

## 6. APPENDICES

### Appendix E – Sample workplace weapons policy

#### Policy statement

In order to ensure a safe environment for employees and customers, our establishment, *[Employer Name]* prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities or on our property. Any employee in possession of a firearm or other weapon while on our facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action including termination. A client or visitor who violates this policy may be removed from the property and reported to police authorities. Possession of a valid concealed weapons permit authorized by the State of Minnesota is **not** an exemption under this policy.

#### Definition

Firearms or other dangerous weapons mean:

- any device from which a projectile may be fired by an explosive
- any simulated firearm operated by gas or compressed air
- sling shot
- sand club
- metal knuckles
- any spring blade knife
- any knife which opens or is ejected open by an outward, downward thrust or movement
- any instrument that can be used as a club and poses a reasonable risk of injury

#### Exemptions

This policy does not apply to:

- any law enforcement personnel engaged in official duties
- any security personnel engaged in official duties
- any person engaged in military activities sponsored by the federal or state government, while engaged in official duties

#### Notification

“No Firearms or other Dangerous Weapons” signs shall be conspicuously posted within all *[Employer Name]* facilities and in parking areas and grounds surrounding our facilities. These signs will clearly indicate that firearms and other weapons are not to be carried onto our property or into our facilities.

#### Reporting

Staff or security personnel will request any visitor found in possession of a firearm or other dangerous weapon to remove it from the facility and local law enforcement authorities will be notified promptly.

#### Special instructions for employees

Any employee concerned about personal safety may request an escort (e.g., to a parking lot off premises) or other appropriate intervention by security personnel. Educational materials will be made available on request regarding the magnitude of the workplace violence problem in the United States and the role of firearms and other dangerous weapons in this violence. Training will be provided to employees on this and other workplace violence prevention measures that *[Employer Name]* has implemented.