WEAPONS/GUN POLICY

[Organization Name] recognizes its obligation to ensure the safety of every employee. To maintain a safe and violence-free workplace for all employees, [Organization Name] prohibits the possession or use of dangerous weapons on company property.

DEFINITIONS

"Company property" includes all company-owned or leased buildings and surrounding areas, including sidewalks, walkways, driveways, and parking lots, under the company's ownership or control.

"Dangerous weapons" includes firearms, explosives, knives, and other weapons that could be deemed dangerous or can cause harm.

SCOPE

This policy applies to all [Organization Name] employees, including contract workers and temporary employees, as well as visitors and customers on company property.

POLICY

Employees and visitors to the [Organization Name] workplace are strictly prohibited from possessing or using any dangerous weapons. A permit to carry a firearm on company property does not take precedence over company policy. Any employee who violates this policy is subject to disciplinary action, up to and including termination and the potential for the police to be called as needed.

Safety Procedure

If an employee sees another employee or a visitor with a firearm, they are directed to remove themselves from proximity with the weapon and call 911 immediately.

Safety comes first!

Then, they should discreetly inform the manager on duty so that evacuation procedures can take place.

Employees should not directly confront the person with the weapon or perform any actions to antagonize. As much as possible, others in the workplace need to be warned to move away from the location with the weapon. However, if someone’s life is threatened with the weapon, as much as possible, the person should be provided what they want so that they do not start to use the weapon.

Always assume that the weapon is loaded.

If employees hear shots, if possible, they should seek the nearest exit. If there isn’t one available, they should take cover.

Please insert additional safety procedures, including a muster station, etc.

Any questions regarding this policy should be directed to [INSERT DEPT/PERSON].