

SAMPLE FIREARM POLICY

Possession of Firearms on Company Property

Ensuring a safe work environment and the prevention of workplace violence is of paramount importance our company. Weapons inside the workplace pose a potential threat to the safety and security of our employees, and firearms of any type are strictly prohibited at all times inside company facilities, or while you are engaged in the work or business of the company, whether on-site or off-site.

The carrying of a firearm of any kind while inside a company building or leased space, on company property, inside a company-owned vehicle, or while conducting company business, on or offsite, is strictly prohibited, is a violation of company policy, and will subject an employee to discipline, up to and including termination.

Pursuant to Alabama Act 2013-283, the company may not restrict an employee from transporting or storing lawfully possessed firearms in the employee's *privately-owned* vehicle, while the vehicle is in company designated parking areas, if and only if *all* of the following requirements are satisfied:

- 1) The employee's vehicle is operated or parked where it is permitted to be; and
- 2) The firearm is either:
 - a. kept inside the vehicle and out of sight, while the employee is attending the vehicle; or
 - b. kept out of sight, locked in a compartment, container, or in the interior of the vehicle or in a compartment or container securely affixed to the vehicle, when the vehicle is unattended; and
- 3) The employee has a valid Concealed Weapons Permit; or
- 4) If the employee does not have a valid Concealed Weapons Permit, they may have in their vehicle a firearm that is not a pistol and is legal for hunting in Alabama if:
 - a) The employee has a valid Alabama hunting license; and
 - b) The firearm is unloaded at all times; and
 - c) It is during a season in which hunting is permitted by Alabama law; and
 - d) The employee has not been convicted of any crime of violence, nor is subject to a Domestic Violence Order, as those terms are defined by law; and
 - e) The employee has no prior documented incidents of workplace threats or violence; and

- f) The employee has not been committed to a psychiatric hospital or similar treatment facility for inpatient or outpatient treatment.

If you do not meet requirements of **both** (1) and (2) and one of either (3) or (4), you are prohibited from having a firearm in a vehicle on company property.

Please note that neither the law nor company policy allows persons to possess firearms in vehicles owned by another individual.

In the event the company believes an employee poses a risk of danger to themselves or others, the company reserves the right to make further inquiry as to whether an employee has a weapon on company property. In the event the company learns that an employee has a firearm in his or her vehicle, the company has the right to question any employee in order to determine that the above conditions are satisfied.

If it is found that the employee is not in compliance with the law and company policy, the employee may be subject to disciplinary action, up to and including termination.

Reporting weapons in the building

Any employee who is aware of a weapon of any type or form within the building or that an employee has a weapon in their possession while engaging in company business off-site, has an obligation to report this information immediately to his/her manager, Human Resources or Security. It is the responsibility of Human Resources and Security to do what is necessary to ensure the safety of all individuals in the company.

Other Weapons

To further ensure a safe working environment, weapons of any type, including, but not limited to, knives with a 3 inch blade or longer, fighting weapons *i.e.* nunchuks, daggers, etc., brass knuckles and stun guns are strictly prohibited inside a company building or leased office space, on company property, inside a company-owned vehicle, or while conducting company business, on or offsite, is strictly prohibited and is considered an intolerable offense, subject to discipline, up to and including termination.

This policy is provided purely as an example. The circumstances at your business may require different conditions and terms and you should consult with an attorney and human resources professionals prior to adopting any firearm policy.