



EQUAL EMPLOYMENT OPPORTUNITY POLICY

Policy Statement

Kush Gardens is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Kush Gardens prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information. Kush Gardens conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, Kush Gardens will take action to employ, advance in employment, and treat qualified veterans and disabled veterans without discrimination in all employment practices.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Kush Gardens and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, and any other persons or firms doing business for or with Kush Gardens.

Dissemination and Implementation of Policy

The Executives of Kush Gardens will be responsible for the dissemination of this policy. Directors, managers, and supervisors are responsible for implementing equal employment practices within each department. The Human Resource Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

Kush Gardens administers its EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement “An Equal Opportunity Employer—M/F/D/V.”
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO agency proceeding.
- Requiring employees to report to a member of management, an HR representative, or the general counsel of any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifying the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment

Harassment is a form of unlawful discrimination and violates Kush Gardens policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Kush Gardens encourages employees to report all incidents of harassment to a member of management or the Human Resource Department. Kush Gardens conducts harassment prevention training for all employees, and maintains and enforces a separate policy on harassment prevention, complaint procedures, and penalties for violations. Kush Gardens investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Kush Gardens will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

History/Revision Dates

| Date | Change History |
|------------------|------------------|
| May 25, 2016 | Origination |
| January 01, 2017 | Next Review Date |