

Weapon-Free Workplace Policy

Purpose

To ensure that PROCare/Heartland PCA maintains a workplace safe and free of violence for all employees and clients, the company prohibits the possession, storage or use of dangerous weapons on company and client property. In addition, all PROCare/Heartland PCA workers are prohibited from carrying or possessing dangerous weapons while they are acting in the course and scope of their employment.

Persons Covered

All PROCare/Heartland PCA workers are subject to this provision, including contract workers and temporary employees as well as visitors and customers on company and client property. A license to carry a dangerous weapon on company and client property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Definitions

“Company and Client property” is defined as all company and client-owned or leased buildings and surrounding areas such as sidewalks, walkways, and driveways under the company and client’s ownership or control. This policy applies to all company and client-owned or leased vehicles and all vehicles that come onto company and client property.

“Dangerous weapons” include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy. Any employee who has a question as to whether an instrument, article or substance is considered a dangerous weapon should ask for clarification from the human resources department.

Searches of Personal Property

PROCare/Heartland PCA reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Exemptions

This policy does not apply to any law enforcement personnel engaged in official duties.

Notification

A Weapon-Free Workplace sign shall be conspicuously posted within all PROCare/Heartland PCA facilities. These signs will indicate that weapons are not allowed on our property.

Enforcement

This policy is administered and enforced by the human resource (HR) department. Anyone with questions or concerns specific to this policy should contact the HR department.