

<b>Policy Title:</b> <b>Organizational Weapon-Free Workplace Policy</b>	
<b>Policy Type:</b> Administrative	<b>Policy Number:</b> 01.07.0033.P
<b>Policy Owners:</b> VP of Human Resources	<b>Policy Approver:</b> Helayna Szescila, Asst Secretary & Gov Officer
<b>Committee/Board Approval(s):</b> TWCCH Board TWCGME Board	<b>Date Policy Originally Established:</b> February 2022
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## PURPOSE

The Wright Center (TWC) is committed to upholding safety as a primary value, the foundation of which is physical safety. The purpose of this policy is to ensure that TWC's business, clinical, and workplace environments are safe and free from physical violence and circumstances which may create an increased risk of physical violence by prohibiting the possession and use of weapons and other dangerous devices on Wright Center property and at other locations during activities associated with Wright Center employment/business. TWC utilizes the Entrepreneurial Operating System (EOS) to clarify, simplify and achieve its mission and vision. One of the six key components of the EOS model is Process which embodies the concept of developing policies and procedures that are clearly documented and are required to be followed by all.

## RESPONSIBLE PARTIES

Human Resources Department

## SCOPE

This policy applies to all TWCGME and TWCCH, executives, physicians, staff and learners.

## GUIDELINES/DEFINITIONS

“Wright Center Property” is defined as all Organization-owned or leased facilities (including clinics), buildings and related property and surrounding areas, including, without limitation, sidewalks, walkways, driveways and parking lots under the Organization’s ownership or control.

“Weapons and Dangerous Devices” include firearms, knives, explosives, and other weapons or devices that are designed or can be considered to be dangerous or cause harm. All individuals subject to this policy are responsible for making sure that any item in their possession at any location or time is not prohibited in accordance with this policy. In case of any uncertainty, contact Human Resources or the Legal Department.

“Organization” is The Wright Center for Graduate Medical Education, The Wright Center for Community Health, and all other Wright Center entities.

## POLICY

### **Persons and Locations Covered**

Employees, including residents and fellows, as well as patients, visitors, business partners, independent contractors, vendors, and all other individuals must comply with this policy while on Wright Center property and at other locations and during activities when the individual is working for, engaged in business on behalf of, or representing TWC.

This policy applies to:

- TWC, all other Wright Center related entities, and all Wright Center Property and facilities;
- Any location at which and during times when an individual is working or performing services for, representing, or otherwise engaged in business or activities on behalf of TWC; and,
- All Organization-owned or leased vehicles as well as all personal or business vehicles while on Wright Center property or at any location or during use at any time in connection with Wright center employment, activities or business.

### **Weapons and Dangerous Devices Prohibited**

The possession and use of any weapon or dangerous device by any individual on or at Wright Center Property, and/or at any location where, and otherwise during when, an individual is engaged in Wright Center employment, activity or business, is strictly prohibited. A license to carry a weapon or other dangerous device is not an exception to this policy, excepting only that an on-duty law enforcement official may carry an authorized or licensed weapon on Wright Center Property in connection with official law enforcement business.

### **Searches of Personal Property**

TWC reserves the right, at any time and in its sole discretion, to conduct reasonable searches of vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and person entering or on its property, for the purpose of enforcing this policy and specifically, without limitation, to determine whether an individual is in possession of a weapon or other dangerous device in violation of this policy. TWC utilizes the process component of EOS to ensure consistency in the process. Consistency of application regardless of position or individual adds to the safety of an organization as it ensures the reliability of processes and procedures.

### **Reporting**

All incidents should be reported immediately to Human Resources or the Legal Department. These departments will investigate immediately and engage local law enforcement if necessary. At no time shall an employee take matters into their own hands. An employee should not confiscate or take possession of any prohibited weapons. They must follow policy

guidelines.

**Enforcement**

Any individual in violation of this policy will be subject to appropriate action, including but not limited to immediate removal from Wright Center Property, referral to law enforcement, and/or in the case of an employee discipline up to and including immediate termination from employment.

This policy will be administered and enforced by the Human Resource Department in close coordination with the Legal Department. Any questions or concerns specific to this policy should be directed to the Vice President of Human Resources or General Counsel.

**PROCEDURE**

N/A

**REFERENCE**

EOS© Toolbox

  
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Helayna Szescila  
Deputy Chief Governance Officer and Assistant Secretary