

SAMPLE CCW MEMO-COMPLIMENTS OF PILCHAK & COHEN, P.C.
248-626-7300

MEMO

TO: ALL EMPLOYEES
FROM: THE PRESIDENT
RE: CONCEALED WEAPONS PROHIBITED

It likely has come to your attention that recent legislative changes have made it easier for individuals to obtain concealed weapon permits. While our company cannot prevent any employee from obtaining a CCW permit or carrying a weapon on their own time, we do want to make our position very clear about weapons at work.

Our company strictly prohibits the possession of guns or other weapons in our buildings or on our premises by any employee, and prohibits the possession of any gun or weapon while on duty when away from our premises, unless authorized to in writing by the President of the Company. This means that employees may not even bring weapons into our parking lot or leave them in cars, when on duty, no matter what the reason. For our common safety, any employee obtaining knowledge of the possession of a weapon in violation of this policy is obligated to immediately notify the President of the Company or his or her immediate supervisor.

If the Company suspects that an employee is in possession of a weapon, the Company has the right to conduct an inspection of any person or property or any part of the Company's premises, including inspection of motor vehicles, purses, pockets, garments, desks, lockers, toolboxes, cabinets, and other locations. The Company has the right to remove a lock upon any location where a weapon may be kept, if the employee is unavailable or if access to a locked container or location is refused. Any violation of this policy, including failure to report weapons possession or refusal to cooperate in an investigation is misconduct, meriting discharge up to and including discharge.

ACKNOWLEDGEMENT

I have read and understand the memo explaining that concealed weapons are prohibited at the Company, and that any violation of the policy stated in the memo will be grounds for discipline up to and including discharge.

Date: _____ Signature: _____

Name: _____
(Printed)