



## **POLICY PROHIBITING WEAPONS IN THE WORKPLACE**

### Policy:

Employees shall be prohibited from carrying or bringing any weapon, as defined herein, to the workplace. This provision applies to all employees except those required to carry a weapon as part of their job responsibilities.

### Purpose:

To help ensure a safe workplace for employees.

### Guidelines:

1. Employees are prohibited from carrying or bringing any weapon to their work site or any other location the employee may be required to be during the workday. This prohibition also applies to any employee who is licensed to carry a firearm or weapon.
2. Weapon means any firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to pistol, revolver, shotgun, rifle, bb gun or any knife including switchblade knife, gravity knife, or any knife with a blade longer than 3 inches, or billy, blackjack, bludgeon, metal knuckles, bow and arrow, electronic stunning device, etc.
3. Employees may seek approval from the Director of Personnel for a waiver of this prohibition based on unique circumstances. Such request shall be made in writing and indicate the basis for the exception.

4. Any employee who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to insure he or she is not in violation of this policy.
5. A violation of this policy is a serious infraction of the work rules and may result in discipline up to and including termination.

Adopted at Personnel Commission meeting on Thursday, March 28, 1996