

**Southern Colorado Community Action Agency, Inc.  
Secure Workplace Policy Agreement**

It is the policy of SoCoCAA to endeavor to provide its employees and program participants a safe, healthy, and secure environment. Our continued existence depends on providing our communities with service of quality and value. This requires a high level of productivity and efficiency. The occurrence of violence or the possession of weapons in the workplace is inconsistent with these objectives. SoCoCAA does not wish to intrude into the private lives of its present and potential employees; however, it expects all employees to report to work without weapons and to perform their jobs without committing violent acts toward any other individual **or property**. SoCoCAA expects all employees to work in a safe and productive manner; therefore SoCoCAA is adopting this Secure Workplace Policy.

**When a potential threat to safety and or security exists, SoCoCAA has the right to inspect personal and or program property on SoCoCAA premises.**

**Prohibited Activities**

SoCoCAA specifically prohibits the following:

1. The use, possession, transfer, or sale of any weapon on SoCoCAA property, program site, or at any function sponsored by SoCoCAA. Weapons include: by way of example and without limitation, **any device**, which may by design, cause bodily injury.
2. The possession of a weapon for the commission or intent of committing a violent act against the person or property of another.
3. Refusal to sign an agreement to comply with SoCoCAA Secure Workplace Policy.
4. Refusal to participate in an investigation pertaining to allegations or suspicion that violence has (occurred) or is likely to occur, or an investigation pertaining to the carrying of a weapon by the employee, another employee, or a program participant.
5. Harm, or threatening to harm, any person or property on SoCoCAA premises or at any SoCoCAA sponsored function, or to any SoCoCAA property wherever located.

**Program participants may be denied services and employees will be disciplined, up to and including immediate discharge, for committing any of the above prohibited acts or other similar actions.**

I have read and agreed to comply with the SoCoCAA Secure Workplace Policy:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name \_\_\_\_\_

Witness: \_\_\_\_\_