

**Company  
Name:**

**Store #:**

**Address:**

## WEAPONS POLICY AND PROCEDURES

The Company is committed to a safe workplace. Except as specifically authorized by the Company or required by applicable law, employees may not possess, carry, display, use, threaten to use, or bring a weapon onto Company-controlled property or to any location where the employee is conducting Company business.

### Prohibited Weapons and Locations

This policy applies while working and at Company-owned, leased, or controlled locations, including work areas, stores, offices, storage areas, Company vehicles, and parking areas under Company control, as permitted by law. It also applies while representing the Company at meetings, training, events, restaurants, customer or vendor locations, and other business-related activities.

A **weapon** includes, but is not limited to:

- Firearms, whether loaded or unloaded, including handguns, rifles, and shotguns;
- Knives or cutting instruments carried or used as weapons, excluding ordinary tools used appropriately for assigned work;
- Clubs, batons, blackjacks, brass knuckles, or similar striking weapons;
- Explosives or incendiary devices;
- Chemical sprays, stun devices, or similar devices carried or used to cause bodily injury; and
- Any other object used, displayed, or threatened to be used as a weapon.

A concealed-carry permit or other license does not by itself authorize an employee to carry a weapon in violation of this policy.

### Exceptions

This policy does not prohibit lawful possession or use by on-duty law-enforcement officers, licensed security personnel acting within the scope of their duties, or other persons specifically authorized by the Company or protected by applicable law.

### Reporting and Emergency Response

- Promptly report any weapon, threat involving a weapon, or workplace-violence concern to a supervisor, manager, Human Resources, or another designated Company contact.
- If there is an immediate threat to life or safety, call 911 or local emergency services when it is safe to do so.
- Do not confront, disarm, or physically intervene with a person believed to be armed, except as necessary for lawful self-defense or defense of others.
- The Company prohibits retaliation against an employee for making a good-faith workplace-violence report or participating in a related investigation.

### Policy Violations

Violations may result in corrective or disciplinary action, up to and including termination of employment, as permitted by applicable law. The Company may contact law enforcement when appropriate.

### California Workplace Violence Prevention

This policy supplements, but does not replace, the Company's separate Workplace Violence Prevention Plan and any related California training, reporting, recordkeeping, investigation, and emergency-response requirements.

### EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Company's Weapons Policy and Procedures. I agree to comply with this policy and to promptly report weapons, threats, or other workplace-violence concerns as described above.

**Employee Name:**

**Employee Signature:**

**Date:**