PROCEDURE TITLE	Weapons-free Workplace Procedure	**DOCUMENT ID**	HR – 0307.02
OWNER	Chief Financial Officer	**CREATION**	06.26.2023
STANDARDS AND REGULATIONS	**COA:** **Admin Code:** **Statute:**	**RENEWAL DATE**	05.2028
RELATED OMC POLICIES / PROCEDURES	Weapons-Free Workplace Policy; Workplace Violence and Active Shooter Procedure	**LAST MODIFIED/ APPROVAL**	05.2026 – Chief Financial Officer
APPLICABLE TO	1 - All Staff 8 - Volunteers	**EXPERT REVIEW**	03.2026 - Constangy, Brooks, Smith & Prophete LLP

PURPOSE

This procedure provides direction for handling the possession of weapons, including firearms, in a One More Child workplace.

DEFINITIONS

Term	Definition
Company property	All company-owned or leased buildings and surrounding areas, such as sidewalks, walkways, driveways, and parking lots, are under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.
Dangerous weapons	Firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm.

PROCEDURE

As stated in the Weapon-Free Workplace Policy, One More Child (OMC) prohibits bringing the following items onto company property, or into any OMC Building, company vehicle, meeting, or function, except where allowable by law:

- Any type of firearm, whether loaded or unloaded, with or without a concealed weapons license
- Switchblade knives or knives with blades longer than four inches
- Explosives or similar items
- Any objects or substances carried for the purpose of harming or threatening others.

If a firearm is permitted in a personal vehicle on company property according to state or local law (such as Florida), it must be secured and out of sight. It is the responsibility of the employee to ensure they are complying with state and local laws for firearm storage and safety in their personal vehicle. Additionally, an employee who feels it is necessary to carry pepper spray for personal protection to and from a building may bring this onto the property if it is secured when the employee is within the building.

OMC believes that every employee has the right to feel safe and work in a secure environment. Employees are required to report acts or threats of violence or known violations of this policy and procedure. Employees should contact the HR leadership team to provide information immediately. Please reference OMC's Violence in the Workplace Procedure.

Finally, OMC respectfully asks employees to use wisdom when deciding what to bring to the workplace. Please consider the clients and volunteers that are usually present on company properties. The safety of anyone associated with OMC is a top priority. Violations of this policy will result in disciplinary action, up to and including discharge.