

WEAPONS PROHIBITION POLICY

Test Hotel

Employee: Alice Williams
Date: August 06, 2025

POLICY STATEMENT

In order to provide a safe and secure work environment for all employees, guests, and visitors, this property strictly prohibits the possession, use, or sale of weapons on company premises, including parking areas and company vehicles. This policy applies to all employees, contractors, vendors, and visitors regardless of whether they are licensed to carry weapons.

DEFINITION OF WEAPONS

Weapons include, but are not limited to:

- Firearms of any type (loaded or unloaded)
- Knives with blades longer than 3 inches
- Explosives or explosive devices
- Clubs, batons, or other impact weapons
- Chemical weapons (mace, pepper spray, etc.)
- Martial arts weapons
- Any other object used to threaten or harm others

ENFORCEMENT

Any employee found in violation of this policy will be subject to immediate disciplinary action, up to and including termination of employment. Additionally, law enforcement may be notified and criminal charges may be filed. The company reserves the right to search all company property including desks, lockers, and vehicles when there is reasonable suspicion of policy violation.

REPORTING VIOLATIONS

All employees have a responsibility to report any violations or suspected violations of this policy to their supervisor, Human Resources, or hotel security immediately. Reports may be made anonymously through the employee hotline. Retaliation against any employee who reports a violation in good faith is strictly prohibited.

EXCEPTIONS

The only exceptions to this policy are:

1. Law enforcement officers required to carry weapons as a condition of their employment
2. Security personnel specifically authorized in writing by hotel management

EMPLOYEE ACKNOWLEDGMENT

By signing below, I acknowledge that I have received, read, and understand the Weapons Prohibition Policy. I agree to comply with this policy and understand that violation may result in immediate termination.

Employee Signature: _____ Date: _____

Print Name: Alice Williams