

THE COUNSELING SOURCE, INC.

POLICY AND PROCEDURE

TITLE: Weapons Policy

PURPOSE: To inform employees of The Counseling Source, Inc.'s position on carrying weapons in the workplace.

POLICY: Employees of The Counseling Source, Inc. may not possess or use weapons during the course of their work day. This applies to employees while in TCS offices or in any of the field-based settings served by TCS. This policy applies to all employees of the TCS, regardless of whether they maintain a valid license to carry a concealed weapons permit. The Counseling Source prohibits the presence, possession or use of weapons on company property and on the affiliate properties/facilities served. Note that the definition of "weapons" includes, without limitation, (i) guns, (ii) knives or swords with blades over four inches in length, (iii) explosives, and (iv) chemicals which may be used with the intent of causing harm to another individual.

LIMITATION: Notwithstanding the foregoing, this policy does not prohibit employees of The Counseling Source who have a valid concealed weapons permit from transporting or storing a firearm or ammunition in that person's privately owned motor vehicle in Ohio if and only if:

- (1) Each firearm and all of the ammunition remains inside the person's privately owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle; and
- (2) The vehicle is in a location where it is otherwise permitted to be.

Please remember that despite the foregoing limitation, Ohio law still restricts where guns and other weapons can be taken. By way of example only, although exceptions to the general rule exist, the general rule is that weapons may not be brought into a school safety zone.

REFERENCE: Consultation with attorney at Porter & Wright occurred in the writing of this policy.

REVIEWED: March 2018