**Weapon-Free Workplace Policy**

**Purpose**

To ensure that [Company Name] maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property.

**Covered Individuals**

All [Company Name] workers are subject to this policy, including contract workers and temporary employees, as well as visitors and customers on company property. A license to carry a weapon does not supersede this company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

**Definitions**

“Company property” is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company’s ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

“Dangerous weapons” include firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

**Searches of Personal Property**

[Company Name] reserves the right at any time and at its discretion to search all company-owned or leased vehicles, personal vehicles, containers, briefcases, purses, packages and people entering the property, as well as lockers, desks and other areas for the purpose of determining whether any weapon is being, or has been, brought onto the property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

**Enforcement**

This policy is administered and enforced by the human resources (HR) department. Anyone with questions or concerns specific to this policy should contact the HR department.