



## Massachusetts Cannabis Control Commission

### Marijuana Retailer

#### General Information:

License Number: MR285029  
Original Issued Date: 03/27/2025  
Issued Date: 03/27/2025  
Expiration Date: 03/27/2026

### ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: Alternative Compassion Services, Inc.

Phone Number: 508-356-5151 Email Address: SWerther@acscompassion.com

Business Address 1: 175 George Washington Blvd.

Business Address 2:

Business City: Hull

Business State: MA

Business Zip Code: 02045

Mailing Address 1: 693 Elm Street

Mailing Address 2:

Mailing City: Bridgewater

Mailing State: MA

Mailing Zip Code: 02324

### CERTIFIED DISADVANTAGED BUSINESS ENTERPRISES (DBES)

Certified Disadvantaged Business Enterprises (DBEs): Not a DBE

### PRIORITY APPLICANT

Priority Applicant: no

Priority Applicant Type: Not a Priority Applicant

Economic Empowerment Applicant Certification Number:

RMD Priority Certification Number:

### RMD INFORMATION

Name of RMD: Alternative Compassion Services, Inc.

Department of Public Health RMD Registration Number: RMD3320

Operational and Registration Status: Obtained Final Certificate of Registration and is open for business in Massachusetts

To your knowledge, is the existing RMD certificate of registration in good standing?: yes

If no, describe the circumstances below:

### PERSONS WITH DIRECT OR INDIRECT AUTHORITY

#### Person with Direct or Indirect Authority 1

Percentage Of Ownership: 18.81

Percentage Of Control: 25

Role: Director

Other Role:

First Name: Stephen

Last Name: Werther

Suffix:

Gender: Male

User Defined Gender:



What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

#### Person with Direct or Indirect Authority 2

Percentage Of Ownership: 18.81

Percentage Of Control: 25

Role: Board Member

Other Role:

First Name: Richard

Last Name: Radebach

Suffix:

Gender: Male

User Defined Gender:

What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

#### Person with Direct or Indirect Authority 3

Percentage Of Ownership:

Percentage Of Control: 25

Role: Board Member

Other Role:

First Name: Walter

Last Name: Hinds

Suffix:

Gender: Male

User Defined Gender:

What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

#### Person with Direct or Indirect Authority 4

Percentage Of Ownership: 9.4

Percentage Of Control: 25

Role: Board Member

Other Role:

First Name: Marc

Last Name: Cohen

Suffix:

Gender: Male

User Defined Gender:

What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

### ENTITIES WITH DIRECT OR INDIRECT AUTHORITY

#### Entity with Direct or Indirect Authority 1

Percentage of Control:

Percentage of Ownership: 26.77

Entity Legal Name: Cann-Vest LLC

Entity DBA:

DBA City:

Boston

Entity Description: Investor

Foreign Subsidiary Narrative:

Entity Phone: 617-293-7383

Entity Email:

Entity Website:

whinds@100statestreet.com

Entity Address 1: 100 State Street

Entity Address 2: 11th Floor

Entity City: Boston

Entity State: MA

Entity Zip Code: 02109

Entity Mailing Address 1: 100 State Street

Entity Mailing Address 2:

Entity Mailing City: Boston

Entity Mailing State: MA

Entity Mailing Zip Code:

02109

Relationship Description: Cann-Vest LLC is a financial investor of Alternative Compassion Services, Inc. d/b/a ACS and has no control over the company.

### CLOSE ASSOCIATES AND MEMBERS

No records found



## CAPITAL RESOURCES - INDIVIDUALS

No records found

## CAPITAL RESOURCES - ENTITIES

No records found

## BUSINESS INTERESTS IN OTHER STATES OR COUNTRIES

### Business Interest in Other State 1

**Business Interest of an Owner or the Marijuana Establishment:** Business Interest of an Owner

**Owner First Name:** Richard

**Owner Last Name:** Radebech

**Owner Suffix:**

**Entity Legal Name:** GREENLEAF COMPASSIONATE CARE CENTER, INC.

**Entity DBA:**

**Entity Description:** RI Compassion Center

**Entity Phone:** 401-293-5987

**Entity Email:**

help@greenleafcare.org

**Entity Website:**

**Entity Address 1:** 1637 WEST MAIN ROAD PO BOX 118

**Entity Address 2:**

**Entity City:** Portsmouth

**Entity State:** RI

**Entity Zip Code:** 02871

**Entity Country:** USA

**Entity Mailing Address 1:** 1637 WEST MAIN ROAD PO BOX 118

**Entity Mailing Address 2:**

**Entity Mailing City:** Portsmouth

**Entity Mailing State:** RI

**Entity Mailing Zip Code:**

02871

**Entity Mailing Country:**

USA

## DISCLOSURE OF INDIVIDUAL INTERESTS

### Individual 1

**First Name:** Stephen

**Last Name:** Werther

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Cultivator

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

### Individual 2

**First Name:** Stephen

**Last Name:** Werther

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Product Manufacture

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

### Individual 3

**First Name:** Marc

**Last Name:** Cohen

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Cultivator

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

### Individual 4

**First Name:** Marc

**Last Name:** Cohen

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Product Manufacture

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

### Individual 5

**First Name:** Richard

**Last Name:** Radebach

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Cultivator

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

### Individual 6

**First Name:** Richard

**Last Name:** Radebach

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Product Manufacture



**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

**Individual 7**

**First Name:** Stephen

**Last Name:** Werther

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD3320)

**Business Type:** Marijuana Retailer

**Marijuana Establishment City:** Hull

**Marijuana Establishment State:** MA

**Individual 8**

**First Name:** Stephen

**Last Name:** Werther

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (MR284457)

**Business Type:** Marijuana Retailer

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

**Individual 9**

**First Name:** Richard

**Last Name:** Radebach

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD3320)

**Business Type:** Marijuana Retailer

**Marijuana Establishment City:** Hull

**Marijuana Establishment State:** MA

**Individual 10**

**First Name:** Richard

**Last Name:** Radebach

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (MR284457)

**Business Type:** Marijuana Retailer

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

**Individual 11**

**First Name:** Walter

**Last Name:** Hinds

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Cultivator

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

**Individual 12**

**First Name:** Walter

**Last Name:** Hinds

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD585)

**Business Type:** Marijuana Product Manufacture

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

**Individual 13**

**First Name:** Walter

**Last Name:** Hinds

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD3320)

**Business Type:** Marijuana Retailer

**Marijuana Establishment City:** Hull

**Marijuana Establishment State:** MA

**Individual 14**

**First Name:** Walter

**Last Name:** Hinds

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (MR284457)

**Business Type:** Marijuana Retailer

**Marijuana Establishment City:** Bridgewater

**Marijuana Establishment State:** MA

**Individual 15**

**First Name:** Marc

**Last Name:** Cohen

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (RMD3320)

**Business Type:** Marijuana Retailer

**Marijuana Establishment City:** Hull

**Marijuana Establishment State:** MA

**Individual 16**

**First Name:** Marc

**Last Name:** Cohen

**Suffix:**

**Marijuana Establishment Name:** Alternative Compassion Services, Inc. (MR284457)

**Business Type:** Marijuana Retailer



**MARIJUANA ESTABLISHMENT PROPERTY DETAILS**

Establishment Address 1: 175 George Washington Blvd.

Establishment Address 2:

Establishment City: Hull

Establishment Zip Code: 02045

Approximate square footage of the establishment: 1400

How many abutters does this property have?: 77

Have all property abutters been notified of the intent to open a Marijuana Establishment at this address?: Yes

**HOST COMMUNITY INFORMATION**

Host Community Documentation:

| Document Category                          | Document Name  | Type | ID                       | Upload Date |
|--|--|------|--------------------------|-------------|
| Plan to Remain Compliant with Local Zoning | Plan to Remain Compliant with Local Zoning.pdf         | pdf  | 673383c7249166000858889a | 11/12/2024  |
| Community Outreach Meeting Documentation   | Community Outreach Meeting Presentation.pdf            | pdf  | 6751bac1e8b78900086e0cdb | 12/05/2024  |
| Executed HCA                               | Hull HCA Signed and Fully Executed.pdf                 | pdf  | 6751c809e8b78900086e30d3 | 12/05/2024  |
| Community Outreach Meeting Documentation   | COM Week 1 Attachment A.pdf                            | pdf  | 6751d9eee8b78900086e6aa0 | 12/05/2024  |
| Community Outreach Meeting Documentation   | COM Week 2 Attachment A.pdf                            | pdf  | 6751d9f6e8b78900086e6ab7 | 12/05/2024  |
| Community Outreach Meeting Documentation   | COM Attachment B.pdf                                   | pdf  | 6751d9fbb92cff00089b3b98 | 12/05/2024  |
| Community Outreach Meeting Documentation   | COM Attachment C.pdf                                   | pdf  | 6751da00b92cff00089b3bac | 12/05/2024  |
| Community Outreach Meeting Documentation   | 2024.11.13 Notice Sent to Planning Board Member 1.pdf  | pdf  | 6751da4bb92cff00089b3d39 | 12/05/2024  |
| Community Outreach Meeting Documentation   | 2024.11.13 Notice Sent to Planning Board Member 2.pdf  | pdf  | 6751da4fe8b78900086e6b7d | 12/05/2024  |
| Community Outreach Meeting Documentation   | 2024.11.13 Notice Sent to Select Board Member 1.pdf    | pdf  | 6751da53e8b78900086e6ba5 | 12/05/2024  |
| Community Outreach Meeting Documentation   | 2024.11.13 Notice Sent to Select Board Member 2.pdf    | pdf  | 6751da58b92cff00089b3d4d | 12/05/2024  |
| Community Outreach Meeting Documentation   | 2024.11.13 Notice Sent to Town Clerk.pdf               | pdf  | 6751da61b92cff00089b3d69 | 12/05/2024  |
| Community Outreach Meeting Documentation   | 2024.11.14 Notice - Certified Mailing to Abutters1.pdf | pdf  | 6751da6fb92cff00089b3db5 | 12/05/2024  |
| Community Outreach Meeting Documentation   | COM Attestation Form.pdf                               | pdf  | 6751da9ce8b78900086e6d05 | 12/05/2024  |

Total amount of financial benefits accruing to the municipality as a result of the host community agreement. If the total amount is zero, please enter zero and provide documentation explaining this number.: \$

**POSITIVE IMPACT PLAN**

Positive Impact Plan:



| Document Category        | Document Name   | Type | ID                       | Upload Date |
|--------------------------|---|------|--------------------------|-------------|
| Other                    | Donation Approval Letter - Citizens for Juvenile Justice.pdf                    | pdf  | 66da015394e8b800085a3078 | 09/05/2024  |
| Other                    | Donation Approval Letter - Girl Gang Care Packages.pdf                          | pdf  | 66da015fcfa6590008d83636 | 09/05/2024  |
| Other                    | Donation Approval Letter - First H.E.L.P..pdf                                   | pdf  | 66da0166cfa6590008d8364a | 09/05/2024  |
| Other                    | Donation Approval Letter - Girls Embracing Mothers.pdf                          | pdf  | 66da016e94e8b800085a310a | 09/05/2024  |
| Other                    | Donation Approval Letter - Project HOPE.pdf                                     | pdf  | 66da017894e8b800085a3131 | 09/05/2024  |
| Plan for Positive Impact | Updated 2024 ACS Plan to Positively Impact Areas of Disproportionate Impact.pdf | pdf  | 6764760ebbe3740008d2ee31 | 12/19/2024  |

## ADDITIONAL INFORMATION NOTIFICATION

Notification:

## INDIVIDUAL BACKGROUND INFORMATION

### Individual Background Information 1

**Role:** Executive / Officer      **Other Role:**  
**First Name:** Stephen      **Last Name:** Werther      **Suffix:**  
**RMD Association:** RMD Owner  
**Background Question:** no

### Individual Background Information 2

**Role:** Board Member      **Other Role:**  
**First Name:** Richard      **Last Name:** Radebach      **Suffix:**  
**RMD Association:** RMD Owner  
**Background Question:** no

### Individual Background Information 3

**Role:** Board Member      **Other Role:**  
**First Name:** Walter      **Last Name:** Hinds      **Suffix:**  
**RMD Association:** Not associated with an RMD  
**Background Question:** no

### Individual Background Information 4

**Role:** Board Member      **Other Role:**  
**First Name:** Marc      **Last Name:** Cohen      **Suffix:**  
**RMD Association:** RMD Owner  
**Background Question:** no

## ENTITY BACKGROUND CHECK INFORMATION

### Entity Background Check Information 1

**Role:** Investor/Contributor      **Other Role:**  
**Entity Legal Name:** Cann-Vest LLC      **Entity DBA:**  
**Entity Description:** A Boston-based cannabis investment company  
**Phone:** 617-293-7383      **Email:** whinds@100statestreet.com  
**Primary Business Address 1:** 100 State St      **Primary Business Address 2:**



Primary Business City: Boston

Primary Business State: MA

Principal Business Zip Code: 02109

Additional Information: Cann-Vest LLC is a financial investor of Alternative Compassion Services, Inc. d/b/a ACS and has no control over the company.

MASSACHUSETTS BUSINESS REGISTRATION

Required Business Documentation:

| Document Category  | Document Name                                   | Type | ID                       | Upload Date |
|--|---|------|--------------------------|-------------|
| Bylaws   | Alternative Compssion Services Inc. By-Laws.pdf | pdf  | 66db316c94e8b800085b37d1 | 09/06/2024  |
| Articles of Organization   | Articles of Entity Conversion.pdf               | pdf  | 66db319794e8b800085b3809 | 09/06/2024  |
| Department of Revenue - Certificate of Good standing                 | DOR COGS 10.11.24.pdf                           | pdf  | 67350bfaa18da60008f2c4c1 | 11/13/2024  |
| Department of Unemployment Assistance - Certificate of Good standing | DUA COGS 10.15.24.pdf                           | pdf  | 67350c07a18da60008f2c4d5 | 11/13/2024  |
| Secretary of Commonwealth - Certificate of Good Standing             | SOC COGS 10.16.24.pdf                           | pdf  | 67350c0fa18da60008f2c4e9 | 11/13/2024  |
| Secretary of Commonwealth - Certificate of Good Standing             | Cann-Vest Reinstated 2.28.25.pdf                | pdf  | 67c5a5badc92c5a698f0678f | 03/03/2025  |

No documents uploaded

Massachusetts Business Identification Number: 001379461

Doing-Business-As Name: ACS

DBA Registration City: Bridgewater

BUSINESS PLAN

Business Plan Documentation:

| Document Category                                | Document Name                                   | Type | ID                       | Upload Date |
|--|---|------|--------------------------|-------------|
| Proposed Timeline                                | Proposed Timeline.pdf                           | pdf  | 66db341d94e8b800085b4257 | 09/06/2024  |
| Plan for Liability Insurance                     | Liability Insurance.pdf                         | pdf  | 66db34c394e8b800085b4552 | 09/06/2024  |
| Business Plan                                    | ACS Business Plan Hull.pdf                      | pdf  | 66db34e5cfa6590008d954e0 | 09/06/2024  |
| Capitalization Table                             | Cap Table pdf.pdf                               | pdf  | 6751b69eb92cff00089ad480 | 12/05/2024  |
| Operating Agreement or Articles of Incorporation | Articles of Entity Conversion.pdf               | pdf  | 6751b6b6b92cff00089ad4c8 | 12/05/2024  |
| Operating Agreement or Articles of Incorporation | Alternative Compssion Services Inc. By-Laws.pdf | pdf  | 6751b6c5e8b78900086dfec0 | 12/05/2024  |

OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

| Document Category                                  | Document Name   | Type | ID                       | Upload Date |
|--|---|------|--------------------------|-------------|
| Plan for obtaining marijuana or marijuana products | Plan for Obtaining Marijuana and Marijuana Products.pdf | pdf  | 66db3515cfa6590008d9558b | 09/06/2024  |



|  |  |      |                          |            |
|--|--|------|--------------------------|------------|
| Separating recreational from medical operations, if applicable | AU Separation from Medical.pdf             | pdf  | 66db3527cfa6590008d9559f | 09/06/2024 |
| Restricting Access to age 21 and older                         | Restricting Access to Age 21 and Older.pdf | pdf  | 66db352dcfa6590008d955d0 | 09/06/2024 |
| Security plan  | Security Plan.pdf                          | pdf  | 66db3591cfa6590008d9572d | 09/06/2024 |
| Prevention of diversion  | Prevention of Diversion.pdf                | pdf  | 66db359ccfa6590008d95741 | 09/06/2024 |
| Transportation of marijuana                                    | Transportation of Marijuana.pdf            | pdf  | 66db36ca94e8b800085b4a40 | 09/06/2024 |
| Inventory procedures   | ACS Inventory Procedures.pdf               | pdf  | 66db36d494e8b800085b4a62 | 09/06/2024 |
| Quality control and testing                                    | Quality Control and Testing.pdf            | pdf  | 66db36e794e8b800085b4a76 | 09/06/2024 |
| Dispensing procedures  | Dispensing Procedures.pdf                  | pdf  | 66db36f194e8b800085b4a8a | 09/06/2024 |
| Personnel policies including background checks                 | Background Check Policy.pdf                | pdf  | 66db375494e8b800085b4b84 | 09/06/2024 |
| Record Keeping procedures                                      | Recordkeeping Procedures.pdf               | pdf  | 66db375f94e8b800085b4bc6 | 09/06/2024 |
| Maintaining of financial records                               | Maintaining of Financial Records.pdf       | pdf  | 66db376794e8b800085b4c1a | 09/06/2024 |
| Energy Compliance Plan   | Energy Compliance Plan.pdf                 | pdf  | 66db37d8cfa6590008d95ca8 | 09/06/2024 |
| Dispensing procedures  | ACS Logo.JPG                               | jpeg | 66db37e5cfa6590008d95cbc | 09/06/2024 |
| Diversity plan   | Updated 2024 ACS Diversity Plan.pdf        | pdf  | 67604728790d860008828d35 | 12/16/2024 |
| Storage of marijuana   | Storage of Marijuana.pdf                   | pdf  | 67604971d232f700088386ec | 12/16/2024 |
| Personnel policies including background checks                 | Training & Staffing Plan.pdf               | pdf  | 67605a4a790d86000882be75 | 12/16/2024 |

#### MARIJUANA RETAILER SPECIFIC REQUIREMENTS

No documents uploaded

No documents uploaded

#### ATTESTATIONS

I certify that no additional entities or individuals meeting the requirement set forth in 935 CMR 500.101(1)(b)(1) or 935 CMR 500.101(2)(c)(1) have been omitted by the applicant from any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.: I Agree

I understand that the regulations stated above require an applicant for licensure to list all executives, managers, persons or entities having direct or indirect authority over the management, policies, security operations or cultivation operations of the Marijuana Establishment; close associates and members of the applicant, if any; and a list of all persons or entities contributing 10% or more of the initial capital to operate the Marijuana Establishment including capital that is in the form of land or buildings.: I Agree

I certify that any entities who are required to be listed by the regulations above do not include any omitted individuals, who by themselves, would be required to be listed individually in any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.: I Agree

#### Notification:

I certify that any changes in ownership or control, location, or name will be made pursuant to a separate process, as required under 935 CMR 500.104(1), and none of those changes have occurred in this application.:

I certify that to the best knowledge of any of the individuals listed within this application, there are no background events that have arisen since the issuance of the establishment's final license that would raise suitability issues in accordance with 935 CMR 500.801.:

I certify that all information contained within this renewal application is complete and true.:



ADDITIONAL INFORMATION NOTIFICATION

Notification:

COMPLIANCE WITH POSITIVE IMPACT PLAN - PRE FEBRUARY 27, 2024  
No records found

COMPLIANCE WITH DIVERSITY PLAN  
No records found

HOURS OF OPERATION

|                          |                       |
|--------------------------|-----------------------|
| Monday From: 10:00 AM    | Monday To: 7:00 PM    |
| Tuesday From: 10:00 AM   | Tuesday To: 7:00 PM   |
| Wednesday From: 10:00 AM | Wednesday To: 7:00 PM |
| Thursday From: 10:00 AM  | Thursday To: 7:00 PM  |
| Friday From: 10:00 AM    | Friday To: 7:00 PM    |
| Saturday From: 10:00 AM  | Saturday To: 6:00 PM  |
| Sunday From: 10:00 AM    | Sunday To: 6:00 PM    |





**Plan to Remain Compliant with Local Zoning**

Alternative Compassion Services, Inc. (“ACS”) will continue to remain compliant with the local zoning bylaws set forth by the Town of Hull. ACS is currently licensed and operating a Marijuana Treatment Center in Hull. We have cooperated with local law enforcement and adjacent municipalities throughout our time doing business in Hull and remain compliant with all local regulations.

ACS has executed an updated Host Community Agreement and submitted an application to the Planning Board for a permit to operate a Marijuana Retailer at its proposed site. It will effectuate such permit immediately upon receipt as no construction is required. It maintains a Certificate of Occupancy.

ACS will continue to work cooperatively with various municipal departments, boards, and officials to ensure that ACS remains compliant with all local laws, regulations, rules, and codes with respect to design, construction, operation, and security.





# **Town of Hull: Community Outreach Meeting**



January 29, 2020

ACS Hull

6pm

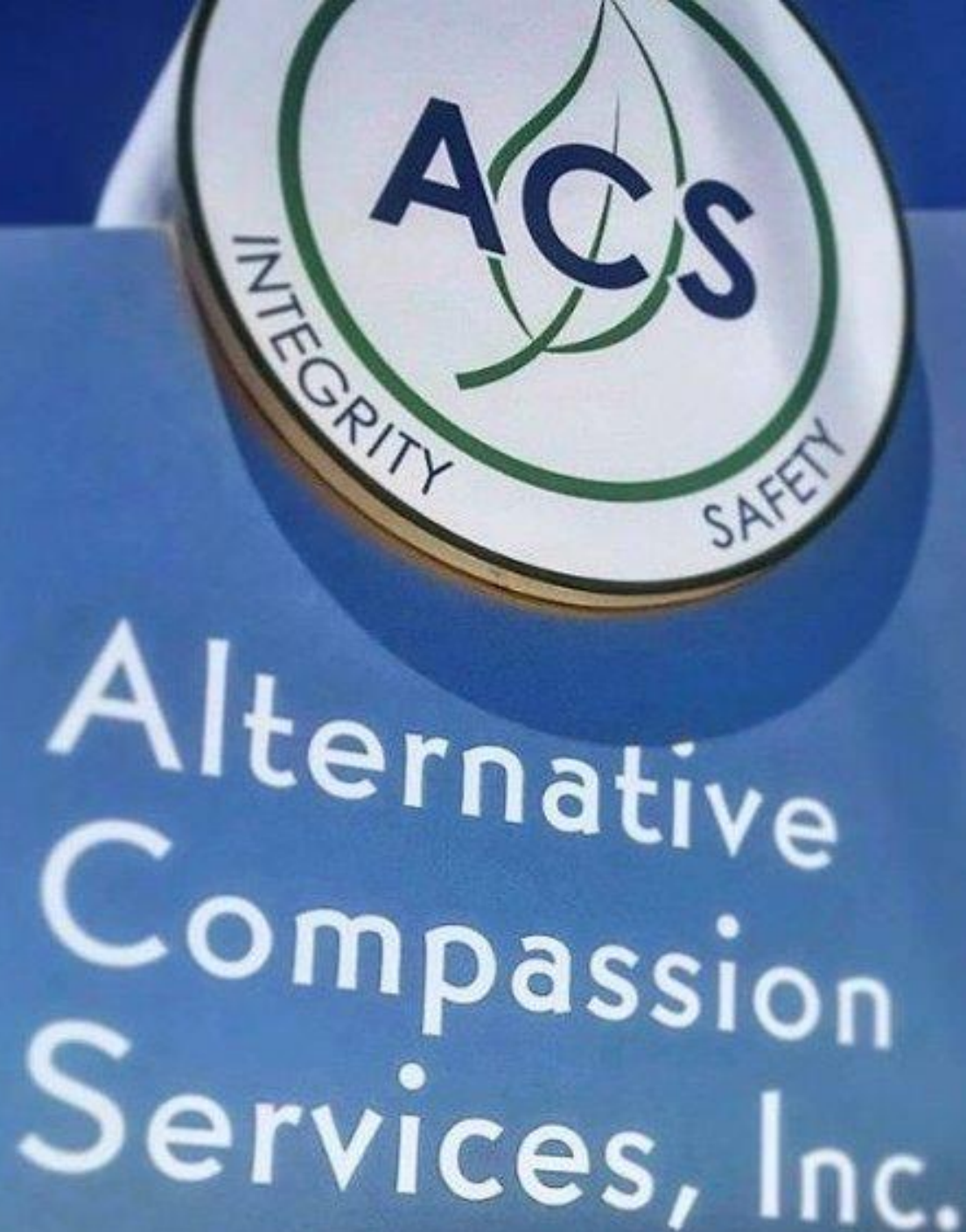


# Agenda

- The type of facility proposed to be located at ACS in Hull
- Information demonstrating the location has been and will continue to be maintained securely and safely
- Steps taken by ACS to prevent diversion to minors
- Information demonstrating the location has and will continue to be a 'no nuisance' facility
- Questions







ACS is a locally owned and operated seed-to-sale marijuana facility. With a state-of-the-art cultivation facility, located in Bridgewater. ACS has one of the cleanest marijuana growing establishments in the state. Our mission is to produce high quality cannabis products, with a focus on safety and education.





## Location

ACS has received a Host Community Agreement from the Town of Hull. This allows ACS to add Adult Use (Recreational) retail sales to our existing Medical dispensary. All Cultivation, Production, Extraction and Infusion takes place at our Bridgewater location.

ACS has an experienced team of professionals who will present all necessary criteria required for the municipal Special Permitting process. ACS' proposed use abides by current municipal zoning bylaws, ordinances and is located within the boundaries of Hull's Marijuana Overlay District. ACS will comply with all state regulations and intends to submit the Application of Intent to the Cannabis Control Commission as soon as possible.

The AU retail dispensary will be co located in our current medical facility at:

**175 George Washington Blvd.**  
**Hull, MA 02045.**







# Security

To maintain security, ACS implements policies and procedures to protect the general public, employees, medical patients and customers.



## ACS:

- Enforces policies and procedures to maintain a secure facility and to prevent diversion or other loss of marijuana products.
- Utilizes security equipment such as safes, vaults, access control, video surveillance, intrusion and panic alarms.
- Requires all MTC agents and visitors to visibly wear their badge identification.
- Ensures all marijuana products are kept out of plain sight of the public view.
- Continues to work cohesively with local law enforcement and fire safety authorities.
  - ACS has shared security plans, policies and procedures with these authorities and have received a letter of approval by Chief of Police John Dunn and Fire Chief Christopher Russo.





# Safety

ACS has taken steps to protect the safety of the Hull community.



- ACS' site lies within the 500-foot Buffer Zone, set by the municipality, from any preexisting public or private school providing education from K-12.
- To prevent diversion to minors, ACS identifies each individual seeking entrance into the facility to ensure only individuals who are 21 years of age or older provide a valid and verified, government-issued photo ID.

- ACS has procedures in place to check the required identification twice: once with the Security Agent at check-in and once with the Patient Care Agent.
- During off hours, ACS will store all marijuana products in vaults requiring dual authentication for entry.
- All products are tested at an independent laboratory for contaminants including mold, mildew, heavy metals, plant growth regulators and pesticides.





# Customer Support

## **Free Private Consultations\***

Our knowledgeable and friendly staff are happy to accommodate our customers by offering free private consultations in a comfortable and professional environment.

*\*Appointment necessary*



These consultations may entail:

- Titration methods, modes of cannabis medication, onset, duration, and how to find your dose.
- Learning about the Endocannabinoid System and how cannabis works within the body
- Accessory demonstrations





# Positive Impact on Hull

ACS pledges to make a positive impact on the community of Hull.

ACS supports the town of Hull in a productive and helpful way. ACS provides:

- Safe access for customers purchasing cannabis.
- Career opportunities, at a competitive starting wage with the option for full benefits.
- Support and recruitment from diverse communities – veterans, women, people of color, people with disabilities and people of all genders and sexual orientation.
- Educational seminars on cannabis safety, use of marijuana and cannabis science.
- Charitable donations and collaborations with local non-profits, like The Anchor, Wellspring supporting people in need.



ACS abides by all state and municipal regulations to demonstrate No Nuisance by posting signs to prevent loitering, smoking or vaping on site; thorough security measures to prevent minors from entering; being considerate of its abutters, the local environment and its townspeople.







# Positive Impact Plan

ACS is dedicated to supporting populations falling within areas of disproportionate impact.

These areas have been identified by the Commission, which have had historically high rates of arrest, conviction and incarceration related to non-violent Marijuana crimes.

To support these communities, ACS has created a plan to positively impact the local municipalities of Braintree, Brockton, Fall River, Quincy, and Taunton.



## Goals

- Reduce barriers to enter the cannabis industry
- Provide mentorship, professional development and technical services for individuals and businesses facing systemic barriers
- Provide business assets (time, organization skills, or finances) towards endeavors having a positive impact on the community

## Programs

ACS will:

- Give hiring preference to residents of these areas of disproportionate impact.
- Attend career fairs and/or host educational seminars on cannabis-related topics
- Assisting non-profits whose missions are improving the lives of people disproportionately impacted by prohibition.

## Measurements

The Director of Human Resources and Outreach Coordinator will administer the plan and be responsible for measuring outcomes to ensure ACS continues to meet its commitments.

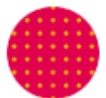
- Data on employee recruitment, retention, and promotions.
- Data on all outreach events attended or hosted by ACS, such as location, topics or themes, number of attendees.
- Financial data on charitable donations.





# Setting the standard for Cannabis in Massachusetts

ACS is committed to serving its customers and medical patients by providing seed-to-sale transparency, emphasizing safety through education and producing high quality cannabis products to meet the needs of the community. ACS makes a positive impact on the local community and intends to destigmatize marijuana by providing education and philanthropic support.



**Janicedonndelinger**

on January 19, 2020

★★★★★

My service was excellent, this place is my ABSOLUTE FAVORITE place!!!!



♥ Following

## Alternative Compassion Services

Offering pickup ▼

4.9 ★★★★★ (131)



**Saffygrrrl15**

on January 26, 2020

★★★★★

I love the staff here. They're so friendly and helpful. Try the edibles. You will not be disappointed



**BDH56**

on November 23, 2019

★★★★★

this medical marijuana dispensary, very equip with many different varieties of flowers strain and other also edible I would recommend anyone to go there great excellent customer service great family atmosphere shot to your drop but budget your money, very convenient from all major highways very easy to find on a GPS once you get to this location you get greeted and I thank you and have a great day job well done 👍 associates in a member of the facility

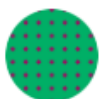


**Raiders0526**

on December 6, 2019

★★★★★

Nothing I dislike abt a.c.s.!! Staff,management,products, and of course the prices are incredible!! Keep up the good work!!!!

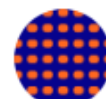


**murf0813**

on October 4, 2019

★★★★★

Staff is great and knowledgeable. Thanks for taking care of Veterans. Oorah



**Erosetanzer**

on July 13, 2019

★★★★★

Had the most wonderful experience for my first visit at ACS. The staff is incredibly knowledgeable, willing to help, and so kind they felt like friends. This place is a gem that truly takes care of medical patients in the rapidly changing Cannabis landscape. A++ for Zach today whipping out a binder with terpene profiles for all of their strains and walking me through what would help with each of my woes. Nuggs are full and lush. My friends, this stuff is some good medicine!



# Open to Questions from the Community

## Thank You



Ellen Kasper  
Outreach Coordinator  
[Outreach@acscompassion.com](mailto:Outreach@acscompassion.com)

[www.ACScompassion.com](http://www.ACScompassion.com)

693 Elm Street  
Bridgewater, MA 02324  
(508) 356-5151



to object to this proceeding. To do so, you or your attorney must file a written appearance and objection at this Court before: 10:00 a.m. on the return day of 12/02/2024.

This is NOT a hearing date, but a deadline by which you must file a written appearance and objection if you object to this proceeding. If you fail to file a timely written appearance and objection followed by an affidavit of objections within thirty (30) days of the return day, action may be taken without further notice to you.

**UNSUPERVISED ADMINISTRATION  
UNDER THE MASSACHUSETTS  
UNIFORM PROBATE CODE (MUPC)**

A Personal Representative appointed under the MUPC in an unsupervised administration is not required to file an inventory or annual accounts with the Court. Persons interested in the estate are entitled to notice regarding the administration directly from the Personal Representative and may petition the Court in any matter relating to the estate, including the distribution of assets and expenses of administration.

WITNESS, Hon. Patrick W. Stanton,  
First Justice of this Court.

Date: October 31, 2024

Matthew J McDonough, Register of Probate  
[Published: 11/14/2024]

**NOTICE OF COMMUNITY  
OUTREACH MEETING**

Notice is hereby given that Alternative Compassion Services Inc. will hold a Community Outreach Meeting on December 2, 2024 at 6:00 PM at 175 George Washington Boulevard, Hull, Massachusetts 02045 to discuss the expansion of the existing medical marijuana treatment center's operations to include adult-use retail sales.

This Community Outreach Meeting will be held in accordance with the Massachusetts Cannabis Control Commission's applicable requirements set forth in M.G.L. ch. 94G and 935 CMR 500.000 et seq. A copy of the meeting presentation will be made available at least 24 hours prior to the meeting by emailing [eakasper@acscompassion.com](mailto:eakasper@acscompassion.com).

Interested members of the community will have the opportunity to ask questions and receive answers from company representatives about the proposed facility and operations. Questions can be submitted in advance by emailing [eakasper@acscompassion.com](mailto:eakasper@acscompassion.com) or asked during the meeting.

[Published 11-14 and 11-21-2024]

TOWN OF HULL

**Companies for work described as Construction of new mixed-use building consisting of 6,971 ft<sup>2</sup> of commercial space, 132 residential units, associated parking, circulation areas, pedestrian sidewalks, landscaping, stormwater, and site improvements. Location of proposed project is 189 & 193 Nantasket Ave & 0 George Washington Blvd./Map 37/Lots 002, 003, 004. This hearing will be part of the Commission meeting to be held on Tuesday, November 26, 2024 beginning at 6:30 PM. The meeting will be held remotely. Details on how to access this meeting can be found on the Town's events calendar at <https://www.town.hull.ma.us/calendar/month>. Said hearing will be held pursuant to the Wetlands Protection Act MGL Chapter 131, Section 40. A copy of the permit application is on file with the Hull Conservation Office at the Hull Municipal Building, 253 Atlantic Ave.**

[Published 11-14-2024]

**HULL CONSERVATION COMMISSION**



**PUBLIC HEARING NOTICE**

The Hull Conservation Commission will hold a Public Hearing on the **Request for Determination** by Brian O'Connor for work described as **Replace asphalt driveway with permeable pavers slight increase in footprint** proposed project is 59 J Street Map 17/Lot 075. This hearing will be part of the Commission meeting to be held on **Tuesday, November 26, 2024 beginning at 6:30 PM. The meeting will be held remotely. Details on how to access this meeting can be found on the Town's events calendar at <https://www.town.hull.ma.us/calendar/month>**. Said hearing will be held pursuant to the Wetlands Protection Act MGL Chapter 131, Section 40. A copy of the permit application is on file with the Hull Conservation Office at the Hull Municipal Building, 253 Atlantic Ave.

[Published 11-14-2024]

**HULL CONSERVATION COMMISSION**



**PUBLIC HEARING NOTICE**

The Hull Conservation Commission will hold a Public Hearing on the **Notice of Intent** by **Bethany Bartlett** for work described as **Replace existing deck, tear down shed, replace existing concrete with permeable walks** proposed project is 70 B Street Map 17/Lot 017. This hearing will be part of the Commission meeting to be held on **Tuesday,**



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nurse. ME and  
CPAC on scene.  
3 p.m. Beach Av-  
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additional alarms.  
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and their alarms  
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## NOTICE OF COMMUNITY OUTREACH MEETING

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Interested members of the community will have the opportunity to ask questions and receive answers from company representatives about the proposed facility and operations. Questions can be submitted in advance by emailing [eakaspe@acscompassion.com](mailto:eakaspe@acscompassion.com) or asked during the meeting.

[Published 11-14 and 11-21-2024]

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[@SYFBHull.space](https://www.facebook.com/SYFBHull.space)

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Add our SYFB Meal Kits to your pantry!

Meal Kits are FREE, available at  
Hull Senior Center & Hull Library

Rotary   
Club of Nantasket-Hull



### **NOTICE OF COMMUNITY OUTREACH MEETING**

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Interested members of the community will have the opportunity to ask questions and receive answers from company representatives about the proposed facility and operations. Questions can be submitted in advance by emailing [eakasper@acscompassion.com](mailto:eakasper@acscompassion.com) or asked during the meeting.



**From:** [Dilorio, Chris](#)  
**To:** [Bridgette Nikisher](#)  
**Subject:** RE: [Hull MA] Notice of Community Outreach Meeting (Sent by Bridgette Nikisher, b.nikisher@vicentellp.com)  
**Date:** Wednesday, November 13, 2024 2:03:50 PM  
**Attachments:** [external.png](#)

---

 External email >

Received, thanks

-----Original Message-----

From: cmsmailer@civicplus.com <cmsmailer@civicplus.com>  
Sent: Wednesday, November 13, 2024 11:22 AM  
To: Dilorio, Chris <cdilorio@town.hull.ma.us>  
Subject: [Hull MA] Notice of Community Outreach Meeting (Sent by Bridgette Nikisher, b.nikisher@vicentellp.com)

Hello cdilorio,

Bridgette Nikisher (b.nikisher@vicentellp.com) has sent you a message via your contact form ([https://urldefense.proofpoint.com/v2/url?u=https-3A\\_\\_www.town.hull.ma.us\\_user\\_34\\_contact&d=DwIDaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpgnVfiiMM&r=g5HGelb-RF2aOabrCY5Qy6J4hbOdasPL2dCRzc9BuW4&m=DrSukZsyj3JnU4qCszZff48iekGOgVCSLSJB\\_gXbPzZpX\\_AmfgzFOo7u29epnnY&s=DYHn14zzcs2E7auSG05cQc2N65\\_CNkmCG8APfhfRKg8&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.town.hull.ma.us_user_34_contact&d=DwIDaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=g5HGelb-RF2aOabrCY5Qy6J4hbOdasPL2dCRzc9BuW4&m=DrSukZsyj3JnU4qCszZff48iekGOgVCSLSJB_gXbPzZpX_AmfgzFOo7u29epnnY&s=DYHn14zzcs2E7auSG05cQc2N65_CNkmCG8APfhfRKg8&e=)) at Hull MA.

If you don't want to receive such e-mails, you can change your settings at [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_\\_www.town.hull.ma.us\\_user\\_34\\_edit&d=DwIDaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpgnVfiiMM&r=g5HGelb-RF2aOabrCY5Qy6J4hbOdasPL2dCRzc9BuW4&m=DrSukZsyj3JnU4qCszZff48iekGOgVCSLSJB\\_gXbPzZpX\\_AmfgzFOo7u29epnnY&s=EC0MrwSTVJkc7i5j93tmC\\_dMZqQw6fMq2topMONj4xU&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.town.hull.ma.us_user_34_edit&d=DwIDaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=g5HGelb-RF2aOabrCY5Qy6J4hbOdasPL2dCRzc9BuW4&m=DrSukZsyj3JnU4qCszZff48iekGOgVCSLSJB_gXbPzZpX_AmfgzFOo7u29epnnY&s=EC0MrwSTVJkc7i5j93tmC_dMZqQw6fMq2topMONj4xU&e=).

Message:

Hi,

I hope this email finds you well. Attached, please find a notice of public meeting. Should additional information be required, please don't hesitate to ask.

I would be appreciative if you are able to kindly confirm receipt.

Thank you!

Best,  
Bridgette Nikisher  
Vicente LLP





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## Contact Jason McCann

Your name \*

Your e-mail address \*

Subject \*

Message \*



Hi,

I hope this email finds you well. Attached, please find a notice of public meeting. Should additional information be required, please don't hesitate to ask.

I would be appreciative if you are able to kindly confirm receipt.

Thank you!

Best,  
Bridgette Nikisher  
Vicente LLP

## Attachments

Files must be less than **2 MB**.

Allowed file types: **txt doc pdf docx jpg gif png**.

Attachment #1

ACS - Community Outreach Notice (November 2024).pdf

Attachment #2

No file chosen

Attachment #3

No file chosen

## CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

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**Tel:** 781-925-2000

**Town Hall Hours**

Monday - Thursday

7:45 AM - 5:00 PM

Friday - Closed

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[Home](#) >> [ggrey](#)

## Contact Greg Grey

Your name \*

Your e-mail address \*

Subject \*

Message \*



Hi,

I hope this email finds you well. Attached, please find a notice of public meeting. Should additional information be required, please don't hesitate to ask.

I would be appreciative if you are able to kindly confirm receipt.

Thank you!

Best,  
Bridgette Nikisher  
Vicente LLP

## Attachments

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No file chosen

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No file chosen

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## Contact Irwin Nesoff

Your name \*

Your e-mail address \*

Subject \*

Message \*



Hi,

I hope this email finds you well. Attached, please find a notice of public meeting. Should additional information be required, please don't hesitate to ask.

I would be appreciative if you are able to kindly confirm receipt.

Thank you!

Best,  
Bridgette Nikisher  
Vicente LLP

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Files must be less than **2 MB**.

Allowed file types: **txt doc pdf docx jpg gif png**.

Attachment #1

ACS - Community Outreach Notice (November 2024).pdf

Attachment #2

No file chosen

Attachment #3

No file chosen

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I'm not a robot

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## Contact Lori West

Your name \*

Your e-mail address \*

Subject \*

Message \*



Hi,

I hope this email finds you well. Attached, please find a notice of public meeting. Should additional information be required, please don't hesitate to ask.

I would be appreciative if you are able to kindly confirm receipt.

Thank you!

Best,  
Bridgette Nikisher  
Vicente LLP  
917-398-0685  
B.Nikisher@VicenteLLP.com

## Attachments

Files must be less than **2 MB**.

Allowed file types: **txt doc pdf docx jpg gif png**.

Attachment #1

ACS - Community Outreach Notice (November 2024).pdf

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No file chosen

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No file chosen

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| <input type="checkbox"/> Return Receipt (hard copy)      | \$ |  |
| <input type="checkbox"/> Restricted Delivery             | \$ |  |
| <input type="checkbox"/> Signature Required (over \$500) | \$ |  |
| <input type="checkbox"/> Certified Mail (over \$500)     | \$ |  |

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 Fees: \_\_\_\_\_  
 Total: \_\_\_\_\_

Signature of Addressee: \_\_\_\_\_

Signature of Post Office Employee: \_\_\_\_\_

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

TIME: \_\_\_\_\_

POST OFFICE: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

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PS Form 3800, January 2003 PSN 7530-02-000-9047 See Instructions for Instructions

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| <input type="checkbox"/> Insured Mail (through carrier)<br>\$ _____                        | <input type="checkbox"/> Insured Mail (through USPS)<br>\$ _____                       |
| <input type="checkbox"/> Registered Mail®<br>\$ _____                                      | <input type="checkbox"/> Registered Mail® Delivery<br>\$ _____                         |
| <input type="checkbox"/> Signature Required<br>\$ _____                                    | <input type="checkbox"/> Signature Restricted Delivery®<br>\$ _____                    |
| Postmark<br>_____  | Pickup<br>_____  |
| Total<br>\$ _____  | Signature of Addressee<br>_____  |
| Sent<br>_____  | Signature of Postmaster<br>_____   |
| City<br>_____  | Signature of Recipient<br>_____  |

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PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse

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# Community Outreach Meeting Attestation Form

## Instructions

Community Outreach Meeting(s) are a requirement of the application to become a Marijuana Establishment (ME) and Medical Marijuana Treatment Center (MTC). 935 CMR 500.101(1), 500.101(2), 501.101(1), and 501.101(2). The applicant must complete each section of this form and attach all required documents as a single PDF document before uploading it into the application. If your application is for a license that will be located at more than one (1) location, and in different municipalities, applicants must complete two (2) attestation forms – one for each municipality. Failure to complete a section will result in the application not being deemed complete. Please note that submission of information that is “misleading, incorrect, false, or fraudulent” is grounds for denial of an application for a license pursuant to 935 CMR 500.400(2) and 501.400(2).

## Attestation

I, the below indicated authorized representative of that the applicant, attest that the applicant has complied with the Community Outreach Meeting requirements of 935 CMR 500.101 and/or 935 CMR 501.101 as outlined below:

1. The Community Outreach Meeting was held on the following date(s): 12/2/24
2. At least one (1) meeting was held within the municipality where the ME is proposed to be located.
3. At least one (1) meeting was held after normal business hours (this requirement can be satisfied along with requirement #2 if the meeting was held within the municipality and after normal business hours).





4. A copy of the community outreach notice containing the time, place, and subject matter of the meeting, including the proposed address of the ME or MTC was published in a newspaper of general circulation in the municipality at least 14 calendar days prior to the meeting. A copy of this publication notice is labeled and attached as "Attachment A."

a. Date of publication: 11/14/24

b. Name of publication: Hull Times

5. A copy of the community outreach notice containing the time, place, and subject matter of the meeting, including the proposed address of the ME or MTC was filed with clerk of the municipality. A copy of this filed notice is labeled and attached as "Attachment B."

a. Date notice filed: 11/13/24

6. A copy of the community outreach notice containing the time, place, and subject matter of the meeting, including the proposed address of the ME or MTC was mailed at least seven (7) calendar days prior to the community outreach meeting to abutters of the proposed address, and residents within 300 feet of the property line of the applicant's proposed location as they appear on the most recent applicable tax list, notwithstanding that the land of the abutter or resident is located in another municipality. A copy of this mailed notice is labeled and attached as "Attachment C." Please redact the name of any abutter or resident in this notice.

a. Date notice(s) mailed: 11/14/24

7. The applicant presented information at the Community Outreach Meeting, which at a minimum included the following:
- The type(s) of ME or MTC to be located at the proposed address;
  - Information adequate to demonstrate that the location will be maintained securely;
  - Steps to be taken by the ME or MTC to prevent diversion to minors;
  - A plan by the ME or MTC to positively impact the community; and
  - Information adequate to demonstrate that the location will not constitute a nuisance as defined by law.
8. Community members were permitted to ask questions and receive answers from representatives of the ME or MTC.





Name of applicant:

Alternative Compassion Services, Inc. d/b/a ACS

Name of applicant's authorized representative:

Stephen Werther

Signature of applicant's authorized representative:

Stephen Werther







## ALTERNATIVE COMPASSION SERVICES, INC.

### Operational Plans and Standard Operating Procedures

### **Plan to Positively Impact Areas of Disproportionate Impact**

Alternative Compassion Services, Inc. (“ACS”) is dedicated to serving and supporting the areas around it, particularly those which were disproportionately impacted by marijuana prohibition. Cannabis related businesses have an obligation to help those communities that have had historically high rates of arrest, conviction, and incarceration due to non-violent marijuana offenses. ACS is committed to being a contributing, positive force in areas of disproportionate impact and assisting in changing the perception of those associated with cannabis.

#### **Goals**

ACS is dedicated to supporting individuals and families in disproportionately impacted areas, specifically Braintree, Brockton, Fall River, Quincy, and Taunton; and individuals and families of Commission-identified disproportionately impacted groups. Our goals are:

1. Reduce barriers to entry in the cannabis industry through ACS’s hiring practices so that at least 15% of ACS’s new hires are from Braintree, Brockton, Fall River, Quincy, and Taunton, and by providing annual mentoring services for individuals and businesses facing systemic barriers.
2. Promote diverse businesses and/or improve public perception of cannabis and those impacted by prohibition via quarterly outreach events and twice-annual educational sessions.
3. Donate business assets (time, in kind, finances) towards organizations or initiatives serving individuals and families in disproportionately impacted areas or of disproportionately impacted groups, via monetary donations of a minimum of \$50 to each featured organization annually and by hosting an annual clothing or holiday toy drive at all ACS locations.

#### **Programs**

The following programs are designed to achieve Goal #1:

1. Giving equitable hiring opportunities to individuals falling under the Commission’s definition of disproportionately impacted areas, specifically: Braintree, Brockton, Fall River, Quincy, and Taunton. Based on hiring data over the previous years of ACS’s operations, we shall aim to recruit at least 3% of all new hires per year from these 5 areas, for a total of 15% of all new hires recruited annually. ACS shall provide notification of employment opportunities in diverse publications or other media such as, but not limited to: Indeed, Career Builder and social media, when positions become available. This program shall be implemented indefinitely and will be evaluated each year for efficacy, making Commission-approved adjustments if and when improvements can be identified.
2. Mentoring services by ACS’s President, and other qualified ACS personnel, on cannabis business topics such as management principles, financial management, industry-specific technical training, and more, at least once per year. These services shall be reserved for current or prospective business owners who qualify for Commission-identified social equity license types, reside in a Commission-identified Area of Disproportionate Impact, and/or are of a Commission-identified diverse population. This program shall be implemented indefinitely and will be evaluated each year for efficacy, making Commission-approved adjustments if and when improvements can be identified.

The following programs are designed to achieve Goal #2:





## ALTERNATIVE COMPASSION SERVICES, INC.

### Operational Plans and Standard Operating Procedures

1. Host and participate in outreach events and initiatives to connect diverse businesses with local communities, at least quarterly, or 4 times per year. This program shall be implemented indefinitely and will be evaluated each year for efficacy, making Commission-approved adjustments if and when improvements can be identified.
2. Host and participate in outreach events and initiatives, at least quarterly, or 4 times per year, to provide the public, including individuals residing in areas of disproportionate impact, with education and resources pertaining to the topics such as:
  - i. Cannabis science and medical marijuana use
  - ii. Patient and caregiver access - how to obtain your medical marijuana card
  - iii. How to enter the cannabis industry
  - iv. Cannabis cultivation
  - v. Cannabis rights and responsibilities
  - vi. The history of cannabis prohibition
  - vii. The health and environmental benefits of hemp
  - viii. Economic Empowerment Opportunities

This program shall be implemented indefinitely and will be evaluated each year for efficacy, making Commission-approved adjustments if and when improvements can be identified.

3. Providing educational sessions, at least twice per year, for the elderly population within disproportionately impacted areas or of disproportionately impacted groups, covering topics related to the MA Medical Marijuana Program, and promoting community-based services for seniors. This program shall be implemented indefinitely and will be evaluated each year for efficacy, making Commission-approved adjustments if and when improvements can be identified.

The following program is designed to achieve Goal #3:

1. Donate time, in kind, or finances to non-profits and charities serving individuals and families in disproportionately impacted areas or of disproportionately impacted groups. This program shall be implemented indefinitely and will be evaluated each year for efficacy, making Commission-approved adjustments if and when improvements can be identified.
  - i. The ACS Charitable Giving Program raises funds for the following organizations and more, donating a minimum of \$50 to each featured organization.
    1. ACS will contact and have written confirmation affirming the acceptance of the monetary donation from all partnered non-profits/charities.
      - a. Citizens for Juvenile Justice
      - b. Girl Gang Care Packages
      - c. First H.E.L.P.
      - d. Girls Embracing Mothers
      - e. Project HOPE Boston, Inc.
    - i. With each new charity added to the program, ACS shall contact and have written confirmation affirming the acceptance of the monetary donation.





## ALTERNATIVE COMPASSION SERVICES, INC.

### Operational Plans and Standard Operating Procedures

- ii. 1 Holiday toy or winter clothing drive organized at each ACS location each year, donating all collected items to local drop-off stations such as the Bridgewater Fire Department and Wellspring.

#### **Measurements**

ACS acknowledges that the progress or success of this Plan must be documented upon renewal (one year from provisional licensure, and each year thereafter). ACS Leadership and key personnel will be responsible for implementing ACS programs and measuring the outcomes to ensure ACS continues to meet its commitment to the community. The following metrics shall be used help ACS to assess the progress of the programs and to determine if any adjustments are required:

1. Number of employees hired residing in Braintree, Brockton, Fall River, Quincy, and Taunton.
2. All outreach events and initiatives shall be tracked, capturing which specific goals and programs each event and initiative serves, as well as data on the location, attendance, descriptions, and themes or subjects of each event or initiative.
3. Specific financial data and/or employee hours showing donations to or investments into specific causes

With these programs and resources, ACS will help reduce barriers to enter the cannabis industry and assist in changing the perception of those associated with cannabis.

#### **Acknowledgments**

ACS Acknowledges and will adhere to the requirements set forth in 935 CMR 500.105(4) and 935 CMR 501.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every ME and MTC, respectively; and any actions taken, or programs instituted, will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.



BYLAWS  
OF  
ALTERNATIVE COMPASSION SERVICES INC.



## **BYLAWS OF ALTERNATIVE COMPASSION SERVICES INC.**

### **ARTICLE I OFFICES**

**Section 1.01 Principal Office.** The principal office of the Corporation shall be located at such place within the Commonwealth of Massachusetts as shall be fixed from time to time by the board of Directors, and if no place is fixed by the board of Directors, such place as shall be fixed by the President.

### **ARTICLE II SHAREHOLDERS**

**Section 2.01 Place of Meeting.** Meetings of the shareholders shall be held at any place within or without the Commonwealth of Massachusetts that may be designated by the board of Directors. Absent such designation, meetings shall be held at the principal office. The board of Directors may, in its discretion, determine that the meeting may be held solely by means of remote electronic communication. If authorized by the board of Directors, and subject to any guidelines and procedures adopted by the board of Directors, shareholders not physically present at a meeting of shareholders, may participate in a meeting of shareholders by means of electronic transmission by and to the Corporation or electronic video screen communication; and, may be considered present in person and may vote at a meeting of shareholders, whether held at a designated place or held solely by means of electronic transmission by and to the Corporation or electronic video screen communication, subject to the conditions imposed by applicable law.

**Section 2.02 Annual Meeting.** The annual meeting of shareholders of this Corporation shall be held on such date and at such time as may be designated from time to time by the board of Directors. At the annual meeting, Directors shall be elected, and any other business may be transacted that is within the power of the shareholders and allowed by law, provided, however, that, unless the notice of meeting, or the waiver of notice of such meeting, sets forth the general nature of any proposal to (i) approve or ratify a contract or transaction with a Director or with a corporation, firm, or association in which a Director has an interest; (ii) amend the Articles of Organization of this Corporation (the “**Articles of Organization**”); (iii) approve a reorganization or merger involving this Corporation; (iv) elect to wind up and dissolve this Corporation; or (v) effect a plan of distribution upon liquidation otherwise than in accordance with the liquidation preferences of outstanding shares with liquidation preferences, no such proposal may be approved at an annual meeting.

**Section 2.03 Special Shareholders’ Meetings.** Special meetings of the shareholders, for any purpose whatsoever, may be called at any time by the President, the board of Directors, or by shareholders entitled to cast not less than ten percent (10%) of the corporation’s voting power. Any person entitled to call a special meeting of shareholders (other than the board of Directors) may make a written request to the chair of the board (if any), President, vice President, or secretary, specifying the general purpose of such meeting and the date, time and place of the meeting, which date shall be not less than thirty-five (35) days nor more than sixty (60) days after the receipt by such officer of the request. Within twenty (20) days after receipt of the request, the officer receiving such request forthwith shall cause notice to be given to the shareholders entitled to vote



at such meeting, stating that a meeting will be held on the date and at the time and place requested by the person or persons requesting a meeting and stating the general purpose of the meeting. If such notice is not given twenty (20) days after receipt by the officer of the request, the person or persons requesting the meeting may give such notice. No business shall be transacted at a special meeting unless its general nature shall have been specified in the notice of such meeting, provided, however, that any business may be validly transacted if the requirements for such validity, as provided in Section 2.12 of these Bylaws, are met.

**Section 2.04 Shareholder Nominations and Proposals.** For business (including, but not limited to Director nominations) to be properly brought before an annual or special meeting by a shareholder, the shareholder or shareholders of record intending to propose the business (the “**proposing shareholder**”) must have given written notice of the proposing shareholder’s nomination or proposal, either by personal delivery or by the United States mail to the secretary of the Corporation. In the case of an annual meeting, the proposing shareholder must give such notice to the secretary of the Corporation no earlier than one hundred-twenty (120) calendar days and no later than ninety (90) calendar days before the date such annual meeting is to be held. If the current year’s meeting is called for a date that is not within thirty (30) days of the anniversary of the previous year’s annual meeting, notice must be received not later than ten (10) calendar days following the day on which public announcement of the date of the annual meeting is first made. In no event will an adjournment or postponement of an annual meeting of shareholders begin a new time period for giving a proposing shareholder’s notice as provided above.

For business to be properly brought before a special meeting of shareholders, the notice of meeting sent by or at the direction of the person calling the meeting must set forth the nature of the business to be considered. A shareholder or shareholders who have made a written request for a special meeting pursuant to Section 2.03 of these Bylaws may provide the information required for notice of a shareholder proposal under this Section simultaneously with the written request for the meeting submitted to the secretary or within ten (10) calendar days after delivery of the written request for the meeting to the secretary.

A proposing shareholder’s notice shall include as to each matter the proposing shareholder proposes to bring before either an annual or special meeting:

- (a) The name(s) and address(es) of the proposing shareholder(s).
- (b) The classes and number of shares of capital stock of the Corporation held by the proposing shareholder.
- (c) If the notice regards the nomination of a candidate for election as Director:
  - (i) The name, age, business, and residence address of the candidate;
  - (ii) The principal occupation or employment of the candidate; and
  - (iii) The class and number of shares of the Corporation beneficially owned by the candidate.



(d) If the notice is in regard to a proposal other than a nomination of a candidate for election as Director, a brief description of the business desired to be brought before the meeting and the material interest of the proposing shareholder of such proposal.

**Section 2.05 Notice of Shareholders' Meeting.** Except as otherwise provided by law, written notice stating the place, day, and hour of the meeting, and, in case of a special meeting, the nature of the business to be transacted at the meeting, shall be given at least ten (10) days (or, if sent by third class mail, thirty (30) days) and not more than sixty (60) days before the meeting. In the case of an annual meeting, notice will include matters the Corporation's board of Directors intends, at the time of the giving of the first of such notices, to present to the shareholders for action, and in the case of a meeting at which Directors are to be elected, the names of nominees that the board of Directors, at the time of the giving of the first of such notices, intends to present to the shareholders for election. Proof that notice was given shall be made by affidavit of the secretary, assistant secretary, transfer agent, or Director, or of the person acting under the direction of any of the foregoing, who gives such notice, and such proof of notice shall be made part of the minutes of the meeting. Such affidavit shall be prima facie evidence of the giving of such notice. It shall not be necessary to state in a notice of any meeting of shareholders as a purpose thereof any matter relating to the procedural aspects of the conduct of such meeting.

Notice shall be given personally, by electronic transmission, or by mail, by or at the direction of the secretary, or the officer or person calling the meeting, to each shareholder entitled to vote at the meeting. If remote participation in the meeting has been authorized by the board of Directors, the notice shall also provide a description of the means of any electronic transmission by and to the Corporation or electronic video screen communication by which shareholders may be considered present and may vote and otherwise participate at the meeting.

If mailed, the notice shall be deemed to be given when deposited in the United States mail addressed to the shareholder at the shareholder's address as it appears on the share transfer records of the Corporation, with postage thereon prepaid. Notice may be given to the shareholder by electronic transmission with the consent of the shareholder. Notice by electronic transmission is deemed given when the notice satisfies any of the following requirements:

(a) Transmitted to a facsimile number provided by the shareholder for the purpose of receiving notice.

(b) Transmitted to an electronic mail address provided by the shareholder for the purpose of receiving notice.

(c) Posted on an electronic network, with a separate notice sent to the shareholder at the address provided by the shareholder for the purpose of alerting the shareholder of a posting.

(d) Communicated to the shareholder by any other form of electronic transmission consented to by the shareholder.

Notice shall not be given by electronic transmission to a shareholder after either (i) the Corporation is unable to deliver two consecutive notices to such shareholder by such means or (ii) the inability to deliver such notices to such shareholder becomes known to any person responsible for giving



such notices. Any person entitled to notice of a meeting may file a written waiver of notice with the secretary either before or after the time of the meeting. The participation or attendance at a meeting of a person entitled to notice constitutes waiver of notice, except where the person objects, at the beginning of the meeting, to the lawfulness of the convening of the meeting and except that attendance is not a waiver of any right to object to conducting business at a meeting that is required to be included in the notice of the meeting, but not so included.

**Section 2.06 Persons Entitled to Vote.** Except as otherwise provided by law, and except when a record date has been fixed, only persons in whose names shares entitled to vote stand on the stock records of the Corporation at the close of business on the business day next preceding the day on which notice is given shall be entitled to notice of a shareholders' meeting, or to vote at such meeting. In the event notice is waived, only persons in whose names shares entitled to vote stand on the stock records of the Corporation at the close of business on the business day next preceding the day on which the meeting is held shall be entitled to vote. If no record date has been fixed, the record date shall be:

(a) For determining shareholders entitled to give consent to action by the Corporation without a meeting, the day on which the first written consent is given.

(b) For determining shareholders for any other purpose, the later of (i) the day on which the board of Directors adopts the resolution relating thereto, or (ii) the sixtieth (60<sup>th</sup>) day prior to the date of such other action.

**Section 2.07 Fixing the Record Date.** The board of Directors may fix a time in the future as a record date to determine the shareholders entitled to notice of, and to vote at, any meeting of shareholders or give written consent to action by the Corporation without a meeting or entitled to receive any dividend or distribution, or to any change, conversion, or exchange of shares.

A record date fixed under this Section may not be more than sixty (60) days or less than ten (10) days before the meeting or more than sixty (60) days before any other action requiring a determination of shareholders. When a record date is so fixed, only shareholders of record at the close of business on that date are entitled to notice of and to vote at the meeting or to receive the dividend, distribution, or allotment of rights, or to exercise the rights, as the case may be, notwithstanding any transfer of any shares on the books of the Corporation after the record date. In the event any meeting of shareholders is adjourned for more than forty-five (45) days from the date set for the original meeting, the board shall fix a new record date for purposes of giving notice of, and determining the holders of shares entitled to vote at, such adjourned meeting.

**Section 2.08 Quorum of and Action by Shareholders.** The presence at a meeting in person or by proxy of the persons entitled to vote a majority of the voting shares constitutes a quorum for the transaction of business. The shareholders present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment notwithstanding the withdrawal of such number of shareholders so as to leave less than a quorum, if any action taken, other than adjournment, is approved by at least a majority of the shares required to constitute a quorum, except as otherwise provided by law. Except as otherwise provided by law, herein or in



the Articles of Organization, the affirmative vote of a majority of the shares represented at a meeting at which a quorum is present, shall be the act of the shareholders.

**Section 2.09 Adjourned Meetings and Notice Thereof.** Any shareholders' meeting, annual or special, whether or not a quorum is present, may be adjourned from time to time by a vote of the majority of the shares present, in person or proxy. When a meeting is adjourned for forty-five (45) days or more, or if a new record date for the adjourned meeting is fixed by the board of Directors, notice of the adjourned meeting shall be given to such shareholders of record entitled to vote at the adjourned meeting, as in the case of any original meeting. When a meeting is adjourned for less than forty-five (45) days, and a new record date is not fixed by the board of Directors, it shall not be necessary to give any notice of the time and place of the adjourned meeting, means of electronic transmission or electronic video screen communication, if any, or of the business to be transacted thereat other than by announcement at the meeting at which the adjournment is taken, provided only business that might have been transacted at the original meeting may be conducted at such adjourned meeting.

**Section 2.10 Conduct of Meetings.** The board of Directors may adopt by resolution rules and regulations for the conduct of meetings of the shareholders as it shall deem appropriate. At every meeting of the shareholders, the President, or in his or her absence or inability to act, a Director or officer designated by the board of Directors shall serve as the presiding officer. The secretary or, in his or her absence or inability to act, the person whom the presiding officer of the meeting shall appoint secretary of the meeting, shall act as secretary of the meeting and keep the minutes thereof.

The presiding officer shall determine the order of business and, in the absence of a rule adopted by the board of Directors, shall establish rules for the conduct of the meeting. The presiding officer shall announce the close of the polls for each matter voted upon at the meeting, after which no ballots, proxies, votes, changes, or revocations will be accepted. Polls for all matters before the meeting will be deemed to be closed upon final adjournment of the meeting.

**Section 2.11 Voting of Shares.** Unless otherwise provided by law or in the Articles of Organization, each shareholder entitled to vote is entitled to one (1) vote for each share of Preferred Stock and one and one-half (1.5) votes for each share of Common Stock. Any holder of shares entitled to vote on any matter may vote part of such shares in favor of the proposal and refrain from voting the remaining shares or vote them against the proposal. If a shareholder fails to specify the number of shares such shareholder is voting affirmatively, it will be conclusively presumed that the shareholder's approving vote is with respect to all shares such shareholder is entitled to vote.

**Section 2.12 Consent of Absentees.** The transactions of any meeting of shareholders, however called or noticed, are as valid as though had at a meeting duly held after regular call and notice, if a quorum is present either in person or by proxy, and if, either before or after the meeting, each of the persons entitled to vote, not present in person or by proxy, signs a written waiver of notice, or a consent to the holding of such meeting, or an approval of the minutes thereof. The waiver, notice, or consent need not specify the business transacted or purpose of the meeting, except as required by G.L. c. 156D. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.



**Section 2.13 Voting by Proxy or Nominee.** Every person entitled to vote or execute consents may do so either in person or by one or more agents authorized by a written proxy executed by the person or such person's duly authorized agent and filed with the secretary of the Corporation. A proxy is not valid after the expiration of eleven (11) months from the date of its execution, unless the person executing it specifies therein the length of time for which it is to continue in force. Except as set forth below, any proxy duly executed is not revoked, and continues in full force and effect, until an instrument revoking it, or a duly executed proxy bearing a later date, executed by the person executing the prior proxy and presented to the meeting is filed with the secretary of the Corporation, or unless the person giving the proxy attends the meeting and votes in person, or unless written notice of the death or incapacity of the person executing the proxy is received by the Corporation before the vote by such proxy is counted. A proxy that states on its face that it is irrevocable will be irrevocable for the period of time specified in the proxy, if held by a person (or nominee of a person) specified by law to have sufficient interest to make such proxy irrevocable and only so long as he shall have such interest, subject to G.L. c. 156D, § 7.22.

**Section 2.14 Action by Shareholders Without a Meeting.** Any action, that, under any provision of G.L. c. 156D may be taken at a meeting of the shareholders, may be taken without a meeting and without prior notice if a consent in writing, setting forth the action so taken, shall be signed by the holders of the outstanding shares having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all shares are entitled to vote thereon were present and voted; provided, however, that unless the consents of all shareholders entitled to vote have been solicited in writing, notice shall be given (in the same manner as notice of meetings is to be given), and within the time limits prescribed by law, of such action to all shareholders entitled to vote who did not consent in writing to such action; and provided, further, that Directors may be elected by written consent only if such consent is unanimously given by all shareholders entitled to vote, except that action taken by shareholders to fill one or more vacancies on the board other than a vacancy created by the removal of a Director, may be taken by written consent of a majority of the outstanding shares entitled to vote.

### **ARTICLE III DIRECTORS**

**Section 3.01 Number of Directors; Identity of Initial Directors.** The authorized number of Directors of the Corporation shall be five (5) until changed by an amendment to these Bylaws duly adopted in accordance with these Bylaws by the vote or written consent of a majority of the outstanding shares entitled to vote. The initial Directors shall be Stephen M. Werther, Richard W. Radebach, Jr. Marc A. Cohen, Ellen Marie Andrew-Kasper and Walter Hinds..

**Section 3.02 Powers.** All corporate power shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, the board of Directors, except such powers expressly conferred upon or reserved to the shareholders, and subject to any limitations set forth by law, by the Articles of Organization or by these Bylaws.

Without limiting the generality of the foregoing, and subject to the same limitations, it is hereby expressly declared that the Directors shall have the power and, to the extent required by law the duty to:



(a) Appoint and remove at pleasure of the board, all officers, managers, management companies, agents, and employees of the Corporation, prescribe their duties in addition to those prescribed in these Bylaws, supervise them, fix their compensation, and require from them security for faithful service. Such compensation may be increased or diminished at the pleasure of the Directors;

(b) Conduct, manage, and control the affairs and business of the Corporation; make rules and regulations not inconsistent with the Articles of Organization or applicable law or these Bylaws; make all lawful orders on behalf of the Corporation; and prescribe in the manner of executing the same;

(c) Incur indebtedness and borrow money on behalf of the Corporation and designate from time to time the person or persons who may sign or endorse checks, drafts, or other orders of payment of money, notes, or other evidences of indebtedness, issued in the name of, or payable to, the Corporation, and prescribe the manner of collecting or depositing funds of the Corporation, and the manner of drawing checks thereon;

(d) Appoint by resolution of a majority of the authorized number of Directors an executive committee and other committees and delegate to the executive committee any of the powers and authorities of the board in the management of the business and affairs of the Corporation, except the powers to (i) fill vacancies on the board or any committee, (ii) fix compensation of Directors; (iii) adopt, amend, or repeal these Bylaws; (iv) amend or repeal resolutions of the board that are expressly nonamendable or repealable; (v) declare a dividend or distribution to shareholders or authorize the repurchase of the Corporation's shares except at a rate, in a periodic amount or within a range, determined by the board; (vi) establish other committees of the board; or (vii) approve any action that in addition to board approval requires shareholder approval. The executive committee shall be composed of two (2) or more Directors. The provisions of these Bylaws regarding notice and meetings of Directors shall apply to all committees;

(e) Authorize the issuance of stock of the Corporation from time to time, upon such terms as may be lawful; and

(f) Prepare an annual report to be sent to the shareholders after the close of the fiscal or calendar year of this Corporation, which report shall comply with the requirements of law. To the extent permitted by law, the requirements that an annual report be sent to shareholders and the time limits for sending such reports are hereby waived, the Directors, nevertheless, having the authority to cause such report to be sent to shareholders.

**Section 3.03 Term of Office.** Directors shall hold office until the next annual meeting of shareholders and until their successors are elected.

**Section 3.04 Vacancies and Newly Created Directorships.** A vacancy on the board of Directors exists in case of the occurrence of any of the following events:

(a) The death, resignation, or removal of any Director.



(b) The removal or declaration of vacancy by the board of Directors of a Director who has been declared of unsound mind by a court order or convicted of a felony.

(c) The Director is a member who is divested from ownership of the marijuana business by a decision of either the state or local licensing authority.

(d) The authorized number of Directors is increased.

(e) At any annual, regular, or special meeting of shareholders at which any Director is elected, the shareholders fail to elect the full authorized number of Directors to be voted for at that meeting.

All vacancies (other than vacancies created by removal of a Director) may be filled by the approval of the board of Directors or, if there is less than a quorum of Directors, by (i) a vote of the majority of the remaining Directors at a meeting held pursuant to notice or waivers of notice complying with G.L. c. 156D, (ii) unanimous written consent or (iii) a sole remaining Director. Each Director so elected shall hold office until his successor is elected at an annual, regular, or special meeting of the shareholders. The shareholders may, by vote or written consent of a majority of outstanding shares entitled to vote in the election of Directors, elect a Director at any time to fill any vacancy not filled by the Directors. The shareholders may, by vote of a majority of outstanding shares entitled to vote in the election of Directors or unanimous written consent, elect a Director at any time to fill any vacancy created by removal of a Director, except that a vacancy created pursuant to clause (b) of this Section may be filled by the board of Directors. If the board of Directors accepts the resignation of a Director tendered to take effect at a future time, the board or the shareholders may elect a successor to take office when the resignation becomes effective. A reduction of the authorized number of Directors does not remove any Director prior to the expiration of that Director's term of office.

**Section 3.05 Removal.** The board of Directors may declare vacant the office of a Director who has been declared of unsound mind by an order of the court or convicted of a felony, or who has been barred from ownership of a marijuana business by a final decision of an applicable state or local licensing authority, or otherwise in a manner provided by law.

Any or all of the Directors may be removed from office at any duly called meeting without cause by a vote of the shareholders entitled to elect them. If one or more Directors are so removed at a meeting of shareholders, the shareholders may elect new Directors at the same meeting.

**Section 3.06 Resignation.** A Director may resign effective on giving written notice to the President, unless the notice specifies a later effective date.

### **Section 3.07 Meetings of Directors.**

(a) Regular Meetings. A regular annual meeting of the board shall be held immediately after, and at the same place as, the annual meeting of shareholders for the purpose of electing officers and transacting any other business. The board may provide for other regular meetings from time to time by resolution.



(b) Special Meetings. Special meetings of the board for any purpose or purposes may be called at any time by at least two Directors. Notice of the time and place of special meetings shall be delivered by mail, electronic delivery, or orally. If notice is mailed, it shall be deposited in the United States mail at least four days before the time of the meeting. In the case the notice is delivered either orally or by electronic delivery shall be delivered at least forty-eight (48) hours before the time of the meeting. Any oral notice given personally or by telephone may be communicated either to the Director or to a person at the office of the Director whom the person giving notice has reason to believe will promptly communicate it to the Director. The notice need not specify the purpose of the meeting nor the place if it is to be held at the principal office of the Corporation.

(c) Place of Meetings. Meetings of the Board may be held at any place within or without the Commonwealth of Massachusetts that has been designated in the notice. If a place has not been stated in the notice or there is no notice, meetings shall be held at the principal office of the Corporation unless another place has been designated by a resolution duly adopted by the board.

**Section 3.08 Electronic Participation.** Members of the board may participate in a meeting through conference telephone, electronic video screen communication, or other electronic transmission by and to the Corporation. Participation in a meeting by conference telephone or electronic video screen communication constitutes presence in person as long as all Directors participating can hear one another. Participation by other electronic transmission by and to the Corporation (other than conference telephone or electronic video screen communication) constitutes presence in person at the meeting as long as participating Directors can communicate with other participants concurrently, each Director has the means to participate in all matters before the board, including the ability to propose or object to a specific corporate action, and the Corporation implements some means of verifying that each person participating is entitled to participate and all votes or other actions are taken by persons entitled to participate.

**Section 3.09 Quorum of and Action by Directors.** A majority of the authorized number of Directors constitutes a quorum of the board for the transaction of business. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the board of Directors, unless G.L. c. 156D or the Articles of Organization require a greater number. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action is approved by at least a majority of the Directors who constitute the required quorum for such meeting. A quorum of the Directors may adjourn any Directors' meeting to meet again at a stated time and place. In the absence of quorum, a majority of the Directors present may adjourn from time to time. Notice of the time and place of a meeting that has been adjourned for more than twenty-four (24) hours shall be given to the Directors not present at the time of the adjournment.

**Section 3.10 Compensation.** Directors may receive compensation for their services, and the board of Directors may authorize payment of a fixed fee and expenses of attendance, if any, for attendance at any meeting of the board of Directors or committee thereof. A Director shall not be precluded from serving the Corporation in any other capacity and receiving compensation for services in that capacity. No employee, executive, director, or contractor shall receive compensation greater than \$250,000.00 annually as a salary/contractor fee until the Corporation



realizes an effective annual revenue of at least \$10,000,000.00 calculated based on a 4x multiplier of the Corporation's previous three (3) months' revenue. Upon the Corporation surpassing \$10,000,000.00 in effective annual revenue, the salary/contractor fee compensation cap for an employee, executive, director, or contractor shall increase to \$400,000.00 annually. Upon the Corporation surpassing \$15,000,000.00 in effective annual revenue, the salary/contractor fee compensation cap for an employee, executive, director, or contractor shall increase to \$600,000.00 annually. The Directors may, from time to time, establish compensation policies of the Corporation consistent with this Section.

**Section 3.11 Action by Directors Without a Meeting.** Any action required or permitted to be taken by the board of Directors or any committee thereof under G.L. c. 156D may be taken without a meeting if, prior or subsequent to the action, a consent or consents thereto by all of the Directors in office, or all the committee members then appointed, is filed with the secretary to be filed with the minutes of the proceedings of the board of Directors. Such action by written consent shall have the same force and effect as a unanimous vote of such Directors.

**Section 3.12 Committees of the Board of Directors.** The board of Directors, by resolution adopted by a majority of authorized Directors, may designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the board and to exercise the authority of the board of Directors to the extent provided in the resolution establishing the committee and permitted by law. The board of Directors may adopt governance rules for any committee consistent with these Bylaws. The provisions of these Bylaws applicable to meetings and actions of the board of Directors shall govern meetings and actions of each committee, with the necessary changes made to substitute the committee and its members for the board of Directors and its members.

A committee of the board of Directors does not have the authority to:

- (a) Approve actions that require approval of the shareholders or the outstanding shares.
- (b) Fill vacancies on the board or in any committee.
- (c) Fix compensation of the Directors for serving on the board or on any committee.
- (d) Amend or repeal bylaws or adopt new bylaws.
- (e) Amend or repeal any resolution of the board of Directors that by its terms is not so amendable or repealable.
- (f) Make a distribution to shareholders, except at a rate, in a periodic amount or within a price range set forth in the Articles of Organization or determined by the board.
- (g) Appoint other committees or board members.

The board of Directors, by resolution adopted by the majority of authorized Directors, may designate one or more Directors as alternate members of any committee who may replace any



absent or disqualified member at any meeting of the committee or for the purposes of any written action by the committee.

The designation of a committee of the board of Directors and the delegation thereto of authority shall not operate to relieve the board of Directors, or any member thereof, of any responsibility imposed by law.

## **ARTICLE IV OFFICERS**

**Section 4.01 Positions and Election.** The officers of the Corporation shall be elected by the board of Directors and shall be a chair of the board or a President or both, a secretary and a treasurer. At the discretion of the board of Directors, the Corporation may also have other officers, including but not limited to one or more vice Presidents or assistant vice Presidents, one or more assistant secretaries, a chief financial officer, and a chief operations officer, as may be appointed by the board of Directors, with such authority as may be specifically delegated to such officers by the board of Directors. Any two or more offices may be held by the same person.

Officers shall be elected annually at the meeting of the board of Directors held after each annual meeting of shareholders. Each officer shall serve until a successor is elected and qualified or until the earlier death, resignation or removal of that officer. Vacancies or new offices shall be filled at the next regular or special meeting of the board of Directors.

**Section 4.02 Removal and Resignation.** Any officer elected or appointed by the board of Directors may be removed with or without cause by the affirmative vote of the majority of the board of Directors. Removal shall be without prejudice to the contract rights, if any, of the officer so removed.

Any officer chosen by the board of Directors may resign at any time by giving written notice to the Corporation. Unless a different time is specified in the notice, the resignation shall be effective upon its receipt by the chair, the President, the secretary, or the board.

**Section 4.03 Powers and Duties of Officers.** The powers and duties of the officers of the Corporation shall be as provided from time to time by resolution of the board of Directors or by direction of an officer authorized by the board of Directors to prescribe the duties of other officers. In the absence of such resolution, the respective officers shall have the powers and shall discharge the duties customarily and usually held and performed by like officers of corporations similar in organization and business purposes to the Corporation subject to the control of the board of Directors.

## **ARTICLE V INDEMNIFICATION OF DIRECTORS AND OFFICERS**

**Section 5.01 Indemnification of Officers or Directors.** The Corporation shall, to the extent permitted by G.L c. 156D, indemnify all persons who have served or may serve at any time as officers or Directors of the Corporation and their heirs, executors, administrators, successors, and assigns, from and against any and all loss and expense, including amounts paid in settlement before or after suit is commenced, and reasonable attorney's fees, actually and necessarily incurred



as a result of any claim, demand, action, proceeding, or judgment that may have been asserted against any such persons, or in which these persons are made parties by reason of their being or having been officers or Directors of the Corporation. This right of indemnification shall not exist in relation to matters as to which it is adjudged in any action, suit or proceeding that these persons are liable for negligence or misconduct in the performance of duty.

**Section 5.02 Non-Exclusivity of Indemnification Rights and Authority to Insure.** The foregoing rights of indemnification and advancement of expenses shall be in addition to and not exclusive of any other rights to which any person may be entitled pursuant to any agreement with the Corporation, or under any statute, provision of the Articles of Organization or any action taken by the Directors or shareholders of the Corporation.

The Corporation may buy and maintain insurance to protect itself and any agent against any expense asserted against them or incurred by an agent, whether or not the Corporation could indemnify the agent against the expense under applicable law or the provisions of this Article V.

## **ARTICLE VI SHARE CERTIFICATES AND TRANSFER**

**Section 6.01 Share Certificates.** Shares of the Corporation may, but need not, be represented by certificates. Each certificate issued shall bear all statements or legends required by law to be affixed thereto. For all shares issued or transferred without certificates, the Corporation shall within a reasonable time after such issuance or transfer send the shareholder a written statement of the information required on share certificates pursuant to G.L. c. 156D, § 6.25(b) & (c) and § 6.27. Shareholders can request and obtain a statement of rights, restrictions, preferences, and privileges regarding classified shares or a class of shares with two or more series, if any, from the Corporation's principal office. Each certificate issued shall bear all statements or legends required by law to be affixed thereto.

Every certificate for shares shall be signed by (i) the chair of the board, if any, a vice chair, if any, the President, or a vice President and (ii) the chief financial officer, an assistant treasurer, the secretary, or any assistant secretary.

**Section 6.02 Transfers of Shares.** Transfer of shares of the Corporation shall be made only on the books of the Corporation by the registered holder thereof or by such other person as may under law be authorized to endorse such shares for transfer, or by such shareholder's attorney thereunto authorized by power of attorney duly executed and filed with the secretary or transfer agent of the Corporation. Except as otherwise provided by law, upon surrender to the Corporation or its transfer agent of a certificate for shares duly endorsed or accompanied by proper evidence of succession, assignment, or authority to transfer, it shall be the duty of the Corporation to issue a new certificate to the person entitled thereto, cancel the old certificate, and record the transaction upon its books.

**Section 6.03 Registered Shareholders.** The Corporation may treat the holder of record of any shares issued by the Corporation as the holder in fact thereof, for purposes of voting those shares, receiving distributions thereon or notices in respect thereof, transferring those shares, exercising rights of dissent with respect to those shares, exercising or waiving any preemptive right



with respect to those shares, entering into agreements with respect to those shares in accordance with the laws of the Commonwealth of Massachusetts, or giving proxies with respect to those shares.

**Section 6.04 Lost, Stolen, or Destroyed Certificates.** The board of Directors may issue a new share certificate in place of any certificate it previously issued that the shareholder alleges to have been lost, stolen, or destroyed provided that the shareholder or the shareholder's legal representative of the lost, stolen, or destroyed certificate shall give the Corporation a bond or other adequate security sufficient to indemnify the Corporation against any potential claim against the Corporation because of the alleged loss, theft, or destruction of any such certificate or the issuance of such new certificate.

## **ARTICLE VII CORPORATE RECORDS AND INSPECTION**

**Section 7.01 Records.** The Corporation shall maintain adequate and correct books and records of account, minutes of the proceedings of the shareholders, board of Directors, and committees of the board of Directors, and a record of its shareholders, including names and addresses of all shareholders and the number and class of shares held, along with any other records required by law. The Corporation shall keep such record of its shareholders at its principal office, as fixed by the board of Directors from time to time, or at the office of its transfer agent or registrar. The Corporation shall keep its books and records of account and minutes of the proceedings of the shareholders, board of Directors, and committees of the board of Directors at its principal office, or such other location as shall be designated by the board of Directors from time to time.

**Section 7.02 Inspection of Books and Records.** The Corporation's accounting books and records and minutes of proceedings of the shareholders, board of Directors, and committees of the board of Directors shall, to the extent provided by law, be open to inspection of Directors, shareholders, and voting trust certificate holders, in the manner provided by law.

**Section 7.03 Certification and Inspection of Bylaws.** The Corporation shall keep in its principal office the original or a copy of these Bylaws as amended or otherwise altered to date, which shall be open to inspection by the shareholders at all reasonable times during office hours.

## **ARTICLE VIII MISCELLANEOUS**

**Section 8.01 Checks, Drafts, Etc.** All checks, drafts or other instruments for payment of money or notes of the Corporation shall be signed by an officer or officers or any other person or persons as shall be determined from time to time by resolution of the board of Directors.

**Section 8.02 Fiscal Year.** The fiscal year of the Corporation shall commence on January 1 of each year.

**Section 8.03 Conflict with Applicable Law or Articles of Organization.** Unless the context requires otherwise, the general provisions, rules of construction, and the definitions of G.L. c. 156D shall govern the construction of these Bylaws. These Bylaws are adopted subject to any applicable law and the Articles of Organization. Whenever these Bylaws may conflict with any



applicable law or the Articles of Organization, such conflict shall be resolved in favor of such law or the Articles of Organization.

**Section 8.04 Invalid Provisions.** If any one or more of the provisions of these Bylaws, or the applicability of any provision to a specific situation, shall be held invalid or unenforceable, the provision shall be modified to the minimum extent necessary to make it or its application valid and enforceable, and the validity and enforceability of all other provisions of these Bylaws and all other applications of any provision shall not be affected thereby.

**Section 8.05 Emergency Management of the Corporation.** In anticipation of or during an emergency, as defined in G.L. c. 156D, § 3.03(d), the board, in order to conduct the ordinary business affairs of the Corporation, shall modify procedures, including, but not limited to, calling a board meeting, quorum requirements for such board meeting, and designation of additional or substitute Directors; provided that such modifications may not conflict with the Articles of Organization.

In anticipation of or during an emergency, the Corporation shall be able to take any and all of the following actions to conduct the Corporation's ordinary business affairs and operations:

- (a) Modify lines of succession to accommodate the incapacity of any Director, officer, employee, or agent resulting from the emergency.
- (b) Relocate the principal office, or designate alternative principal offices or regional offices.
- (c) Give notice to Directors in any practicable matter under the circumstances, including but not limited to publication and radio, when notice of a board meeting cannot be given in a manner prescribed by these Bylaws.
- (d) Deem that one or more officers present at a board meeting is a Director as necessary to achieve a quorum for that meeting.

**Section 8.06 Reports.** The Corporation shall provide all Shareholders with notice of the availability of annual financial reports of the Corporation before the earlier the annual meeting of Shareholders or one hundred and twenty (120) days after the close of the fiscal year. Such financial reports shall be prepared and provided to Shareholders upon request in compliance with G.L. c. 156D, § 16.20.

**Section 8.07 Advisement of Counsel.** THE CULTIVATION, PRODUCTION AND SALE OF CANNABIS IS ILLEGAL UNDER FEDERAL LAW. NEITHER PARTY, NOR ATTORNEYS FOR COMPANY, HAVE MADE ANY REPRESENTATION TO THE CONTRARY.

## **ARTICLE IX AMENDMENT OF BYLAWS**

**Section 9.01 Amendment by Shareholders.** Shareholders may adopt, amend or repeal bylaws by the vote or written consent of the holders of a majority of the outstanding shares entitled to vote, except as otherwise provided by law, these Bylaws, or the Articles of Organization.



**Section 9.02 Amendment by Directors.** Subject to the rights of shareholders as provided in Section 9.01, and the statutory limitations of G.L. c. 156D, the board of Directors may adopt, amend, or repeal bylaws.



D

# The Commonwealth of Massachusetts

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

FORM MUST BE TYPED

## Articles of Entity Conversion of a Domestic Non-Profit with a Pending Provisional or Final Certification to Dispense Medical Use Marijuana to a Domestic Business Corporation

FORM MUST BE TYPED

(General Laws Chapter 156D, Section 9.53; 950 CMR 113.30)

Alternative Compassion Services, Inc., which has submitted the  
Articles of Entity Conversion, is licensed and approved to  
engage in the purposes stated on said document.

Shawn Collins  
Executive Director  
Cannabis Control Commission

462655758 (1) Exact name of the non-profit: Alternative Compassion Services Incorporated

(2) A corporate name that satisfies the requirements of G.L. Chapter 156D, Section 4.01:

Alternative Compassion Services, Inc.

(3) The plan of entity conversion was duly approved in accordance with the law.

(4) The following information is required to be included in the articles of organization pursuant to G.L. Chapter 156D, Section 2.02(a) or permitted to be included in the articles pursuant to G.L. Chapter 156D, Section 2.02(b):

### ARTICLE I

The exact name of the corporation upon conversion is:

Alternative Compassion Services, Inc.

### ARTICLE II

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. Chapter 156D have the purpose of engaging in any lawful business. Please specify if you want a more limited purpose:\*

The corporation organized: (a) to cultivate, manufacture, market promote, sell, distribute and otherwise provide products containing cannabis, products that enable persons to consume cannabis in different forms and other related products for medical use, but only in accordance with the laws of the Commonwealth of Massachusetts; (b) to engage in all activities incidental thereto; and (c) to engage in any other activities in which a corporation formed under the laws of the Commonwealth of Massachusetts may lawfully engage.



### ARTICLE III

State the total number of shares and par value, \* if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

| WITHOUT PAR VALUE |                   | WITH PAR VALUE |                  |           |
|-------------------|-------------------|----------------|------------------|-----------|
| TYPE              | NUMBER OF SHARES  | TYPE           | NUMBER OF SHARES | PAR VALUE |
| Common            | 175,000 (Class A) |                |                  |           |
| Common            | 75,000 (Class B)  |                |                  |           |
|                   |                   |                |                  |           |

### ARTICLE IV

Prior to the issuance of shares of any class or series, the articles of organization must set forth the preferences, limitations and relative rights of that class or series. The articles may also limit the type or specify the minimum amount of consideration for which shares of any class or series may be issued. Please set forth the preferences, limitations and relative rights of each class or series and, if desired, the required type and minimum amount of consideration to be received.

See Continuation Sheet IV Attached.

### ARTICLE V

The restrictions, if any, imposed by the articles or organization upon the transfer of shares of any class or series of stock are:

Shares of the corporation may be transferred only with consent of Board of Directors.

### ARTICLE VI

Other lawful provisions, and if there are no such provisions, this article may be left blank.

See Continuation Sheet VI Attached.

*Note: The preceding six (6) articles are considered to be permanent and may be changed only by filing appropriate articles of amendment.*



## Continuation Sheet IV

### Alternative Compassion Services Inc.

#### Articles of Entity Conversion of a Domestic Non-Profit with a Pending Provisional or Final Certification to Dispense Medical Use Marijuana to a Domestic Business Corporation

The total number of shares of all classes of capital stock which Alternative Compassion Services Inc. (the "Corporation") shall have authority to issue is 250,000 shares of Common Stock, no par value per share ("Common Stock"), of which (1) 175,000 shares are designated Class A Common Stock ("Class A Common Stock"); and (2) 75,000 shares are designated Class B Common Stock ("Class B Common Stock")

#### I. COMMON STOCK

1. General. Other than with respect to the liquidation rights described herein, the Class A Common Stock and Class B Common Stock shall have the same rights hereunder.

2. Voting Rights. Each owner of record of Class A Common Stock and Class B Common Stock shall be entitled to one vote for each share of Class A Common Stock or Class B Common Stock standing in such owner's name on the books of the Corporation. Except as otherwise required by law, the owners of the Class A Common Stock and Class B Common Stock shall vote together as a single class on all matters submitted to shareholders for a vote (including any action by written consent).

3. Dividends. Subject to the provisions of applicable law, the owners of Common Stock shall be entitled to receive dividends out of funds legally available therefore at such times and in such amounts as the Board of Directors of the Corporation (the "Board") may determine, declare, order to be paid and pay in accordance with the terms hereof in its sole discretion. Any dividends payable in shares of Common Stock shall be payable in shares of the class of Common Stock on which the dividend is paid so that: (i) owners of Class A Common Stock shall receive stock dividends paid in shares of Class A Common Stock; and (ii) owners of Class B Common Stock shall receive stock dividends paid in shares of Class B Common Stock.

4. Liquidation. Upon any liquidation, dissolution or winding up of the Corporation, whether voluntary or involuntary, after the payment or provisions for payment of all debts and liabilities of the Corporation, all remaining assets of the Corporation available for distribution to its shareholders shall be distributed:

- (i) First, to the holders of Class B Common Stock ("Class B Holders") until such holders have received the aggregate principal amount outstanding on all Convertible Loans advanced to the Corporation plus accrued and unpaid interest on such loans as of the date of conversion of such loans to Class B Common Stock ("Class B Preference Amount"). Such Class B Preference Amount will be paid on a pro rata basis, based on the Class B Preference Amount for each Class B Holder as compared to the aggregate



Class B Preference Amount of all Class B Holders until all such Class B Holders have received their respective Class B Preference Amount. The Class B Common Stock shall be automatically converted into Class A Common Stock on a 1 to 1 basis at such time as all Class B Holders have received their respective Class B Preference Amount.

- (ii) Second, pro rata to the holders of Common Stock. For avoidance of doubt, the holders of Common Stock shall include Class A Common Stock and Class B Common Stock which has been automatically converted to Class A Common Stock pursuant to Section 4. (i).



Continuation Sheet VI

Alternative Compassion Services Inc.

Articles of Entity Conversion of a Domestic Non-Profit with a Pending Provisional or Final Certification  
to Dispense Medical Use Marijuana to a Domestic Business Corporation

6.1 Limitation Of Director Liability.

Except to the extent that Chapter 156D of the Massachusetts General Laws or any other applicable law prohibits the elimination or limitation of liability of directors for breaches of fiduciary duty, no director of the Corporation shall be personally liable to the Corporation or its shareholders for monetary damages for any breach of fiduciary duty as a director. No amendment to or repeal of this provision shall apply to or have any effect on the liability or alleged liability of any director of the Corporation for or with respect to any acts or omissions of such director occurring prior to such amendment.

6.2 Indemnification.

(a) The Corporation shall, to the fullest extent permitted by the applicable provisions of Chapter 156D of the Massachusetts General Laws, as amended from time to time, indemnify each person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he is or was, or has agreed to become, a director or officer of the Corporation, or is or was serving, or has agreed to serve, at the request of the Corporation, as a director or officer of, or in a similar capacity with, another organization [or in any capacity with respect to any employee benefit plan of the Corporation], or by reason of any action alleged to have been taken or omitted in such capacity, against all expenses (including reasonable attorneys' fees), judgments, fines and amounts paid in settlement incurred by such person or on such person's behalf in connection with such action, suit or proceeding and any appeal therefrom; provided, however that the foregoing shall not require the Corporation to indemnify or advance expenses to any person: (i) in connection with any action, suit or proceeding initiated by or on behalf of such person against the Corporation or any counterclaim against the Corporation initiated by or on behalf of such person; and (ii) unless the person seeking indemnification shall execute a written undertaking (reasonably acceptable to the Corporation) to repay the Corporation any expenses or other amounts advanced and/or paid to such person under this Section the event that it is finally adjudicated in such action, suit or proceeding that such person did not act in good faith in the reasonable belief that such person's action was in the best interests of (x) the Corporation or [(y) to the extent such matter relates to service with respect to an employee benefit plan, in the best interests of the participants or beneficiaries of such employee benefit plan.]

(b) The indemnification rights provided in this Section 6.2: (i) shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any law, agreement, vote of shareholders or otherwise; and (ii) shall inure to the benefit of the heirs, executors and administrators of such persons entitled to indemnification. The Corporation may, to the extent authorized from time to time by the Board, grant



indemnification rights to other employees or agents of the Corporation or other persons serving the Corporation and such rights may be equivalent to, or greater or less than, those set forth in this Section 6.2.

6.3 Shareholder Action without a Meeting by Less Than Unanimous Consent. Action required or permitted by Chapter 156D of the General Laws of Massachusetts to be taken at a shareholders' meeting may be taken without a meeting by shareholders having not less than the minimum number of votes necessary to take the action at a meeting at which all shareholders entitled to vote on the action are present and voting.

6.4 Partnership. The Corporation shall have the power to be a partner in any business enterprise which this Corporation would have the power to conduct by itself.

6.5 Number of Board of Directors. Notwithstanding the provisions of Section 8.03(a) of Chapter 156D of the General Laws of Massachusetts, the Corporation shall have such number of directors as shall be fixed from time to time by the shareholders or directors of the Corporation without regard to the number of shareholders.

6.6 Authorization of Directors to Make, Amend or Repeal Bylaws. The Board of Directors (acting by majority vote) may make, amend, restate and/or repeal the By-Laws of the Corporation, in whole or in part, except with respect to any provision thereof which by virtue of an express provision in: (i) Chapter 156D of the General Laws of Massachusetts; (ii) the Articles of Organization of the Corporation; or (iii) the By-Laws, requires action by the shareholders of the Corporation.



## ARTICLE VII

The effective date of organization of the corporation is the date and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a later effective date is desired, specify such date, which may not be later than the 90th day after the articles are received for filing:

## ARTICLE VIII

The information contained in this article is not a permanent part of the articles of organization.

- a. The street address of the initial registered office of the corporation in the commonwealth:  
693 Elm Street, Bridgewater, MA 02324
- b. The name of its initial registered agent at its registered office:  
Stephen M. Werther
- c. The names and addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

President: Stephen M. Werther

Treasurer: Marc A. Cohen

Secretary: Stephen M. Werther

Director(s): Stephen M. Werther, Richard W. Radebach, Jr., Marc A. Cohen, Ellen Marie Andrew-Kasper, Walter Hinds

- d. The fiscal year end of the corporation:  
December 31
- e. A brief description of the type of business in which the corporation intends to engage:  
Cultivate, manufacture, market, promote, sell and distribute cannabis and related products for medical use.
- f. The street address of the principal office of the corporation:  
693 Elm Street, Bridgewater, MA 02324
- g. The street address where the records of the corporation required to be kept in the commonwealth are located is:

693 Elm Street, Bridgewater, MA 02324, which is  
(number, street, city or town, state, zip code)

- ☒ its principal office;
- ☐ an office of its transfer agent;
- ☐ an office of its secretary/assistant secretary;
- ☐ its registered office.

Signed by: Stephen M. Werther  
(signature of authorized individual)

- ☐ Chairman of the board of directors,
- ☒ President,
- ☐ Other officer,
- ☐ Court-appointed fiduciary,

on this 27 day of December, 2018



SECRETARY OF THE  
COMMONWEALTH

COMMONWEALTH OF MASSACHUSETTS

2019 APR 18 AM 9:31

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

CORPORATIONS DIVISION

**Articles of Entity Conversion of a  
Domestic Non-Profit with a Pending Provisional or  
Final Certification to Dispense Medical Use Marijuana  
to a Domestic Business Corporation**  
(General Laws Chapter 156D, Section 9.53; 950 CMR 113.30)

I hereby certify that upon examination of these articles of conversion, duly submitted to me, it appears that the provisions of the General Laws relative thereto have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$ 475 having been paid, said articles are deemed to have been filed with me this 18 day of April, 2019, at \_\_\_\_\_ a.m./p.m.  
time

1329126

Effective date: \_\_\_\_\_  
(must be within 90 days of date submitted)



WILLIAM FRANCIS GALVIN  
Secretary of the Commonwealth

Examiner

Name approval

Filing fee: Minimum \$250

CK # 1126  
V # 508871

TO BE FILLED IN BY CORPORATION  
Contact Information:

C

M

Mr. Stephen M. Werther

693 Elm Street

Bridgewater, MA 02324

Telephone: 617 620 5390

Email: [swerther@acscompassion.com](mailto:swerther@acscompassion.com)

Upon filing, a copy of this filing will be available at [www.sec.state.ma.us/cor](http://www.sec.state.ma.us/cor). If the document is rejected, a copy of the rejection sheet and rejected document will be available in the rejected queue.





Commonwealth of Massachusetts  
Department of Revenue  
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L1301651872  
Notice Date: October 11, 2024  
Case ID: 0-002-602-891



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



ALTERNATIVE COMPASSION SERVICES I  
693 ELM ST  
BRIDGEWATER MA 02324-1013

### *Why did I receive this notice?*

The Commissioner of Revenue certifies that, as of the date of this certificate, ALTERNATIVE COMPASSION SERVICES INC. is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### *What if I have questions?*

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

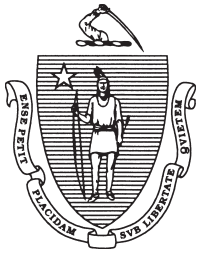
### *Visit us online!*

Visit [mass.gov/dor](https://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau





*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

Date: October 16, 2024

To Whom It May Concern :

I hereby certify that according to the records of this office,

**ALTERNATIVE COMPASSION SERVICES, INC.**

is a domestic corporation organized on **April 18, 2019** , under the General Laws of the Commonwealth of Massachusetts. I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

A handwritten signature in blue ink, reading "William Francis Galvin".

Secretary of the Commonwealth

Certificate Number: 24100255430

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: qle



## Melanie Holland

---

**From:** Stephen Werther  
**Sent:** Friday, February 28, 2025 1:44 PM  
**To:** Melanie Holland  
**Subject:** FW: NOTICE OF APPROVAL

Stephen M. Werther  
President & CEO



508-470-3366



617-620-5390



swerther@acscompassion.com



acscompassion.com



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth

Corporations Division

CANN-VEST, LLC  
[100 STATE STREET, 11TH FLOOR](#)  
[BOSTON, MA 02109](#)

DATE: 2/28/2025

### NOTICE OF APPROVAL

To: CANN-VEST, LLC

The reinstatement for the above-named LLC is approved and now on the public record of the Corporations Division. We are sending out this notification to inform you of some of the possible filing obligations for the LLC.

### BOI REPORT:

The Corporate Transparency Act (CTA) was recently passed by the United States Congress. The CTA establishes a beneficial ownership reporting requirement for corporations, limited liability companies and other similar entities created or registered to do business in the United States. Please be advised that you may need to file a **Beneficial Ownership Information Report (BOI Report)** with the U.S. Treasury's Financial



Crimes Enforcement Network (FinCEN).

As it is important to our office to assist businesses in our state, we want to inform you of the reporting requirement as a failure to comply may result in significant civil and criminal penalties. We encourage you to review the information found here: <https://www.fincen.gov/boi>.

**DO NOT SUBMIT THESE REPORTS TO THIS OFFICE.**

Contact information for FinCEN:

Email: [FRC@fincen.gov](mailto:FRC@fincen.gov)

Phone Number: 1-800-767-2825

Website: <https://www.fincen.gov/contact>

One [Ashburton Place, 17th Floor • Boston, Massachusetts 02108](#) • 617-727-9640  
[www.sec.state.ma.us/cor](http://www.sec.state.ma.us/cor)





**ALTERNATIVE COMPASSION SERVICES, INC.**

[www.acscompassion.com](http://www.acscompassion.com)

### Liability Insurance Plan

Alternative Compassion Services ("ACS") already has existing liability insurance. ACS is applying to add an Adult-Use Retail license to its existing and currently operating facility, RMD3320 in Hull. ACS's liability insurance is through Cannasure, from Integrated Insurance Solutions.

693 Elm Street, Bridgewater, MA 02324

508.356.5151

**\*QUALITY\*INTEGRITY\*SAFETY\***





## **Executive Summary for the Proposed ME in Hull**

### **Company Description/Objective**

Alternative Compassion Services, Inc. (“ACS”) currently cultivates, dispenses and produces marijuana flower, concentrates, and marijuana infused products, at its primary location, RMD585, in Bridgewater, MA. ACS is applying for an Adult-Use Retailer License to become a Co-Located Marijuana Operation (“CMO”) at RMD3320, its second MTC location currently licensed for Retail. Alternative Compassion Services Inc.’s objective is to provide finished, prepackaged marijuana and marijuana infused products safely to Adult-Use customers age 21+ in accordance with all applicable regulations in 935 CMR 500.000, including those specified for CMO licensees.

### **Target Audience**

In addition to the Registered Qualifying Patients already served, ACS will service two (2) Adult-Use marijuana markets outlined below.

1. **Adults 21+ who may qualify to become a Medical Patient, but cannot or choose not to register:** Adults 21+ with approved physical and psychological conditions for the use of medical marijuana, such as, but not limited to chronic pain, insomnia, anxiety, glaucoma, HIV/AIDS, epilepsy, nausea, cancer and PTSD; but may be prohibited, prevented, or otherwise do not wish to become a Registered Qualifying Patient.
2. **Adults 21+ seeking high-quality Marijuana and Marijuana Products through the safe and secure legal market.**

### **Facility – 175 George Washington Blvd., Hull, MA**

The proposed ME will be located within ACS’s currently operating Medical Dispensary, with separate lines and point-of-sale terminals for Patients and Adult-Use Customers.

1. **Infrastructure Renovations:** Due to the generous size of our existing facility and vault, no renovations will be necessary to separate Adult-Use and Medical inventory or operations.
2. **Wholesaling & Licensing agreements:** The medical marijuana cultivation and production facility, located within RMD585, will have the ability to supply the proposed ME with three (3) types of product lines produced at the RMD585 facility.
  - a. **Product Line 1 - ACS grown flower.** Talented cultivation staff currently manage close to 40 different strains, with a variety of new strains introduced throughout each year, all available in flower or pre-rolled forms.
  - b. **Product Line 2 - ACS Manufactured Concentrates/Extracts.** Using state of the art equipment and proprietary techniques, ACS is producing a full line of concentrates. The concentrate line consists of topicals, tinctures, live resin, live hash, live rosin, distillate, vape pens, sugar and RSO. ACS will prioritize the needs of our Patients when determining which concentrate products to offer on the Adult-Use menu.
  - c. **Product Line 3 - ACS In-House Produced Edibles** – The kitchen staff brings years of high-end culinary experience to create some of the highest quality edibles in New England. The infusion agents use a systematic approach to ensure accurate dosing and offer a rotating seasonal menu of candies, chocolates & baked goods, in a wide range of dosing levels, made from distillate and RSO. Adult-Use edibles shall not exceed the 5mg dosing limitation.





## **Massachusetts Competition**

Alternative Compassion Services, Inc. is uniquely positioned to maximize its current ~18,400 square foot cultivation center to fulfill the needs of medical marijuana patients and adult-use customers in a community with minimal competition. The closest dispensary to RMD3320 is located in Quincy, MA.

ACS is unique in producing all its own products with a wide variety of options, without the fear of shortage. Adult-Use customers at the proposed ME will be able to enjoy products made with the same exceedingly high standards that are used to create ACS medical products. ACS is a locally owned and operated seed-to-sale dispensary which uses and promotes sustainable and craft-centric practices. Marketing these better practices of locally produced, sustainably minded craft cannabis of in-house products, made from scratch, will stand apart from competitors in surrounding towns.

## **Operational Plans and Management**

Alternative Compassion Services, Inc. has a team of trained staff members managing day-to-day operations. The Dispensary Manager, Zack Petti; Assistant Dispensary Manager, Maggie Duggan; and Human Resources Manager, Ashley Lyne; will train and lead the team of registered dispensary agents in all operational procedures pertaining to their position, such as: security, prevention of diversion, storage of marijuana, transportation of marijuana, inventory protocols, personnel policies, dispensing procedures, record-keeping procedures, maintenance of financial records, diversity plan, plan for obtaining marijuana, and the positive impact plan.

1. Customer service and competitive dynamics: ACS offers top-notch customer service and exceeds competitors in providing service, products and pricing.
2. Well positioned and visible: ACS's retail location is close to major highways and state route 3A, in addition to being located off one of the major thoroughfares in and out of Hull. ACS's Hull location is the only proposed dispensary in the town of Hull and within surrounding communities.
3. Ample parking: ACS has over 12 available parking spaces in the front for medical patients.
4. Highly trained staff: ACS's staff is well managed, knowledgeable of the products sold and trained to assist patients and customers in the selection of their products.
5. Hours of operation: ACS will be open seven (7) days a week and will abide within the municipality's guidelines of operations from 8am – 8pm.
6. Wide range of products: One-Stop shopping philosophy will offer our customers a wide range of products, all made by ACS, and transparently tested by a third-party laboratory.

## **Sources of Income**

Alternative Compassion Services, Inc., currently generates income from:

1. MMJ patient sales
2. Wholesale of ACS products to other MTCs in Massachusetts
3. Expansion of ancillary marijuana products to including capsules, tablets, effect-based tinctures, and other product lines coming to the market.

And, with the proposed ME, ACS will generate income from Adult-Use sales.





### **Conclusions**

Alternative Compassion Services, Inc. has the unique opportunity to secure a ME license in a town where there will be little competition in the Adult-Use market. With the approval of the ACS's ME license, adult-use customers age 21+ will be able to access high-quality products easily due to the convenient location, close to several major highways, in a well-populated area of the state. ACS's intention is to continue providing high quality cannabis safely and transparently to its medical patient community by setting the standard of medical cannabis in Massachusetts, while expanding that same excellence to adults-use customers age 21+.





## **Separating Adult-Use and Medical Retail Operations**

Alternative Compassion Services, Inc. (“ACS”) shall maintain separation of Adult-Use and Medical retail operations in accordance with 935 CMR 501.140 and 935 CMR 500.140, as required by a co-located marijuana operation (CMO). Means of separation include, but are not limited to: Separate security check-in areas, lines, point-of-sale terminals, menus, inventories, and records for all Registered Qualifying Patients and Adult-Use Customers age 21+. ACS is committed to maintaining rigorous security measures to prevent unauthorized access, sufficient Patient Supply inventories in the event of a surge in Adult-Use sales, as well as continuing to operate safely, compliantly, and with high standards for service, cleanliness, and quality.

### **Separation of Registered Qualifying Patients and Adult-Use Customers**

- Security staff must make their best efforts to prioritize patient and caregiver ID verification and physical entry into the retail area.
- The dispensary must have separate lines, separate security check-in points, separate POS terminals, and separate menus for Patients and Customers.
  - All menu items will be allotted in accordance with Patient Supply requirements as well as dosing limitations for Adult-Use edibles.
- The dispensary must provide a separate area for confidential patient consultation, with signage stating, “Consultation Area.”

### **Separation of Inventory**

- Patient and Adult-Use inventories must be electronically separated in Metrc and the POS.
  - These inventories will also be physically separated within the Dispensary Vault.
  - Patient Supply requirements shall be maintained physically and electronically at all times.
  - Audits of both inventories shall be completed in accordance with existing schedules and procedures.
- ACS may transfer marijuana products reserved for medical-use to adult-use within a reasonable period of time prior to the date of expiration, provided that the product does not pose a risk to health or safety.

### **Patient Supply and Electronic Separation of Medical and Adult-Use Products**

- Upon receiving transferred Marijuana and Marijuana Products from ACS’s primary location, RMD585, inventory personnel will electronically separate Adult-Use products from Medical inventory in accordance with the limitations of Patient Supply requirements.
- Inventory and accounting personnel will regularly analyze sales data to calculate appropriate percentages of Marijuana and Marijuana Products to reserve for Patient Supply. Products reserved for patient supply shall reflect the actual types and strains of products documented during 6 months of sales data. If substitution is required, the product or strain must be comparable.





- Marijuana and marijuana products reserved for Patient Supply shall be maintained at ACS's existing facilities.
- If any strain or product within the reserved Patient Supply is exhausted, with no reasonable substitution available, it must be reported to the CCC.
- If any strain or product within the reserved Patient Supply is exhausted, the ME must transfer the needed product within 48 hours of notification of the exhausted product.
- Inventory and Retail personnel will audit both Medical and Adult-Use inventories in accordance with established schedules and protocols.
  - In inventory findings summaries, Inventory and Retail personnel shall include the data points and formulas relied on to determine what constitutes a sufficient quantity and variety of Marijuana Products consistent with 935 CMR 500.140(15). The summary shall also include the policy and procedures for determining what qualifies as a reasonable substitution for a medical Marijuana Product under 935 CMR 500.140(15), and the policy for communicating reliance on the substitution to patients.
- ACS shall keep separate records of all Medical and Adult-Use transactions and sales.





### Restricting Access to Age 21 and Older

Alternative Compassion Services (“ACS”) is committed to safely dispensing to Adult-Use customers age 21+. ACS shall never permit any Customer under the age of 21 to enter the premises. ACS will continue to abide by and strictly enforce all security requirements of 935 CMR 501.110, and shall add all security requirements of 935 CMR 500.110 upon approval of the application to add an Adult-Use Retail license to ACS’s existing facility, RMD585 in Bridgewater.

All employees and registered agents must be 21 years of age or older, as per 935 CMR 500.029 or 500.030.

Upon approval of ACS’s Adult-Use Retail license, ACS shall become a colocated marijuana establishment (“CMO”). As required by a CMO, if an individual is younger than 21 years old but 18 years of age or older, they shall not be admitted unless they produce an active medical registration card issued by the Commission. If the individual is younger than 18 years old, he or she shall not be admitted unless they produce an active medical registration card, and they are accompanied by a personal caregiver with an active medical registration card. In addition to the medical registration card, registered qualifying patients 18 years of age and older and personal caregivers must also produce proof of identification, as per 935 CMR 500.140(3) for co-located retailers.

The facility shall remain locked at all times, with clear, legible signage indicating Restricted Access. Security agents will control access to the dispensary. They will require all Customers to show proof of identity, including age, in the form of a government-issued ID. Prior to entry, customers will be asked to present their ID to the security personnel. The security agent will then verify the ID is valid, up-to-date, and shows the Customer is at least 21 years of age or older. If the Customer is under 21 years of age, or their ID is expired or otherwise invalid, the customer will be asked to leave the premises immediately.

The security personnel will only unlock the dispensary door and allow entry if the ID verifies the customer is eligible to make a purchase in accordance with Adult-Use regulations.

Upon entry, the customer will open the door and arrive in the Security Vestibule, where they will be asked to present the ID again. Upon confirmation of eligibility, security personnel will unlock the second door, which leads into the dispensary.

Once inside the dispensary, the customer will wait for service in a separate Adult-Use line, until they are called to an Adult-Use point-of-sale terminal by a dispensary agent. The dispensary agent will then ask the customer to present the ID for the third time, to confirm eligibility, before dispensary agent may begin fulfilling the customer’s order.





## **Quality Control and Testing**

Alternative Compassion Services (ACS), as a colocated marijuana operation (CMO), maintains and enforces operating policies and procedures to ensure quality control and testing practices comply with all applicable regulations of 935 CMR 501.000 and 935 CMR 500.000, as well as ACS's high standards for service, cleanliness, and quality.

### **Quality Control**

Alternative Compassion Services, Inc. ("ACS") complies with the following sanitary requirements:

- Any ACS agent whose job includes contact with marijuana or nonedible marijuana products, including cultivation, production, or packaging, is subject to the requirements for food handlers specified in 105 CMR 300.000, and all edible marijuana products are prepared, handled, and stored in compliance with the sanitation requirements in 105 CMR 500.000, and with the requirements for food handlers specified in 105 CMR 300.000.
- Any ACS agent working in direct contact with preparation of marijuana or nonedible marijuana products must conform to sanitary practices while on duty, including:
  - Maintaining adequate personal cleanliness; and
  - Washing hands thoroughly in an adequate hand-washing area before starting work, and at any other time when hands may have become soiled or contaminated.
- ACS's hand-washing facilities are adequate and convenient and are furnished with running water at a suitable temperature. Hand-washing facilities are located in ACS's production areas and where good sanitary practices require employees to wash and sanitize their hands, and provide effective hand-cleaning and sanitizing preparations and sanitary towel service or suitable drying devices;
- ACS's facilities have sufficient space for placement of equipment and storage of materials as is necessary for the maintenance of sanitary operations;
- ACS ensures litter and waste is properly removed and disposed of so as to minimize the development of odor and minimize the potential for the waste attracting and harboring pests. The operating systems for waste disposal are maintained in an adequate manner pursuant to 935 CMR 501.105(12) and 935 CMR 500.105(12);
- ACS's floors, walls, and ceilings are clean and in good repair;
- ACS's facilities have adequate safety lighting in all processing and storage areas, as well as areas where equipment or utensils are cleaned;
- ACS's buildings, fixtures, and other physical facilities are maintained in a sanitary condition;
- ACS ensures all contact surfaces, including utensils and equipment, are maintained in a clean and sanitary condition. Such surfaces are cleaned and sanitized as frequently as necessary to protect against contamination, using a sanitizing agent registered by the US Environmental Protection Agency (EPA), in accordance with labeled instructions. Equipment and utensils are so designed and of such material and workmanship as to be adequately cleanable;
- All toxic items are identified, held, and stored in a manner protecting against contamination of marijuana products;





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### Operational Plans and Standard Operating Procedures

- ACS ensures its water supply is sufficient for necessary operations, and such water supply is safe and potable;
- ACS's plumbing is of adequate size and design, and adequately installed and maintained to carry sufficient quantities of water to required locations throughout the facilities. Plumbing properly conveys sewage and liquid disposable waste from the facilities. There are no cross-connections between the potable and wastewater lines;
- ACS provides its employees with adequate, readily accessible toilet facilities that are maintained in a sanitary condition and in good repair;
- ACS holds all products supporting the rapid growth of undesirable microorganisms in a manner preventing the growth of these microorganisms; and
- ACS stores and transports finished products under conditions protecting them against physical, chemical, and microbial contamination, as well as against deterioration of finished products or their containers.

ACS's vehicle and transportation equipment used in the transportation of marijuana products or edibles requiring temperature control for safety are designed, maintained, and equipped as necessary to provide adequate temperature control to prevent the marijuana products or edibles from becoming unsafe during transportation.

ACS ensures its facility is always maintained in a sanitary fashion and complies with all applicable sanitary requirements.

ACS follows established policies and procedures for handling voluntary and mandatory recalls of marijuana products. Such procedures are sufficient to deal with recalls due to any action initiated at the request or order of the Commission, and any voluntary action by ACS to remove defective or potentially defective marijuana products from the market, as well as any action undertaken to promote public health and safety.

Any inventory that becomes outdated, spoiled, damaged, deteriorated, mislabeled, or contaminated is disposed of in accordance with the provisions of 935 CMR 501.105(12) and 935 CMR 500.105(12), and any such waste is stored, secured, and managed in accordance with applicable state and local statutes, ordinances, and regulations.

ACS processes marijuana in a safe and sanitary manner. ACS processes the leaves and flowers of the female marijuana plant only, and ensures all are:

- Well-cured and generally free of seeds and stems;
- Free of dirt, sand, debris, and other foreign matter;
- Free of contamination by mold, rot, other fungus, and bacterial diseases;
- Prepared and handled on food-grade stainless steel tables; and
- Packaged in a secure area.

All edible products are prepared, handled, and stored in compliance with the sanitation requirements in 105 CMR 590.000: Minimum Sanitation Standards for Food Establishments.





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#### Testing

ACS does not sell or otherwise market marijuana or marijuana products that are not capable of being tested by Independent Testing Laboratories, except as allowed under 935 CMR 501.000 or 935 CMR 500.000. No marijuana product is sold or otherwise marketed for medical or adult use that has not first been tested by an Independent Testing Laboratory and deemed to comply with the standards required under 935 CMR 501.160 or 935 CMR 500.160. Testing of ACS's marijuana products is performed by an Independent Testing Laboratory, including the testing of ACS's environmental media.

ACS's policy of responding to laboratory results indicating contaminant levels are above acceptable limits, established in the protocols identified in 935 CMR 501.160(3) and 935 CMR 500.160(4), includes notifying the Commission within 72 hours of any laboratory testing results indicating the contamination cannot be remediated and disposing of the production batch. Such notification will describe a proposed plan of action for both the destruction of the contaminated product and the assessment of the source of contamination.

ACS maintains testing results in compliance with 935 CMR 501.000 *et seq*, 935CMR 500.000 *et seq*, and the record-keeping policies described therein and maintains the results of all testing for no less than one year. All transportation of marijuana to and from Independent Testing Laboratories providing marijuana testing services complies with 935 CMR 501.110 and 935 CMR 500.110. All storage of ACS's marijuana at a laboratory providing marijuana testing services complies with 935 CMR 501.105(11) and 935 CMR 500.110(11). All excess marijuana is disposed in compliance with 935 CMR 501.105(12) and 935 CMR 500.105(12), either by the Independent Testing Laboratory returning excess marijuana to ACS for disposal, or by the Independent Testing Laboratory disposing of it directly.





## **Background Check Policy**

All staff at Alternative Compassion Services, Inc. (“ACS”) must complete a background check according to the following schedule:

- Upon initial registration as an Agent.
- Upon annual renewal.
- Upon triannual renewal.

The results of the background checks are reviewed individually, and decisions about an agent’s initial or continued employment with ACS, based on those background check results, are made on a case-by-case basis, using the same criteria as recommended by the Commission.

### **Employment Eligibility**

In compliance with federal law, all new employees must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9 no later than the first day of hire to verify identity and employment authorization. Employees must provide the required documentation to validate their identity and employment eligibility when requested. ACS will verify required documentation authenticity and ensure proper completion of Form I-9. ACS will not file Form I-9 with the USCIS but will retain and store the completed Form I-9 either for three years after the date of hire or for one year after employment is terminated, whichever is later. Former employees who are rehired must complete the form if they have not completed an I-9 with ACS within the past three years or if their previous I-9 is no longer retained or valid. In addition, any employee who has changes to their identity or employment authorization must provide updated documentation as soon as possible.

### **Criminal Background & Reference Checks**

ACS will conduct background and reference checks on potential or current employees, as permitted by applicable law and regulation. The information collected will become part of the employee’s file and may include verification of information provided during the hiring process, resume, employment verification, criminal record, driving records, and credit report – depending upon the type of position sought.

As background and reference checks are part of each employee’s file, such information is kept confidential and may only be reviewed by those involved with hiring and personnel decision processes or ACS Department Managers having a legitimate business need to know.

Generally, under the provisions of the applicable law and regulations, an organization that is inclined to make an adverse decision based on a criminal background check is required to provide the subject with the opportunity to dispute the accuracy of the report. The organization is also required to provide the following information:

1. A copy of the law enforcement background check;
2. Information regarding which part of the law enforcement background check makes the person ineligible for the position;
3. A copy of the organization’s background check policy; and
4. The applicable information regarding the process for correcting a background check.





## **Record-Keeping Procedures**

### **Overview**

Alternative Compassion Services (ACS) has established policies regarding recordkeeping and record-retention in order to ensure the maintenance, safe keeping, and accessibility of critical documents. Electronic and wet signatures are accepted forms of execution of ACS documents. Records shall be stored at the Bridgewater location in a locked room or office designated for record retention. All written records shall be available for inspection by the Commission upon request.

To ensure ACS is keeping and retaining all records, as noted in this policy, reviewing Corporate Records, Business Records, and Personnel Records to ensure completeness, accuracy, and timeliness of such documents shall occur as part of ACS's quarter-end closing procedures. In addition, ACS's operating procedures shall undergo a review by the executive management team on an annual basis, and be updated on an ongoing basis as needed.

ACS shall use accounting best practices to separate Medical and Adult Use sales data, ensuring compliance with all requirements for Colocated Marijuana Operations (CMO) as described in 935 CMR 501.000 and 935 CMR 500.000.

### **Confidential Corporate Records**

Records require regular review and renewal. These records are required to be kept confidential and protected unauthorized from disclosure. ACS' Management team is responsible for the maintenance of Confidential Corporate Records. These records can be electronic or hard copy (preferably electronic) and at minimum include:

- Confidential Application materials
- Confidential Investigatory materials
- Confidential Licensure materials
- Protected Patient Records
- Corporate Insurance Records
- Third-Party Laboratory Contracts
- Local Compliance Records
- Corporate Governance Records

### **Business Records**

Records require ongoing maintenance and updates. ACS' Dispensary Manager(s), Accounting personnel and the Human Resources Manager are responsible for the maintenance of Business Records applicable to their department and position. These records can be electronic or hard copy (preferably electronic) and at minimum include:

- Assets and liabilities;
- Monetary transactions;
- Books of accounts, which shall include journals, ledgers, and supporting documents, agreements, checks, invoices, and vouchers;
- Sales records that indicate the name of the Registered Qualifying Patient or Personal Caregiver to whom Marijuana has been dispensed, including the quantity, form, and cost;
- Salary and wages paid to each employee, stipend paid to each board of director, and any executive compensation, bonus, benefit, or item of value paid to any individuals affiliated with ACS, including Persons or Entities having Direct or Indirect Control over ACS.
- All financial records shall be maintained in accordance with generally accepted accounting principles.





### Personnel Records

ACS's Human Resources Manager is responsible for the maintenance of all Personnel Records and ensuring all personnel information remains confidential. At a minimum, personnel records shall include:

- Job descriptions for each agent and volunteer position, as well as organizational charts consistent with the job descriptions;
- A personnel record for each Registered Agent. Such records shall be maintained for at least twelve (12) months after termination of the agent's affiliation with ACS and shall include, at a minimum, the following:
  - All materials submitted to the Commission pursuant to 935 CMR 501.029, 935 CMR 501.030, 935 CMR 500.029, and 935 CMR 500.030;
  - Documentation of verification of references;
  - The job description or employment contract including duties, authority, responsibilities, qualifications, and supervision;
  - A copy of the application ACS submitted to the Commission on behalf of any prospective Agent;
  - Documentation of periodic performance evaluations;
  - A record of any disciplinary action taken.
- A training record for each Registered Agent. All records of training should include a signed statement of the trainee indicating the date, time, location of training, the topics discussed, and the name(s) and title(s) of trainers/presenters. Such records shall be maintained for four (4) years and may include at a minimum, the following:
  - Documentation of all required training, including training regarding privacy and confidentiality requirements.
  - Notice of completed Responsible Vendor Training Program and in-house training for Registered Agents required under 935 CMR 501.105(2) and 935 CMR 500.105(2).
  - Documentation of basic on-the-job training; and
  - Any additional training records required by ACS or the Commission.
- A staffing plan demonstrating accessible business hours;
- Personnel policies and procedures, including, at a minimum, the following:
  - Code of ethics;
  - Whistle-blower policy;
  - A policy which notifies persons with disabilities of their rights, and includes provisions prohibiting discrimination and providing reasonable accommodations; and
  - All background check reports obtained in accordance with M.G.L c. 6, § 172, 935 CMR 501.029, 935 CMR 501.030, 935 CMR 500.129, 935 CMR 500.030, and 803 CMR 2.00: Criminal Offender Record Information (CORI).

### Security Records

ACS' Management Team is responsible for the maintenance and review of all security-related logs and records. These records shall be made available to the Commission, upon request, and may be electronic or hardcopy.

ACS Security records may include, but are not limited to, the following:

- A current list of authorized agents and service personnel that have access to the surveillance room shall be available to the Commission upon request.
- Twenty-four (24) hour recordings from all video cameras that are available for immediate viewing by the Commission upon request, which are retained for at least ninety (90) calendar days;





- Visitor Log(s), which shall be maintained in the Security office and include the visitor's name, address, organization or firm, date, time in and out, and the name of the authorized agent who shall be escorting the visitor.

Within ten (10) calendar days, ACS shall provide written notice to the Commission of any incident described in 935 CMR 501.110(9) or 935 CMR 500.110(9), by submitting an incident report detailing the incident, the investigation, the findings, the resolution (if any), confirmation that the Police Department and Commission were notified within twenty-four (24) hours of discovering the breach, and any other relevant information. Reports and supporting documents, including photos and surveillance video related to a reportable incident, shall be maintained by ACS for no less than one year or the duration of an open investigation, whichever is longer, and made available to the Commission and law enforcement authorities upon request.

#### SOR and Inventory Records

ACS uses Metrc, as required by the Commission, to capture every action related to finished Marijuana and Marijuana products. Metrc provides unique-batch identification, creating the ability to track all agent and patient involvement with the finished Marijuana and Marijuana product. In addition to Metrc, ACS shall utilize BioTrackTHC as the primary point-of-sale system and the secondary system of record, offering full integration with the required Seed-to-Sale system of record (Metrc).

In order to track all required inventory properly and compliantly, ACS shall attach plant ID tags to all plants, and package ID tags to all finished Marijuana and Marijuana products, in accordance with the regulations set forth by the Commission. ACS shall complete daily, weekly, and monthly inventory audits to ensure all plants and finished Marijuana and Marijuana products are identified with the correct tags and all actions within the Seed-to-Sale SOR are done in accordance with 935 CMR 501.105 and 935 CMR 500.105.

ACS maintains the required Inventory records in accordance with 935 CMR 501.105(8) and 935 CMR 500.105(8). All inventory records shall be reviewed, and root cause analysis completed as necessary to determine opportunity for correction or adjustment of policy or procedure.

ACS shall complete Monthly Inventory reviews based on a recurring calendar schedule, maintained by the Executive Director. Reviews are conducted by the Department Manager and/or designee, utilizing the Seed-to-Sale Electronic Tracking System. Reports are generated at the time of the review to ensure accurate representation of real-time inventory to include: all plants, all marijuana ready for dispensing, all MIPs, and all damaged, defective, expired, or contaminated Marijuana and MIPs awaiting disposal. The record of each inventory shall include, at a minimum, the date of the inventory, a summary of the physical and electronic audit of all marijuana, marijuana products, and marijuana intended for disposal, all Metrc reports, and any additional supporting documentation required to complete the review, a summary of the inventory findings, and the names, signatures, and titles of the agents who conducted the inventory.

The Summary of Findings and all supporting documentation and reports used to complete Monthly Inventory Reviews shall be made available to the Commission upon request. ACS shall conduct Comprehensive Annual Inventory reviews, which shall be scheduled at least once every year after the date of the previous comprehensive inventory review and shall be recurring annually.

#### Waste Disposal Records

ACS has written and electronic records of all waste disposal occurrences and maintains those records in accordance with 935 CMR 501.105(9) and 105(12), and 935 CMR 500.105(9) and 105(12). All waste generated shall be ground up and mixed with other solid waste, rendering any Marijuana unusable for its original purpose.





## ALTERNATIVE COMPASSION SERVICES, INC.

### Operational Plans and Standard Operating Procedures

All waste disposal records shall include the date, type and quantity disposed or handled, the manner of disposal or other handling, the location of disposal or other handling, the names, and signatures of two Registered Agents present during the disposal or other handling. ACS shall keep on-going written waste logs for a period of six months and then all logs shall be scanned and saved electronically. Electronic logs are always accessible and shall be maintained by ACS Management Team. Additionally, all waste disposal actions shall be documented in Metrc, as required by the Commission for Seed-to-Sale Electronic Tracking.

ACS shall keep waste disposal records for at least three (3) years. This period shall automatically be extended for the duration of any enforcement action and may be extended by an order of the Commission.

#### Operating Procedures

ACS has developed a set of detailed written operating procedures, which are regularly reviewed and updated, as needed. Annually, all standard operating procedures shall undergo a review by ACS' Management team and recommendations shall be made and implemented accordingly.

Written procedures include, but are not limited to:

- Security measures in compliance with 935 CMR 501.110 and 935 CMR 500.110;
- Agent security policies, including personal safety and crime prevention techniques;
- A description of ACS's hours of operation and after-hours contact information, which shall be provided to the Commission, made available to law enforcement officials upon request, and updated pursuant to 935 CMR 501.000 and 035 CMR 500.000;
- Storage of marijuana in compliance with 935 CMR 501.105(11) and 935 CMR 500.105(11);
- Description of the various strains of marijuana to be sold, as applicable, and the form(s) in which marijuana shall be dispensed;
- Procedures to ensure accurate recordkeeping, including inventory protocols in compliance with 935 CMR 501.105(9) and 935 CMR 500.105(9);
- A staffing plan and staffing records in compliance with 935 CMR 501.105(1)(i) and 935 CMR 500.105(1)(i);
- Emergency procedures, including a disaster plan with procedures to be followed in case of fire or other emergencies;
- Alcohol, smoke, and drug-free workplace policies;
- A plan describing how confidential information shall be maintained;
- Policy for the immediate dismissal of any dispensary agent who has:
  - Diverted marijuana, which shall be reported the Police Department and to the Commission;
  - Engaged in unsafe practices regarding ACS operations, which shall be reported to the Commission; or
  - Been convicted or entered a guilty plea, plea of *nolo contendere*, or admission to sufficient facts of a felony drug offense involving distribution to a minor in the Commonwealth, or a like violation of the laws of another state, the United States or a foreign jurisdiction, or a military, territorial, or Native American tribal authority.
- A list of all executives of ACS, and members, if any, of the licensee must be made available upon request by any individual, which can be found on ACS's website in accordance with 935 CMR 501.105(1)(n) and 935 CMR 500.105(1)(n).
- Policies and procedures for the handling of cash on ACS premises including but not limited to storage, collection frequency and transport to financial institution(s).
- Policies and procedures to prevent the diversion of marijuana to individuals younger than 21 years old.
- Additional standard operating procedures deemed required by ACS or the Commission.





## **ALTERNATIVE COMPASSION SERVICES, INC.**

### Operational Plans and Standard Operating Procedures

In the event ACS closes, all records shall be kept for at least two (2) years at ACS's expense in a form (electronic, hard copies, etc.) and location acceptable to the Commission. In addition, ACS shall communicate with the Commission during the closure process and accommodate any additional requests the Commission or other agencies may have.





## **Maintaining of Financial Records**

The operating policies and procedures at Alternative Compassion Services (“ACS”) ensure financial records are accurate and maintained in compliance with the Cannabis Control Commissions regulations for a colocated marijuana operation (CMO). ACS is prohibited from utilizing software or other methods to manipulate or alter sales data in compliance with 935 CMR 501.140(5) and 935 MCR 500.140(5). If ACS determines that software or for the methods have been installed or utilities to manipulate or alter sales date, ACS will immediately disclose the information to the Commission cooperating in any investigation and taking any other action as directed by the Commission. ACS will comply with 830 CMR 62C.25.1: *Record Retention* and DOR Directive 16-1 regarding *Recordkeeping Requirements*. Separate accounting practices will be adopted, by ACS, at the point-of-sale for marijuana and non-marijuana sales. Separate records for Medical and Adult-Use sales shall also be maintained as required by a CMO.

Financial records maintenance measures include policies and procedures requiring:

- Confidential information to be maintained in a secure location, kept separate from all other records, and must not be disclosed without the written consent of the individual to whom the information applies, or as required under law or pursuant to an order from a court of competent jurisdiction; provided however, the Commission may access this information to carry out its official duties.
- All recordkeeping requirements under 935 CMR 501.105(9) are followed, and 935 CMR 500.105(9) shall be adopted upon license approval, including:
  - Keeping written business records, available for inspection, and in accordance with generally accepted accounting principles, which will include manual or computerized records of:
    - Assets and liabilities;
    - Monetary transactions;
    - Books of accounts, which will include journals, ledgers, and supporting documents, agreements, checks, invoices, and vouchers;
    - Sales records including the quantity, form, and cost of marijuana products; and
    - Salary and wages paid to each employee and any executive compensation, bonus, benefit, or item of value paid to any individual affiliated with a marijuana establishment, including members, if any.
- All sales recording requirements under 935 CMR 501 are followed, and 935 CMR 500 shall be adopted upon license approval, including:
  - Conducting a monthly analysis of its equipment and sales date, and maintaining records, available to the Commission upon request, the monthly analysis has been performed;
  - Maintaining such records allowing for the Commission and the DOR to audit and examine the point-of-sale system, approved by the Commission, used to ensure compliance with Massachusetts tax laws.
- Additional written business records will be kept, including, but not limited to, records of:
  - Compliance with liability insurance coverage or maintenance of escrow requirements under 935 CMR 501.105(10) and 935 CMR 500.105(10).
  - Fees paid under 935 CMR 501.005, 935 CMR 500.005, or any other section of the Commission’s regulations; and
  - Fines or penalties, if any, paid under 935 CMR 501.360, 935 CMR 500.360, or any other section of the Commission’s regulations.





### **Energy Compliance Plan**

Alternative Compassion Services, Inc. (“ACS”) is committed to making every effort to demonstrate consideration of energy efficiency and compliance, utilizing strategies to reduce electric demand, while ensuring adherence to all state regulations and Commission guidelines regarding energy compliance.

ACS will continue to meet all energy compliance set forth by the Commission by meeting the minimum energy efficiency and equipment standards as follows:

1. Identification of potential energy use reduction opportunities (such as natural lighting and energy efficiency measures), and a plan for implementation of such opportunities.
  - a. Motion sensor lighting throughout interior. Natural lighting at entrance of facility and private offices.
2. Consideration of opportunities for renewable energy generation, including, where applicable, submission of building plans showing where energy generators could be placed on the site, and an explanation of why the identified opportunities were not pursued, if applicable.
3. Strategies to reduce electric demand (such as lighting schedules, active load management, and energy storage).
  - a. Motion sensor lighting throughout interior. Natural lighting at entrance of facility and private offices.
  - b. Light Emitting Diode (LED) lights throughout facility.
  - c. External lights throughout the parking lot and exterior property, with photo sensors.
  - d. State-of-the-art HVAC that meets all required building codes in relation to energy efficiency.
4. Exploration of energy efficiency programs offered pursuant to M.G.L. c. 25, § 21, or through municipal lighting plants.

ACS’s primary location, RMD585 in Bridgewater, will continue to satisfy the minimum energy efficiency and equipment standards established by the Commission and meet all applicable environmental laws, regulations, permits and other applicable approvals, including those related to water quality and solid and hazardous waste management. ACS will continue to use best management practices, as determined by the Commission, to reduce energy and water usage, engage in energy conservation and mitigate other environmental impacts. The following has been implemented:

- a. Light Emitting Diode (LED) lights throughout facility.
- b. External lights throughout the parking lot and exterior property, with photo sensors.
- c. Heating Ventilation and Air Condition (HVAC) and meets Massachusetts Building 1Code requirements and all Massachusetts amendments (780 CMR: *State Building Code*), IECC Section C.403 or ASHRAE Chapter 6 as applied or incorporated by reference in (780 CMR: *State Building Code*).
- d. Safety protocols are established and documented to protect workers and patients.
- e. Recycling material as defined in 310 CMR 16.02: Definitions are recycled in a manner approved by the Commission and do not include organic waste material or material containing Marijuana or Marijuana Products.
- f. Waste disposal of Marijuana or Marijuana Products will continue to be recorded, stored, and disposed in accordance with 935 CMR 501.105(12) and 935 CMR 500.105(12). All products shall be disposed of in





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compliance with all applicable state and federal requirements for wastewater, preventing a discharge of pollutants entering the surface or groundwater.

ACS will continue to make every effort to promote energy efficiency and conservation, while ensuring compliance to the Cannabis Control Commission regulations.





## **ALTERNATIVE COMPASSION SERVICES, INC.**

### **Operational Plans and Standard Operating Procedures**

#### **Diversity Plan**

Alternative Compassion Services, Inc. (“ACS”) is committed to creating equitable access to the regulated marijuana industries within the Commonwealth. ACS is dedicated to promoting equity in its operations and creating a diverse workforce by supporting the following populations: people of color, women, veterans, people with disabilities, and LGBTQ+ individuals. ACS has established a Diversity Plan to serve our employees, Patients, and the Community, while fostering a safe and positive environment that encourages respect and inclusion. ACS’ Diversity Plan includes goals tailored to promote equity and diversity in management, employment, and business operations. ACS recognizes the importance of crafting programs to support meeting established goals and providing employees, Patients, and the Community the opportunity to explore and celebrate differences within a safe, positive, and professional atmosphere.

ACS will comply with the requirements of 935 CMR 501.000 and 935 CMR 500.000 and implement this Diversity Plan in accordance with Commission regulations.

#### **Diversity Goals:**

ACS has established the following goals for our Diversity Plan:

1. Cultivate a workplace committed to diversity – focusing on recruiting and retaining qualified employees falling into the Commission-identified diverse populations.
  - a. ACS will strive for a workforce demographic comprised of 50% Women and 15% combination of diverse populations including People of Color, Veterans, People with disabilities, and LGBTQ+ individuals.
2. Promote a safe and accepting work environment while enhancing awareness and understanding of diversity and inclusion.
  - a. ACS will seek at least 85% positive feedback and employee satisfaction ratings related to diversity training initiatives and creating a welcoming and comfortable workplace.
3. Foster relationships with diverse Commission licensees and ancillary businesses and vendors who also demonstrate a commitment to equity and inclusion.
  - a. ACS will build relationships with Disadvantaged Business Enterprises owned and operated by Commission-identified diverse populations and aim to have at least 15% of our Industry wholesale partners, suppliers, and service providers meet above-mentioned criteria.

#### **Diversity Programs:**

ACS has developed specific programs to effectuate its stated goals to promote diversity and equity in its operations. These programs shall be implemented indefinitely and will be evaluated each year for efficacy, making Commission-approved adjustments if and when improvements can be identified.

##### **1. Recruitment and Retention Program**

ACS pledges to cultivate a workplace committed to diversity and will engage in recruitment and retention best practices, focusing attention to hiring and retaining individuals meeting the Commission’s criteria for diverse populations.





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- a. Evaluate job posting information, ensuring job specifications reflect true requirements of position, eliminating arbitrary minimums and prerequisites.
- b. Advertise recruitment needs using diverse publications and digital platforms, such as Indeed and SimplyHired.
- c. Include hiring information, such as open positions and how to apply, at community outreach events hosted or attended by ACS, to further highlight our recruitment needs and increase the diversity of job candidates.
- d. Utilize internal promotion process, ensuring all employees are notified of vacancies and encouraging individuals from diverse populations to apply.
- e. Implement Blind Hiring practices while providing training to any employee involved in the interview and recruitment process.
  - i. Education training will be focused on the value of diversity, unconscious bias awareness, and blind hiring practices to promote inclusivity.

## 2. Employee Training and Satisfaction Program

ACS is dedicated to creating a safe and welcoming work environment, promoting diversity awareness and inclusivity, while assessing employee satisfaction and encouraging feedback.

- a. Introduce ACS Employee Handbook to all new employees during New Employee Orientation, specifically reviewing the following policies:
  - i. Non-Discrimination & Equal Employment Opportunity
  - ii. Americans with Disabilities Act (ADA) and The ADA Amendments Act (ADAAA)
  - iii. ACS' Anti-Harassment Policy & Complaint Procedure
  - iv. Workplace Bullying & Violence
- b. Require all employees to participate in annual DEI training initiatives related to topics such as cultural sensitivity, unconscious bias, inclusive communication, and more.
  - i. Provide advanced training to any employee in a management or supervisory position.
- c. Implement annual questionnaire to survey employee satisfaction, evaluating ACS' workplace environment and examining the impact of the annual training initiatives detailed above.
  - i. The questionnaire will be designed to assess employee's perspectives and experiences related to diversity, equity, and inclusion at ACS.
  - ii. Additionally, the questionnaire feedback and data will be used to understand the present climate at ACS and aid in the development of creating a safe and welcoming work environment.
- d. Conduct Exit Interviews with employees pursuing voluntary termination of employment (resignation) to understand motivation for pursuing alternative employment. ACS shall seek consent to conduct an exit interview from every employee who resigns within each license renewal period. Of those who give consent, ACS shall ask the exiting employee their reason for leaving, and to provide feedback on ACS's workplace environment, as well as ACS's policies and initiatives relating to diversity, inclusivity, and equity.





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- i. ACS shall evaluate the Exit Interview process annually and make necessary adjustments to ensure ACS is capturing as much feedback as possible about diversity, inclusivity, equity, and workplace environment.

### 3. Vendor Relationship Program

ACS is committed to fostering relationships with diverse Commission licensees, ancillary businesses, service providers and vendors who also demonstrate a commitment to diversity, equity, and inclusion.

- a. ACS will prioritize working with businesses that are owned or managed by Commission-identified diverse populations. Every effort will be made to pursue connections with ancillary businesses, service providers, and vendors that represent diversity and inclusion.
  - i. ACS will establish a list of current ancillary businesses, service providers, and vendors with whom we have a working relationship and identify which meet the criteria to support ACS' goal.
  - ii. As new connections form, ACS will continue to request if the business, service provider, or vendor would identify themselves as a Disadvantaged Business Enterprise or if they are owned or managed by People of Color, Women, Veterans, People with Disabilities, and/or LGBTQ+ individuals.
  - iii. ACS will maintain a list of positive professional connections who support the defined goal and who demonstrate a commitment to diversity, equity, and inclusion. We will foster an environment that engages in supportive business practices, builds relationships, and utilizes available resources and networks to promote this plan's goals. For example, highlighting our recruitment needs with established vendors in hopes of increasing the diversity of job candidates.
- b. ACS will continue to establish positive relationships with diverse Commission licensees and give preference to licensees representing Disadvantaged Business Enterprises and Commission-identified diverse populations.
  - i. We will utilize the *Licensing Tracker* provided by the Cannabis Control Commission to seek licensees with priority status, who meet the criteria for Disadvantaged Business Enterprises.
  - ii. ACS will invite Commission licensees to partner with us to support our commitment to diversity, equity, and inclusion. Participating in local events, marketing campaigns, and community outreach with Commission licensees whose brand mission and values align with ours will strengthen ACS' dedication to our defined goals, while providing continued opportunity for diverse licensees to benefit from the regulated industry.

### **Diversity Plan Evaluation and Measurement:**

ACS' Diversity Plan has been designed to evolve and change as ACS continues to develop operations and establish a voice within the regulated cannabis industry. Our goals will be evaluated and measured, determining the impact and progress ACS has made in creating equitable access to the regulated marijuana industries within the Commonwealth – promoting equity in its operations and creating a diverse workforce. To ensure accountability to our defined goals, ACS will utilize the Diversity Plan to guide decisions, promote





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best practices, encourage development, and celebrate innovation. As ACS grows and expands as a company, we will assess the current plan to determine the need for modifications or amendments.

ACS will measure the success of the Diversity Plan by reviewing established metrics and examining outcomes of Diversity Plan programs and initiatives. Such measurable outcomes, in accordance with the Diversity Plan goals and programs described above, include tracking the following:

- a. Total number of ACS employee and percentage of current ACS employees representing Commission-identified diverse populations;
- b. Total number of external candidates and number of external candidates representing Commission-identified diverse populations hired for open positions;
- c. Total number of promotions earned by all ACS employees and number of promotions earned by ACS employees representing Commission-identified diverse populations;
- d. Number of newly created positions;
- e. Employee turnover rates for all employees and employees representing Commission-identified diverse populations;
- f. Number of recruitment events participated in and supporting documentation, including the total number of applicants and the number of applicants representing Commission-identified diverse populations;
- c. Employee Questionnaire ratings and results;
- d. Exit Interview ratings and results;
- e. Number of training programs held, hosted, or participated in – including method of training, subject matter, list of attendees and demographic information (if available) – with supporting documentation;
- f. List of ancillary businesses, services providers, and vendors and percentage representing Commission-identified diverse populations;
- g. List of wholesale partners (Commission licensees) and percentage representing Commission-identified diverse populations;
- h. Number of networking events hosted, attended, or participated in – including type and duration of event and number of attendees and demographic information (if available) – with supporting documentation;

ACS' Leadership team will institute protocols and procedures to effectuate ACS' goals defined within this Diversity Plan. ACS will utilize the proposed measurements to assess the Diversity Plan and account for the demonstrating proof of success or progress of the Plan upon the yearly renewal of the license. ACS is mindful that demonstration of the Plan's progress and success will be submitted to the Commission upon renewal.

### **Acknowledgments**

ACS Acknowledges and will adhere to the requirements set forth in 935 CMR 500.105(4) and 935 CMR 501.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every ME and MTC, respectively; and any actions taken, or programs instituted, will not violate





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the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.





## **ACS Training and Staffing Plan**

### **General Requirements:**

The ACS Staffing Plan details the processes the company will use to provide the highest quality service and products while acting in compliance with Cannabis Control Commission. The Human Resources Manager, in coordination with ACS Leadership, is responsible for maintaining and updating the staffing plan to ensure ACS has sufficient staff possessing the skills and experience needed to ensure successful operations as a co-located facility. ACS encourages personal growth, development, and empowerment for its agents. ACS's Training and Staffing Plan shall include the following requirements:

- Job Descriptions shall be maintained in accordance with all applicable laws and regulations. Copies of the job descriptions for the positions relevant to this application are attached at the end of this document.
- Personnel Records for each Marijuana Establishment Agent shall be maintained for at least 12 months after termination of the individual's affiliation with the Marijuana Establishment and shall include, at minimum, the following:
  - All materials submitted to the commission pursuant to 935 CMR 500.030(2);
  - Documentation of verification of references;
  - The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision;
  - Documentation of all required training, including training regarding privacy and confidentiality requirements, and the signed statement of the individual indicating the date, time, and place he or she received said training and the topics discussed, including the name and title of presenters;
  - Documentation of periodic performance evaluations;
  - A record of any disciplinary action taken; and
  - Notice of completed Responsible Vendor Training Program and in-house training for Marijuana Establishment Agents required under 935 CMR 500.105(2).
- Alcohol, smoke, and drug-free workplace policies. Copies of these policies are attached at the end of this document.
- A plan to maintain confidential records, a copy of which is included in this document
- A policy requiring the immediate dismissal of any agent who has diverted marijuana, engaged in unsafe practices, or been convicted or entered a guilty plea for a felony charge of distribution of a drug to a minor, a copy of which is included in this document.

ACS is committed to providing all agents with a safe, healthy, and beneficial working environment. Workplace safety and health standards are of utmost concern to ACS, as the welfare of our agents greatly impacts our ability to operate successfully. Fair employment practices will be prioritized and enforced at all times. All agents will be expected to maintain ACS' standards of conduct, which are defined in the Code of Conduct section of the Employee Handbook. Our goal is to provide equal opportunity and fair treatment to all agents, while enhancing the progress of our employees and the community in which our business operates.

Best practices will always be the goal; therefore, in addition to our currently operating Dispensary staff, adjustments may be needed upon opening for Adult Use and evaluating actual operating needs. The Human Resources (HR) Manager will coordinate with ACS Leadership to determine the number of open positions and execute a recruitment plan. The talent acquisition process may vary depending on the open positions, the needs





of the business operation, and continued development of ACS' Organizational structure. The acquisition process will be managed by the HR Manager and will always include the following: performing all federal, state, and Commission required background and reference checks on selected candidates to determine suitability; application for agent registration to the Cannabis Control Commission, new hire orientation and all training as deemed required by the Commission.

The HR Manager will ensure compliance with all local, state, and federal laws related to the talent acquisition process. Additionally, ACS retains legal counsel to ensure all employment policies, letters and agreements comply with local state and federal employment laws. The following talent acquisition process will be completed with candidates selected for open positions as ACS:

1. Identification of open position(s);
2. Job classification and job description preparation (if new position);
3. Advertising position availability utilizing methods/platforms best suited for the role;
4. Reviewing resumes submitted for open positions;
5. Scheduling preliminary phone interview(s) with qualified candidates and HR Manager;
6. Scheduling in-person interview(s) with Department Manager and supporting member(s) of management team (Assistant Manager, Lead, Director);
7. Reconciliation of applicants and selection of qualified candidate(s);
8. Delivery of Conditional Offer of Employment Letter to selected candidate(s);
9. Performing reference checks and required background screenings and determine suitability;
10. Submit Agent registration application to the CCC for approval;
11. Onboard registered Agent and complete General Orientation.

**ACS maintains confidential employee records and files according to law.** ACS relies upon the accuracy of data presented throughout the hiring process and the information contained in the employee's files. At minimum, the personnel files will include the following:

1. Job descriptions for each agent and volunteer position, as well as organizational charts consistent with the job descriptions;
2. A personnel record for each Agent. Such records will be maintained for at least twelve (12) months after termination of the agent's affiliation with ACS and will include, at a minimum, the following:
  - a. All materials submitted to the Commission pursuant to 935 CMR 501.029 and 935 CMR 501.030;
  - b. Documentation of verification of references;
  - c. The job description or employment contract including duties, authority, responsibilities, qualifications, and supervision;
  - d. A copy of the application the licensee submitted to the Commission on behalf of any prospective Agent;
  - e. Documentation of periodic performance evaluations;
  - f. A record of any disciplinary action taken.
3. A training record for each Agent. All records of training should include signed statement of the trainee indicating the date, time, location of training, the topics discussed, and the name(s) and title(s) of





trainers/presenters. Such records will be maintained for four (4) years and may include at a minimum, the following:

- a. Documentation of all required training, including training regarding privacy and confidentiality requirements.
- b. Notice of completed Responsible Vendor Training Program and in-house training for Agents required under 935 CMR 500.105(2).
- c. Documentation of basic on-the-job training; and
- d. Any additional training records required by ACS or the Commission.

All employee personnel and training files must be reviewed under supervision of Human Resources during regular business hours inside of the Human Resources office and may not be taken off company property. Department Managers may only have access to an employee's file with a legitimate business need to know and as permitted by law. Unless otherwise required by state law, current and former employees may generally be granted access to their files upon providing reasonable notice. Employees may not tamper with or remove any part of the employee file. Employees may request copies of any information or documentation provided to ACS that has their signature affixed, as permitted by state law. ACS will grant government agents and entities limited access to employee files when and as required by law. In the event ACS closes, all records will be kept for at least two (2) years at ACS's expense in a form (electronic, hard copies, etc.) and location acceptable to the Commission. In addition, ACS will communicate with the Commission during the closure process and accommodate any additional requests the Commission or other agencies may have.

All newly hired employees will complete General Orientation and participate in on-going training throughout the new hire introductory probationary period. New Agents will be provided with a copy of ACS' Employee Handbook and other important tools, resources, and training materials to best perform the duties of the position. The Employee Handbook is designed to acquaint new employees with ACS and summarizes some of the key expectations, standards of conduct, and employment policies. Additionally, employees will be required to uphold all terms and policies detailed within ACS' Confidentiality and Inventions Agreement.

Being in an industry that is constantly changing requires companies to be aware of recent market developments and trends throughout the industry. ACS takes a proactive approach to continually provide progressive training and interactive education to our agents. Training allows agents to learn required processes and procedures to take on additional responsibilities throughout the course of their employment with ACS. The opportunity for advancement encourages the retention of our agents.

Job-specific training and annual competencies will be provided to all employees in accordance with Commission regulations. Training will be provided in a variety of methods including presentations, educational seminars, interactive teaching, hands-on demonstrations, virtual sessions, and other forms best suited for the training topic.

Orientation is a formal welcoming process designed to make new employees feel comfortable, informed about the company, and prepared for their position. All new employees will receive, at minimum, one day of General Orientation conducted by Human Resources and other Department Managers. General Orientation is an introduction to ACS' vision, mission, and core values – along with a review of personnel policies, job descriptions and other pertinent company information. New employees will be provided with information





regarding the company's Emergency Action Plan, safety policies and procedures, and security information needed to navigate within the workplace. In addition, employees will receive an overview of each department, along with an explanation of what to expect during job-specific orientation and training.

The employee's immediate supervisor or Department Manager will monitor the employee's work and assess the employee based on performance of duties, time needed to perform these duties and willingness to perform duties. Job-specific orientation and training will continue during the employee's first 90-days of employment, and the employee will have the opportunity to receive feedback and ask questions about his/her job performance and duties. In accordance with applicable laws and regulations, ACS will ensure all Agents complete training prior to performing job functions. Training must be tailored to the roles and responsibilities of the job function of each Agent, and at a minimum must include training on privacy and confidentiality, and other topics as specified by the Commission.

Responsible Vendor Training (RVT) is a mandatory program initiated by the Cannabis Control Commission that provides training courses taught by a certified Responsible Vendor Trainer for Agents involved in the handling or sale of marijuana. Agents requiring training must attend and successfully complete a Responsible Vendor Training Program to be designated a "Responsible Vendor", including owners, managers, and employees. The Basic Core Curriculum is required for all Agents and must be successfully completed within 90 days of hire. Upon completion of the Basic Core Curriculum, Agents are eligible to take the Advanced Core Curriculum. Agents who serve as administrative employees and do not handle or sell Marijuana are exempt from the four-hour RVT requirement but may take a Responsible Vendor Training Program course on a voluntary basis as part of fulfilling the eight-hour total training requirement. In addition to the Basic Core Curriculum, all Agents acting as delivery employees of a licensee shall have attended and successfully completed the Delivery Core Curriculum prior to making a delivery. After successful completion of the Basic Core Curriculum, each Agent involved in the handling or sale of Marijuana for medical use must fulfill the four-hour RVT requirement every year thereafter for the licensee to maintain designation as a Responsible Vendor. Responsible Vendor Program documentation shall be retained for 4 years, as per 935 CMR 500.105(2). In accordance with applicable laws and regulations, ACS must ensure all Agents complete training prior to performing job functions. Training must be tailored to the roles and responsibilities of the job function of each Agent, and at a minimum must include training on confidentiality, and other topics as specified by the Commission.

Annual training will be provided in accordance with Commission regulations. The trainings will be tailored to the roles and responsibilities of the job function of each Agent. It may include basic on-the-job training, privacy and confidentiality requirements, seed-to-sale system of record training, and any additional training ACS deems necessary, in accordance with state and federal laws and regulations.

ACS will ensure all employees hired to work at its facility are qualified to work as a Registered Agent and properly trained to serve in their respective roles in a compliant manner. In accordance with 935 CMR 501.030, a candidate for employment as an Agent must be 21 years of age or older. In addition, the candidate cannot have been convicted of a criminal offense in the Commonwealth involving the distribution of controlled substances to minors, or a like violation of the laws of another state, the United States, or foreign jurisdiction, or a military, territorial, or Native American tribal authority. Information pertaining to the Agent will be provided to the Commission including, but not limited to, full name, date of birth, address, passport, driver's license, and an attestation that the individual shall not engage in the diversion of marijuana. ACS will submit to the





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Commission a Criminal Offender Record Information (CORI) report and other background check information required by the Commission and ensuring all registration cards are valid for every Agent.

**Agents shall be subject to immediate dismissal if:**

- An Agent engages in Diversion of Marijuana or Marijuana Products;
- Engages in unsafe practices; or
- Has been convicted or entered a guilty plea for a felony charge of distribution to a minor.

The organizational structure assigns responsibility for different aspects of ACS' operation to managers and supporting staff, so every agent is provided with cohesive support and accountability. The Dispensary Manager is responsible for ongoing training opportunities, performance evaluations and recognition, and providing support to Patient Care Agent throughout daily operations. ACS will have a minimum of four Agents scheduled during operating hours, and at least two Agents will complete the opening and closing procedures.

ACS has established hours of operation and will adjust staffing accordingly, based on consumer demand. ACS Hours of operation are 10am-7pm Monday through Friday, and 10am-6pm Saturday and Sunday.

**ATTACHMENTS ON NEXT PAGE**





## **Employee Job Descriptions**

### **LEAD PATIENT CARE AGENT**

Reports To: DISPENSARY MANAGER OR DESIGNEE

#### **POSITION SUMMARY**

The Lead Patient Care Agent must provide superior customer service and guidance to registered patients and caregivers to ensure all patient needs are met. The Lead Patient Care Agent must maintain a thorough understanding of marijuana varieties, derivatives, and infused products. The Lead Patient Care Agent must maintain a professional appearance and organized work environment as well as ensuring a clean facility. Lead Patient Care Agents should have superior knowledge and ability to follow a meticulous, multi-step process when completing patient transactions, and must maintain accuracy, efficiency and confidentiality at all times.

The Lead Patient Care Agent has knowledge of the endocannabinoid system, terpenes, delivery methods and how they best interact with treating the Massachusetts approved conditions. The Lead Patient Care Agent must maintain accurate records of patient and caregiver identification and registration documents, manage scheduling customer traffic flow, answer phones and respond to customer and caregiver inquiries. The Lead Patient Care Agents are responsible to ensure ACS' visitor log is in compliance with ACS' rules and State regulations. The Lead Patient Care Agent greets patients and caregivers as they enter the dispensary, and provides orientation and tours for first time patients. The Lead Patient Care Agent responds to and resolves patient challenges, requests, complaints or compliments in person, through email and on the phone, determining what is the most effective method of communication depending on the situation, and requesting supervisor support as needed. The Lead Patient Care Agent maintains organization of sales stations and dispensary through daily upkeep and cleaning. The Lead Patient Care Agent maintains quality and appearance of product through organization and checking for mold, mildew, expiration dates or defective products. The Lead Patient Care Agent prepares and builds patient and caregiver online orders. The Lead Patient Care Agent performs cash drawer reconciliation and performs product inventory audits as directed by the Dispensary Manager. The Lead Patient Care Agent reports any and all discrepancies to the Dispensary Manager promptly, and ensures all medicated products are off the sales floor upon close of retail operations and properly stored in the retail vault. The Lead Patient Care Agent collects payments and processes transactions after order verification, and ensures accurate information is recorded for all patient and caregiver registration, sales and preferences. The Lead Patient Care Agent ensures each transaction is in compliance with State regulations. The Lead Patient Care Agents are responsible for product returns or exchanges, inventory variance control and other high level daily operation needs. The Lead Patient Care Agent serves as a resource to patients, caregivers and Patient Care Agents, and adheres to strict distribution processes. The Lead Patient Care Agent maintains a supportive, professional and safe environment for patients, caregivers and coworkers.

The Lead Patient Care Agent has the ability to stand, sit, kneel, and lift up to 50 lbs. for extended periods of time (two-person transfer of heavier items if required). The Patient Care Agent may be assigned additional duties at the discretion of the Dispensary Manager or designee. The Patient Care Agent must be at least 21 years of age or older in compliance with state regulations. The Patient Care Agent follows established policies and procedures, contributes to the development of new concepts, policies, and procedures to consistently improve quality and efficiency of medical marijuana production and distribution, and maintains confidentiality of business operations and company trade secrets, in addition to patient medical information, when applicable.





## PATIENT CARE AGENT – KEY HOLDER

Reports To: DISPENSARY MANAGER OR DESIGNEE

### POSITION SUMMARY

The Patient Care Agent - Key Holder must provide superior customer service and guidance to registered patients and caregivers to ensure all patient needs are met. The Patient Care Agent - Key Holder must maintain a thorough understanding of marijuana varieties, derivatives, and infused products. The Patient Care Agent - Key Holder must maintain a professional appearance and organized work environment as well as ensuring a clean facility. Patient Care Agent - Key Holders should have superior knowledge and ability to follow a meticulous, multi-step process when completing patient transactions, and must maintain accuracy, efficiency and confidentiality at all times.

The Patient Care Agent - Key Holder has knowledge of the endocannabinoid system, terpenes, delivery methods and how they best interact with treating the Massachusetts approved conditions. The Patient Care Agent - Key Holder must maintain accurate records of patient and caregiver identification and registration documents, manage scheduling customer traffic flow, answer phones and respond to customer and caregiver inquiries. The Patient Care Agent - Key Holders are responsible to ensure ACS' visitor log is in compliance with ACS' rules and State regulations. The Patient Care Agent - Key Holder greets patients and caregivers as they enter the dispensary, and provides orientation and tours for first time patients. The Patient Care Agent - Key Holder responds to and resolves patient challenges, requests, complaints or compliments in person, through email and on the phone, determining what is the most effective method of communication depending on the situation, and requesting supervisor support as needed. The Patient Care Agent - Key Holder maintains organization of sales stations and dispensary through daily upkeep and cleaning. The Patient Care Agent - Key Holder maintains quality and appearance of product through organization and checking for mold, mildew, expiration dates or defective products. The Patient Care Agent - Key Holder prepares and builds patient and caregiver online orders. The Patient Care Agent - Key Holder performs cash drawer reconciliation and performs product inventory audits as directed by the Dispensary Manager. The Patient Care Agent - Key Holder reports any and all discrepancies to the Dispensary Manager promptly, and ensures all medicated products are off the sales floor upon close of retail operations and properly stored in the retail vault. The Patient Care Agent - Key Holder collects payments and processes transactions after order verification, and ensures accurate information is recorded for all patient and caregiver registration, sales and preferences. The Patient Care Agent - Key Holder ensures each transaction is in compliance with State regulations. The Patient Care Agent - Key Holders are responsible for opening and closing the Dispensary, product returns or exchanges, inventory control and reporting and all procedures related to daily Dispensary operations, including secure cash handling and utilizing Limited Access Areas to ensure product availability. The Patient Care Agent - Key Holder serves as a resource to patients, caregivers and Patient Care Agents, and adheres to strict distribution processes. The Patient Care Agent - Key Holder maintains a supportive, professional and safe environment for patients, caregivers and coworkers.

The Patient Care Agent - Key Holder has the ability to stand, sit, kneel, and lift up to 50 lbs. for extended periods of time (two-person transfer of heavier items if required). The Patient Care Agent may be assigned additional duties at the discretion of the Dispensary Manager or designee. The Patient Care Agent must be at least 21 years of age or older in compliance with state regulations. The Patient Care Agent follows established





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policies and procedures, contributes to the development of new concepts, policies, and procedures to consistently improve quality and efficiency of medical marijuana production and distribution, and maintains confidentiality of business operations and company trade secrets, in addition to patient medical information, when applicable.

#### PATIENT CARE AGENT

Reports To: DISPENSARY MANAGER OR DESIGNEE

#### POSITION SUMMARY

The Patient Care Agent must provide superior customer service and educational guidance to registered patients and caregivers to ensure all patient needs are met. The Patient Care Agent must maintain a thorough understanding of marijuana varieties, derivatives, and infused products. The Patient Care Agent must maintain a professional appearance and organized work environment as well as ensuring a clean facility. Patient Care Agents should have superior knowledge and ability to follow a meticulous, multi-step process when completing patient transactions, and must maintain accuracy, efficiency and confidentiality at all times.

The Patient Care Agent has knowledge of the endocannabinoid system, terpenes, delivery methods and how they best interact with treating the Massachusetts approved conditions. The Patient Care Agent must maintain accurate records of patient and caregiver identification and registration documents, manage scheduling customer traffic flow, answer phones and respond to customer and caregiver inquiries. The Patient Care Agents are responsible to ensure ACS' visitor log is in compliance with ACS' rules and State regulations.

The Patient Care Agent greets patients and caregivers as they enter the dispensary, and provides orientation and tours for first time patients. The Patient Care Agent responds to and resolves patient requests, complaints or compliments in person, through email and on the phone, determining what is the most effective method of communication depending on the situation, and requesting supervisor support as needed. The Patient Care Agent maintains organization of sales stations and dispensary through daily upkeep and cleaning. The Patient Care Agent maintains quality and appearance of product through organization and checking for mold, mildew, expiration dates or defective products. The Patient Care Agent prepares and builds patient and caregiver online orders. The Patient Care Agent performs cash drawer reconciliation and performs product inventory audits as directed by the Dispensary Manager. The Patient Care Agent reports any and all discrepancies to the Dispensary Manager promptly, and ensures all medicated products are off the sales floor upon close of retail operations and properly stored in the retail vault. The Patient Care Agent collects payments and processes transactions after order verification, and ensures accurate information is recorded for all patient and caregiver registration, sales and preferences. The Patient Care Agent ensures each transaction is in compliance with State regulations.

The Patient Care Agent has the ability to stand, sit, kneel, and lift up to 50 lbs. for extended periods of time (two-person transfer of heavier items if required). The Patient Care Agent may be assigned additional duties at the discretion of the Dispensary Manager or designee. The Patient Care Agent must be at least 21 years of age or older in compliance with state regulations. The Patient Care Agent follows established policies and procedures,





contributes to the development of new concepts, policies, and procedures to consistently improve quality and efficiency of medical marijuana production and distribution, and maintains confidentiality of business operations and company trade secrets, in addition to patient medical information, when applicable.

## DISPENSARY MANAGER

Reports To: EXECUTIVE DIRECTOR OR DESIGNEE

### POSITION SUMMARY

The Dispensary Manager is responsible for managing day-to-day operations of the ACS dispensary in accordance with state and local laws and standards set by ACS. The Dispensary Manager serves as a role model and provides support to the Dispensary team which includes but is not limited to: training, providing policy and procedure updates, product information, and keeping updated with industry news. The Dispensary Manager is responsible for maintaining the dispensary sales floor, ordering and receiving all inventory and products, arranging deliveries, and maintaining facility compliance and cleanliness. The Dispensary Manager must maintain a professional appearance and organized work environment as well as ensuring a clean facility. The Dispensary Manager captures accurate data and utilizes it in future operational strategies. The Dispensary Manager maintains a supportive, professional and safe environment for patients, caregivers and coworkers.

The Dispensary Manager provides motivation, support and guidance to all employees in the Dispensary department in addition to ensuring all employees follow industry standard health and safety regulations. The Dispensary Manager communicates organization information and disseminating information accordingly. The Dispensary Manager responds to all agent questions, concerns or suggestions, and acts when necessary to resolve conflicts. The Dispensary Manager oversees, coaches, counsels and trains Patient Care Agents, Lead Patient Care Agents and Assistant Dispensary Manager(s) continuously to ensure staff are aware of expectations and best practices. The Dispensary Manager manages professional development of agents by conducting regular performance reviews. The Dispensary Manager conducts monthly meetings with Dispensary Team inclusive of Assistant Dispensary Manager(s), Lead Patient Care Agents and Patient Care Agents to update and inform the department of any updates, ongoing concerns, and policy/procedure changes.

The Dispensary Manager provides superior customer service for vendors, patients and caregivers, and responds to all patient complaints, requests, concerns and/or suggestions. The Dispensary Manager oversees the home delivery program and deliveries to ensure accurate order information and timeliness. The Dispensary Manager is responsible for proposing and overseeing the retail promotions to enhance ACS' brand and dispensary sales, and monitors ACS' social media and website to ensure accurate information is portrayed to patients at all times. The Dispensary Manager is responsible for collaborating with the Marketing Coordinator to help further ACS' vision of giving back to the community and incorporating ACS' chosen charity of the month into retail operations. The Dispensary Manager maintains accurate records of all dispensary activities including patient records, sales, deliveries and returns in accordance with the State of Massachusetts and the standards set by ACS. The

Dispensary Manager maintains cash accountability, inventory control system and perform daily counts of all marijuana and marijuana products in the facility. The Dispensary Manager provides regular inventory, cash and sales reports to the Executive Director. The Dispensary Manager ensures staff is adhering to ACS' superior





customer service standards. The Dispensary Manager implements training guidelines, oversees employee training, and addresses any issues and provides appropriate, professional support in conjunction with HR. The Dispensary Manager works with the Marketing Coordinator to implement programs to meet patient needs and provide community engagement. The Dispensary Manager is responsible for the maintenance of internal inventory tracking systems in accordance with state regulations and standards set by ACS.

The Dispensary Manager has the ability to stand, sit, kneel, and lift up to 50 lbs. for extended periods of time (two-person transfer of heavier items if required). The Dispensary Manager may be assigned additional duties at the discretion of the Executive Director or designee. The Dispensary Manager must be at least 21 years of age or older in compliance with state regulations. The Dispensary Manager follows established policies and procedures, contributes to the development of new concepts, policies, and procedures to consistently improve quality and efficiency of medical marijuana production and distribution, and maintains confidentiality of business operations and company trade secrets, in addition to patient medical information, when applicable. The Dispensary Manager must maintain excellent personal hygiene, workspace cleanliness, and quality control measures in order to ensure high quality product in accordance with the State of MA and standards set by ACS.

**Applicable to all job descriptions above:**

**DISCLAIMER**

The information contained herein is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different duties be performed as assigned. ACS may make changes at their discretion, at any time due to reasonable accommodation or for other reasons related to the improvement of business operations. In addition, the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the core job duties and essential functions of the position.

**DISCRIMINATORY PRACTICES PROHIBITED**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ACS are based on merit, qualifications, and abilities. ACS provides equal opportunity employment opportunities (EEO) in all employment practices to all employees and applicants for employment without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, genetic information, marital status, military status, or any other category protected by federal, state, or local laws. This includes prohibiting unlawful discrimination against those associated with or perceived to belong to a protected class, whether an employee actually falls into such class. ACS' EEO practices are upheld in every location that it operates and in all aspects of the employment relationship, including recruiting, hiring, placement, transfer, promotion, compensation, discipline, termination, layoff, recall, training, and leaves of absence.





## **ACS POLICY ON SMOKING, SUBSTANCE/ALCOHOL USE & ABUSE IN THE WORKPLACE**

ACS has a significant interest in ensuring the health and safety of its patients and employees, along with a longstanding commitment to provide a safe and productive work environment. Substance and alcohol possession and abuse pose a threat to the health and safety of employees and to the security of our patients, equipment, and facilities. ACS is committed to the elimination of substance and/or alcohol use and abuse in the workplace. This policy is established prohibiting the use, possession, purchase, sale, transfer, manufacturing, distribution, or storage of illegal substances, prescription narcotic medication, alcohol or drug paraphernalia while taking part in work-related business on ACS' premises or other associated work sites. In addition, any attempts made, or assistance given to a fellow employee, client, or patient in relation to the aforementioned list is strictly prohibited.

In accordance with state law, ACS prohibits smoking of any kind (tobacco, cannabis, etc.) on the premises or associated work sites. This includes all buildings or structures – both inside and outside, company vehicles, personal vehicles parked on company premises, and any other areas deemed company property or premises. All smoking must occur off site and while on an unpaid break; employees must follow and adhere to all policies associated with ACS' Smoke-Free Workplace. Specific positions within ACS prohibit the use of tobacco before and during scheduled work hours due to the increased risk associated with Tobacco Mosaic Virus, which can cause severe hardship and potentially compromise the daily operations of ACS. Any questions regarding ACS' Smoke-Free Workplace should be directed to Human Resources.

Employees who possess a valid Medical Marijuana Registry Card may medicate as prescribed, for their condition. Per state regulation, absolutely no medicating may be done while on ACS' premises or other associated work sites. No used paraphernalia or medical marijuana medicine may be brought on company premises. If an employee wishes to make a purchase while on a scheduled break, they may do so in accordance with ACS' patient procedures. Employees must present current state identification, in addition to their valid Medical Marijuana Registry Card. Employees making purchases are expected to follow the correct protocols of the dispensing process and be mindful of our patient's needs. If there is significant patient traffic, we ask employees to coordinate their purchase time with their fellow team members.

Employees should report to work ***fit for duty*** and ***free of any adverse effects*** of illegal drugs, prescription narcotic medication or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, then promptly disclose any work restrictions to their immediate supervisor or Human Resources. In addition, employees may not possess prescription narcotics or medicate while on ACS' premises or associated work sites. Employees concerned with the conditions of prescription narcotic use, please contact Human Resources.

This policy outlines the practice and procedure designed to correct instances of identified substance and alcohol use and abuse, in addition to prescription narcotic misuse in the workplace. This policy applies to all employees and all applicants for employment of ACS; it is everyone's responsibility to protect the safety of the workplace and report any indications of prohibited use, possession, purchase, sale, transfer, manufacturing, distribution, or storage of illegal substances, prescription narcotic medication, alcohol, or drug paraphernalia.





Illegal substance use, alcohol and prescription medication abuse have several adverse health and safety consequences. Information about those consequences and sources of help and support for drug/alcohol problems is provided by Human Resources. Employees are encouraged to speak with their immediate supervisor, Human Resources, or a member of management with whom they feel most comfortable.

***On-the-Job Use, Possession, Purchase, Sale, Transfer, Manufacturing, Distribution and Storage:***

- The use, possession, purchase, sale, transfer, manufacturing, distribution, or storage of illegal substances, prescription narcotic medication, alcohol or drug paraphernalia while taking part in work-related business on ACS' premises or other associated work sites is prohibited. Any employee found in violation of the above stated policy is subject to disciplinary action up to and including termination. The term "work site" includes but is not limited to company vehicles on and off the company's premises; anywhere in the building or on company property; at any other location where the employee is working and being compensated.
- Employees are prohibited from possessing paraphernalia used in connection with illegal substances while on ACS' premises.
- Taking trade or tips from patients or other employees in the form of illegal substances, prescription medication or alcohol is strictly prohibited.
- Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, will be taken with respect to an employee violating this policy.

***Employee Impairment and Substance Use:***

- Employees are prohibited from reporting to and being at work while under the influence of illegal substances, and/or alcohol. Any employee violating this policy may be subject to disciplinary action up to and including termination.
- An employee taking a narcotic or other medication, prescribed by a physician for a medical condition, which is known as possibly impairing judgement, coordination, or other senses important to the safe and productive performance of work, must notify his or her supervisor prior to starting work. The supervisor, in conjunction with Human Resources, will decide whether the employee can continue to work or will impose any necessary work restrictions. Regardless of work restrictions, employees may not possess prescription narcotics or medicate while on ACS' premises or associated work sites.
- Employees are prohibited from having any detectable number of illegal substances, controlled substances without a valid prescription, and/or alcohol in their body while performing company business on ACS' premises or at any of ACS' work sites.

***Employee Substance Abuse Testing***

- If there is reasonable suspicion that an employee's behavior and/or performance is influenced by illegal substances, alcohol or the misuse of prescribed narcotic medication, ACS may require the employee to submit blood, breath, or urine samples for testing. Factors establishing reasonable cause may include, but are not limited to:
  - Absenteeism or excessive tardiness;
  - Declining productivity or performance;
  - Violation of company safety policies;
  - Involvement in an accident or near accident;





- Discovery or presence of illegal substances/alcohol or paraphernalia in an employee's possession or near the employee's work area or locker;
- Suspect behavior such as stumbling, slurred or incoherent speech, apparent confusion and disorientation, emotional outbursts, odor of alcohol and/or residual odor related to an illegal substance.
- Conviction for violation of a criminal drug statute.
- If a supervisor makes such observations, the supervisor will contact Human Resources and other pertinent members of the management team. Human Resources or designee will confront the employee with the observed behavior and offer him or her an opportunity to give a reasonable explanation. If no acceptable explanation is forthcoming, Human Resources or designee may request the employee be scheduled for a drug or blood alcohol test immediately. The employee shall be transported to ACS' designated drug testing facility, either by a designated member of ACS management, or if no one is available, by the employee's emergency contact.
- If the employee refuses to cooperate with the administration of the drug or blood alcohol test, the employee will be advised that failure to cooperate will be handled as positive test results.
- The employee will be removed from the workplace and suspended without pay pending receipt of the test results by Human Resources.
- Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- Employees having a positive test result are subject to appropriate disciplinary action, up to and including termination.
- Test results will be treated in a confidential manner and the employee's confidentiality shall be guarded to the greatest possible extent. Test results shall not be disclosed to any individuals, inside or outside ACS, except those designated by Human Resources as having a legitimate "need to know" to make decisions and enforce ACS' policies.

### ***Corrective Action***

Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination. Depending on the circumstances and the employee's work history/record, ACS may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis. The terms of this agreement could include, but are not limited to, outpatient treatment, rehabilitation, routine testing, and other applicable terms. Typically, this type of agreement would be in place for a minimum of one (1) year but not more than two (2) years; however, the terms and length of the agreement must be mutually approved by ACS and the employee. If the employee does not comply with the terms or tests positive after completing the terms of the last-chance agreement, he/she will be subject to immediate termination.

ACS will assist and support employees who ***voluntarily*** seek help for such problems ***before*** becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off and/or request a leave of absence, so they may seek appropriate treatment. The employee must provide adequate documentation proving their involvement in a treatment or counseling program. Employees must submit verification they successfully completed a treatment or counseling program and provide proof they are abstaining from the use of illegal substances or alcohol. This treatment or counseling program shall be at the sole cost of the employee unless the cost of the program is covered by the employee's medical plan.





## **ALTERNATIVE COMPASSION SERVICES, INC.**

### Operational Plans and Standard Operating Procedures

Employees who use, possess, purchase, sell, transfer, manufacture, distribute, store, or dispense any illegal substances, prescription narcotic medication, alcohol or drug paraphernalia while taking part in work-related business on ACS' premises or other associated work sites will be terminated immediately. Any employee found in violation of this policy or who refuse to cooperate with the conditions of this policy will be subject to disciplinary action, up to and including termination.