

PERSONNEL POLICY AND PROCEDURES

POLICY TITLE	<b>PERSONNEL POLICY # 32</b>
HEADER INFO - Adopted - Revised	<b>No Weapons</b>
RULE REFERENCE	<b>"No Weapons"</b>
GLOBAL POLICY STATEMENT  (what and why)	<p>Choices In Community Living ("CICL" or "the company") prohibits anyone including all employees, family, and visitors from the wearing, transporting, storage, presence or use of weapons on Company property or leased property where CICL services are provided or conducted, regardless of whether or not the person is licensed to carry the weapon, subject to the specific exception explained below concerning Ohio employees with a valid concealed carry license storing a firearm inside the employee's own private vehicle.</p>
GUIDELINES/PROCESS STATEMENTS (how)	<p><b>Concealed Weapons</b>  <b>In the interest of maintaining</b> an environment that is safe and free of violence for our employees, clients, and visitors, Choices In Community Living, Inc., does not allow the presence or use of <i>weapons on CICL property (see definitions below)</i> regardless of whether or not the person is licensed to carry the weapon. This policy applies whether or not you are "on duty". Any employee who violates this policy is subject to disciplinary action, up to and including termination.</p> <p>However, Ohio employees holding valid concealed carry licenses may store a firearm inside their own vehicle, but only when (a) the employee is actually present in the vehicle; or (b) the firearm is locked in a closed compartment of the vehicle. In all such cases, the employee's vehicle must remain in a location where it is otherwise permitted pursuant to Company policy. For all other employees and all other circumstances, employees are absolutely prohibited from bringing any firearm onto Company property, even if it is kept in that employee's own vehicle.</p> <p><b>Weapons</b></p> <p><b>"Weapons"</b> include, but are not limited to, handguns, firearms, explosives, knives, chemicals and other weapons further defined by Ohio statute and/or local ordinance. If you have questions regarding whether an item is covered under this policy, please contact Human Resources. <b>Employees have the responsibility to make sure that any item in their possession is not prohibited by this policy.</b></p> <p><b>What is Company Property?</b></p> <p>"Company Property" covered by this policy includes all client homes, Company-owned or leased buildings, and surrounding areas, such as sidewalks, walkways, parking lots and driveways under the Company's ownership or control. Furthermore, this policy applies to all Company-owned or leased vehicles and all vehicles that come onto Company property.</p>

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	<p><b>Visitors</b> A visitor who violates this policy may be removed from the property and reported to police Authorities. This policy does not apply to any law enforcement personnel or security personnel engaging in official duties.</p>
<p>FORMS Titles of forms</p>	
<p>TRAINING Titles of training</p>	