

POLICY STATEMENT

FIREARMS, WEAPONS-FREE WORKPLACE

STATEMENT OF POLICY

It is the policy of the Company to maintain a work environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the company is committed to a strong stand against firearms and weapons in the work environment.

It is the Company's policy to maintain a firearms and weapons free work place and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The Company will strictly enforce this policy.

DEFINITIONS

- (a) **Firearm:** A weapon, a pistol or rifle, whether loaded or unloaded, capable of firing a projectile and using an explosive as a propellant.
- (b) **Weapons:** An instrument of attack or defense.
- (c) **Office:** All permanent facilities, all mobile facilities, all leased facilities, and any facility designated as an office by the Company.
- (d) **Parking lot:** All lots at permanent facility, lots at project sites, any lot that the Company designates as a parking lot that is not at a permanent facility or project site.
- (e) **Company vehicle:** All company-owned vehicles, all company-leased vehicles, all company-rental vehicles, and all personal vehicles for which the owner receives a vehicle allowance, all personal vehicles where the owner receives reimbursement for mileage.
- (f) **Company sponsored events:** Sporting events, award banquets, and picnics.
- (g) **Search:** To examine in order to find something concealed.
- (h) **Job sites:** Any and all locations where the company conducts business.

SIGNS

- (a) At each entrance to offices, parking lots, and project sites, a sign shall be posted in a location that is conspicuous to all who could enter an office, parking lot, or project site.
- (b) Signs shall have wording or pictogram that prohibits firearms and weapons. Signs shall be of the quality that they will not fade due to the elements.

COMMUNICATION OF POLICY

- (a) Each employee of the Company shall receive a copy of this policy at the time of his/her hire and shall sign a copy of the acknowledgment. Employees who were employed before the effective date of this policy shall also receive a copy of this policy and shall sign a copy of the acknowledgment. A copy of the signed acknowledgment shall be maintained in each employee's personnel file.
- (b) A copy of this policy shall be attached to each subcontractor's subcontract, and shall become a part of its subcontract. The subcontractor shall be responsible for communicating this policy to its employees and any employees and any second tier subcontractors that the subcontractor sublets any portion of its contract.

PROHIBITED CONDUCT

- (a) The transportation of firearms or weapons in company vehicles is prohibited. This includes but is not limited to, (1) to and from work, (2) when conducting company business, (3) at all times in company-owned or leased vehicles.
- (b) The carrying of permitted and non-permitted firearms while at company offices, parking lots, sponsored events, and job sites.
- (c) The carrying of weapons while at company offices, parking lots, sponsored events, and job sites.
- (d) Exception: powder actuated tools which are manufactured for the use of fastening building materials are not part of this policy.

SEARCH

- (a) The Company is frequently engaged in work where the owner reserves the right to search all vehicles prior to entering the work site and all persons and their personal effects.
- (b) The Company reserves the right to conduct reasonable, unannounced searches of company premises and personal searches of employees and others while entering, on, or leaving company premises, including, but not limited to, personal effects, vehicles, lockers, desks, tool boxes, clothing, meal containers, and baggage.
- (c) Individuals refusing to allow an inspection will not be detained or forced to submit to the inspection. Refusal violates company policy and constitutes voluntary termination of the employment relationship. Non-employees who refuse to allow an inspection will not be permitted on company premises.

DISCIPLINE

- (a) Violations of any portion of this policy will subject the employee to disciplinary action up to and including termination of employment.
- (b) Violations of by a subcontractor's employee any portion of this policy will constitute insubordination and serious misconduct that will mandate the subcontractor's employee to immediate removal from the Company's premises, and barring future access to any company premises.