



CITY OF PORTLAND MARIJUANA CONTROL PLAN

Business Information				
Entity Name	Must match Secretary of State Business Registry GW Retail Sellwood, Inc.			
Trade Name (DBA)	Electric Lettuce Sellwood			
Facility Address	Street 7703 SE 13th Ave.	City Portland	State OR	Zip 97202
Mailing Address	Street 224 SW 1st Ave	City Portland	State OR	Zip 97204
Phone Number: 971-254-4290		Email: compliance@gw-ind.com		
Website:		Facebook link: <small>Optional</small>		

<p>1. Please describe how your business will ensure that no one under the age of 21 is admitted, and how your business will educate patrons on the risks of marijuana use by minors.</p>
<p>GW Sellwood, a subsidiary of Groundworks Industries, is committed to ensuring no one under the age of 21 is allowed into our shops. To accomplish this, our training begins even before doors are open through an extensive onboarding training program for new employees which clearly outlines the rules, regulations and other activities we must follow to ensure no minors are allowed into the shop.</p> <p>We have a company policy to check IDs twice, first when the customer initially enters the store, and a second time at the checkout location. All staff are trained and regularly reminded of what types of IDs are valid, what to look for to spot a fake or underage ID, what the consequences are for failing to check IDs, and all staff are regularly informed of any OLCC updates around IDs.</p> <p>As required, for vendors and others who may need to enter the shop who are not customers, we maintain a visitors log in which all visitors log in and out, and date of birth is required on this form.</p> <p>Attached please find a copy of the training material we provide employees.</p>

2. Please describe how your business will prevent cannabis products from being consumed around or near your business.

Along with required signage, GW Sellwood implements the following protocols to prevent consumption of cannabis products outside or near our store.

All areas outside our store are monitored through state of the art video equipment. All staff is required to immediately inform the manager on duty if they see or smell any cannabis being consumed inside or outside the store.

Management is required to immediately seek out the offender, whether they are on the sidewalk or in a parked vehicle, to ask them to leave immediately if there is a suspicion of illegal consumption on or near our premises.

At this location, we will also be posted NO SMOKING signs outside of the location to further enforce the law. Should any of our neighboring businesses see such activity, we will have provided them with a series of phone numbers they can call to let us know and respond to the situation.

One final note: It is company policy that employees are not allowed to consume cannabis at work and are not allowed to be impaired during their work day.

3. Please describe how your business will prevent and address potential negative impacts to neighborhood livability such as noise, parking, garbage, or loitering from your patrons.

NOISE: Our stores do not play loud music or have such large amounts of customers that would generate any noise complaints and we have received none at any of our locations in the past three years. We will be responsive to the neighboring businesses and homes, and all will be provided with a phone number to call to report any excessive noise at the location

PARKING: As we own the lot in back of our location, it is our current intent to utilize some of those spaces for employee parking.

GARBAGE: We will be installing a locked metal garbage container. The garbage will be monitored via camera at all times. Additional locks will be installed. At no times will usable marijuana be placed in this receptacle. As required by OLCC rule, should any material need to be wasted, it will be rendered in a non usable form by mixing with dirt or other materials which will render everything useless.

LOITERING: Along with signs and verbal messages from store personnel, we will constantly monitor the areas outside the store to ensure no loitering or on site consumption occurs.

4. Please briefly describe your business's process to respond to and resolve complaints and/or concerns from neighboring businesses or residences.

With numerous locations operating in Portland for the past several years, we have had significant experience working with our local neighbors and neighborhood groups. We employ a full open door policy which encourages local residents to contact us directly with any complaints, concerns or questions about our operations.

Our Compliance team -- composed of several senior staff members -- receives any complaints directly or via the stores, and are the designated members to respond to these local concerns. Working closely with store staff, our compliance team will be responsible for working with local businesses and residents near this location.

Our goal is to be strong neighborhoods who can improve the quality and safety of the neighborhood through our use of video monitoring, strong training programs for staff and an open door policy to meet with neighbors and local community members.

We strive to exceed all local and state rules and regulations, and we are extremely proud to have operated compliantly in the City of Portland for several years.

Finally, our open door policy allows for local residents to engage us in areas that may not be complaint driven, but would enable us to provide a more secure experience for our customers.

POLICY STATEMENT – Sales to Minors

Compliance with state laws and administrative rules is key to everything we do at Groundworks. We hold ourselves out as the most compliant company in the Oregon recreational cannabis market. The time and effort the company has invested in compliance can be compromised by a simple act of carelessness.

This policy serves to clarify Groundworks expectations of retail employees.

1. Any retail employee who sells marijuana items to a minor will be subject to employee discipline. The presumptive penalty is termination.
2. Any retail employee who violates company policy by failing to check a customer’s ID two times will be subject to employee discipline regardless of the customer’s age. The presumptive penalty is a written reprimand (“write up”)
3. Other violations of store policies, state laws or administrative rules will be handled on a case by case basis and may result in employee discipline, up to and including termination.

I acknowledge that I have read and understand this policy.

Signature: _____

Print Name: _____

Date: _____

Store: _____