

# **Insurance Overload Staffing**

## **WEAPONS POLICY**

Insurance Overload Staffing (IOS) strictly prohibits the carrying of firearms of all kinds whether loaded or unloaded, concealed or unconcealed, functioning or out of working order, and regardless of the legal status of government permits, as well as the carrying of illegal knives, on all premises of IOS and at all off-premises business and social events participated in by IOS or its Clients. With the exception of on-duty security guards and law enforcement officers, this prohibition applies to all persons, including, but not limited to, IOS officers, staff employees, temporary employees, agents for IOS, business invitees, licensees, and social visitors.

This policy does not apply to the carrying of a weapon within a vehicle so long as it is not removed from the vehicle or displayed from the vehicle, and not intended for use in the conduct of business or social contacts involving IOS.

IOS reserves the right to conduct searches of any applicable person, and of any personal effects, including, but not limited to, briefcases, purses, desks, and lunch bags, at any location where IOS business or employment is being conducted, and at any location of any business or social function participated in by IOS. To the extent a search of an applicable person is requested by IOS management and that person is present, the individual may refuse the search; provided however, that such refusal can result in ejection from the premises and termination of employment, if applicable, for refusal to cooperate. IOS reserves the right to conduct searches on its property without an employee being present.

Persons found to be in violation of this policy are subject to immediate removal from premises and/or summary discharge from employment. Employees found to have knowledge of the violation of this policy by others without reporting it to IOS will be subject to employment discipline up to and including discharge.

**THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATION ON THE PART OF IOS OR ITS CLIENTS TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW, AND DOES NOT IN ANY WAY CREATE OR IMPOSE A DUTY UPON IOS TO CONDUCT SEARCHES.**