

### **Solicitation and Distribution**

To avoid unnecessary annoyances and work interruptions, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

### **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Human Resources Manager promptly.



## **Care of Equipment**

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

## **Employment of Relatives and Romantic Relationship**

A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews or other family members residing in the same household.

In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security and morale.

All interoffice romantic and familial relationships must be disclosed to the Human Resources Manager.

## **Visitors**

If you are expecting a visitor, please notify the receptionist. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

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## **Severe Weather**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as vacation, a personal day, or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your supervisor.

## **Natural Disasters**

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is to be used as vacation, a personal day, or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your supervisor.

### **Personal Telephone Calls**

It is important to keep our telephone lines free for patient calls. Although the occasional use of the company's

telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on company premises.

Employees are prohibited from using cellular telephones to text message during working hours while on company premises.

### **Electronic Mail and Voice Mail Monitoring**

We recognize your need to be able to communicate efficiently with fellow employees and patients. Therefore, we have installed electronic mail (e-mail) and voice mail systems to facilitate the transmittal of business-related information within the company and with our patients.

The e-mail and voice mail systems are intended for business use only. The use of the company's e-mail and/or voice mail systems to solicit fellow employees or distribute non job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Our company's policies against sexual and other types of harassment apply fully to the e-mail and voice mail systems. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files and or accounts.



All e-mail and voice mail passwords must be made available to the company at all times. Please notify your supervisor if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the company's private e-mail and voice mail systems and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the company's private e-mail and voice mail systems will be disclosed to management. Employees should not assume that communications that they send and receive by the company's private e-mail and voice mail systems are private or confidential.

#### Internet Usage and Monitoring

As a growing company, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our company's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that



could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. For business purposes, management reserves the right to search and/or monitor the company's Internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Internet will be disclosed to management. Employees should not assume that communications that they send and receive by the Internet are private or confidential.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

#### Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this



policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with patients, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in company Systems are company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the company. The Systems and Electronic Communications are accessible to the company at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the company's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the company at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.



Employees may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Patient Matters, Care of Patient Records, Protecting Company Information, Solicitation and Distribution, Electronic Mail, Voice Mail and Monitoring, and Internet Usage and Monitoring. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of company policies.

In addition, employees may not use our Systems:

- To download, save, send or access any defamatory, discriminatory or obscene material;
- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that the company might deem "adult entertainment;"
- To access any "blog" or otherwise post a personal opinion on the intranet;
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.



An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the company or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the company. Employees may not install password or encryption programs without the written permission of the COO. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The company will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your supervisor for advance clarification.



## Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our patients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct patient contact, you represent the company with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the company, to the public and fellow employees.

The company maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and patient interaction.

### Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our company. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

### Protecting Company Information

Protecting our company's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the company's confidential business with anyone who does not work for us. You may be required to sign a non-compete and/or a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to the Human Resources Manager.

The company's address shall not be used for the receipt of personal mail.

### **Conflict of Interest/Code of Ethics**

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its patients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The company adheres to the highest legal and ethical standards applicable in our business. The company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the company shall conduct their personal affairs such that their duties and responsibilities to the company are not jeopardized and/or legal questions do not arise with respect to their association or work with the company.

### **Outside Employment**

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify the Human Resources Manager in writing.

Outside employment must not conflict in any way with your responsibilities within our company. You may not



work for competitors nor may you take an ownership position with a competitor.

Employees may not conduct outside work or use company property, equipment or facilities in connection with outside work while on company time.

#### Cellular Telephones

Employees in certain positions are issued company cellular telephones or PDAs so they may maintain contact with patients and co-workers when they are out of the office on business.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone or PDA. The use of handheld cellular telephones or PDAs while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones or PDAs.

Company cellular telephones are for business purposes. Although the occasional use of your company cellular telephone for personal calls may be necessary, incoming and outgoing personal calls should be kept to a minimum.

The use of cellular telephones or PDAs is not a work requirement for most employees. Employees who are not issued a company cellular telephone will not be reimbursed for the use of their personal cellular telephones and are expected to make business calls from the office.

Employees are expected to demonstrate proper care of their cellular telephones or PDAs. If you lose, break or damage your company cellular telephone or PDA, report it to your supervisor at once. All cellular telephones or PDAs issued by the company must be returned upon leaving our company or upon transferring to a position

that does not require a company cellular telephone or PDA.

A violation of this policy may result in disciplinary action.  
Contact with the Media

All media inquiries regarding the company and its operations must be referred to the CEO. Only the CEO is authorized to make or approve public statements pertaining to the company or its operations. No employees, unless specifically designated by the CEO, are authorized to make those statements.

#### Pharmacy and Office Supplies

Our company maintains a stock of basic pharmacy and office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees. All pharmacy and office supplies will be provided to you by your supervisor.

If you need additional items not regularly stocked, please speak to your supervisor to place a special order.

All pharmacy and office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.

#### Recording Devices in the Workplace

Except as otherwise provided for in this policy, no employee may photograph, tape, or otherwise record any person, document, conversation, communication, or activity that in any way involves the company or employees of the company, any patients or any other individual with whom the company is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, or independent contractors). The authorized copying of documents in the ordinary course of business for the benefit of the company is not prohibited by this policy.



"Photographing," "taping," and "recording" under this policy include taking still or video pictures (film or digital), or recording any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wire-tapping equipment), and regardless of where the conversation or communication takes place, i.e., on or off the company's premises. "Taping" or "recording" also include photographing or recording digital images through cameras of any kind (for example, camera phones, PDA cameras, or concealed cameras). Limited exceptions will apply where the photographing, taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by an authorized member of company management.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including discharge. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

**If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least three weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Employees, who are rehired following a break in service in excess of three months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from



the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Our company does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All company property, including this Employee Handbook, must be returned upon discharge. Otherwise, the company may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

You should notify the company if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

## **Safety in the Workplace**

### **Each Employee's Responsibility**

Safety can only be achieved through teamwork at our company. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.

The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The

possession of alcoholic beverages or illegal substances on the company's property is forbidden.

Use, adjust and repair machines and equipment only if you are trained and qualified.

Know the proper lifting procedures. Get help when lifting or pushing heavy objects.

Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.

Know the locations, contents and use of first aid and fire fighting equipment.

Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

Do not leave the pharmacy unlocked and/or unattended.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

### **Fire Drills**

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the Human Resources Manager.

### **Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or member of management will not

be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to company property in the event someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the Human Resources Manager at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including discharge.

### **Workplace Searches**

To protect the property and to ensure the safety of all employees, patients and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our



premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.

#### Smoking in the Workplace

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.

#### **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.



Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Human Resources Manager immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

### **Substance Abuse**

The company has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the patients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

The company has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on company paid time, on company premises, in company vehicles, or while engaged in company activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees



are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The company will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the company has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to the Human Resources Manager.



## Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Blue Hen Compassion and Wellness LLC Employee Handbook and I understand that it contains information about the employment policies and practices of the company. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the President & CEO of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the President & CEO of the company. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT & CEO OF THE COMPANY.

I understand that this Employee Handbook refers to current benefit plans maintained by the company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_

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SIGNATURE \_\_\_\_\_