

Safe Cash Handling

We work with a high value product and a lot of cash. Although it's uncommon for a dangerous situation to occur, it's **important to feel safe and secure while you work**. AND, important for our patients, caregivers and customers to feel **safe and secure while shopping** at our dispensaries.

Be familiar with your facility and the security details. Always be **attentive to your surroundings**. Know and follow your company's cash handling **standard operating procedures**.

Best Practices for Cash Handling

- Never permit visitors to handle product or cash
- Make random and frequent cash drops
 - Managers will move cash from the sales floor to the locked safe periodically
- Have a locked safe within your vault
- Limit the number of agents with access to the safe/vault
- When an agent starts work- count the drawer with a supervisor or manager
- Check cash for authenticity/counterfeit bills
- Speak aloud for cash transactions, for example: "Your total is \$87. Out of a \$100. Your change is \$13"
- Place all cash directly/immediately into your locked drawer
- Cameras are directed in all areas where cash is kept, handled and packaged
- Be attentive to your surroundings

Best Practices for Cash Handling while Delivering

- Invite consumers to pre-pay
- Invite consumers to pay via approved electronic methods
- If consumers must pay in cash, encourage exact change
- Capture all activity on your body camera
- Upon return to vehicle, immediately place all cash in locked/secure box in vehicle
- Assign one delivery agent to handle cash
- Log all cash transactions
- Keep all vehicle doors locked and alarm activated if out of vehicle
- Limit the amount of cash in each vehicle
- When returning to home base, check your mirrors before exiting the vehicle and if necessary, alert your security team that you are bringing cash into the building
- Ensure your vehicle is free from any cannabis logos or branding
- Be attentive/aware of your surroundings

Security & Cash Handling

- Create a detailed SOP for securing cash and ensuring safe transfers while depositing money at the bank
- Approved vehicles transporting cash to a bank must have two way-communication with ME/home base
- Never transport cash (to the bank) and cannabis products (to licensee or for delivery) at the same time
- Ensure security cameras capture all cash handling activities on premises