

CONGLETON TOWN COUNCIL

PROHIBITING WEAPONS IN THE WORKPLACE POLICY

Policy:

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

Purpose:

To help ensure a safe workplace for employees, public and volunteers.

Guidelines:

1. Employees are prohibited from carrying or bringing their own 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, etc.
3. Employees may seek approval from their manager for a waiver of this prohibition based on unique circumstances. Such request shall be made in writing and indicate the basis for the exception, if the request is approved the Town Council will purchase and store the item and will be the ownership of the Town Council and not the staff member.
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.