

The Reinalt-Thomas Corporation  
20225 N. Scottsdale Rd.  
Scottsdale, AZ 85255  
(480) 606-6000

# **THE REINALT-THOMAS CORPORATION**

## **Weapons in the Workplace**

### **CONFIDENTIAL INFORMATION**

This document is the property of The Reinalt-Thomas Corporation; it contains information that is proprietary, confidential, or otherwise restricted from disclosure. If you are not an authorized recipient, please return this document to the above-named owner. Dissemination, distribution, copying or use of this document in whole or in part by anyone other than the intended recipient is strictly prohibited without prior written permission of The Reinalt-Thomas Corporation.

# Table of Contents

|   |                                  |   |
|---|----------------------------------|---|
| 1 | POLICY SCOPE.....                | 3 |
| 2 | ROLES AND RESPONSIBILITIES ..... | 3 |
| 3 | POLICY GUIDELINES .....          | 3 |
| 4 | COMPLIANCE.....                  | 3 |
|   | APPENDIX A .....                 | 4 |

## 1 Policy Scope

### 1.1 Policy Purpose

Discount Tire has established the following guidelines regarding weapons in the workplace to reduce exposure to potential injuries for employees and customers.

### 1.2 Policy Applicability

This Policy applies to all employees, consultants, contract employees and vendors who physically access and work at all Corporate locations (see Appendix A for list of locations). Possession of a valid carry concealed permit is not an exemption under this policy.

## 2 Roles and Responsibilities

Employees (including Contractors, Consultants and Vendors) who observe a violation of this policy should report it to Human Resources. Employees can also report violations to the Corporate Security Desk at 480-606-6911. Employees are encouraged to speak with their Manager if they have any questions or concerns regarding this policy.

## 3 Policy Guidelines

The Company prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether the person is licensed to carry the weapon. The Company's property is described in Section 1.2 above.

Employees who transport or store firearms that they lawfully possess in their vehicles or motorcycles on Company property will not be in violation of this policy, provided that the firearm is in a locked vehicle or in a locked compartment on the motorcycle, and is not visible from outside of the vehicle or motorcycle.

Protective sprays are not classified as weapons hereunder and may be carried on company property but must be concealed and safely holstered (to prevent accidental discharge) when the employee is working within any Discount Tire interior work area. At no time will protective sprays be used for any purpose other than self-defense.

Sworn law enforcement personnel and individuals approved by the Office of the CEO (i.e. contracted on-duty security personnel) are exempt from this policy. Exemption requests are processed by the Physical Security Manager.

## 4 Compliance

Any employee who violates this policy is subject to disciplinary action, up to and including, termination of employment.

## APPENDIX A

This policy applies to the following Corporate locations:

- Scottsdale Corporate HQ, 20225 N Scottsdale Road, Scottsdale, AZ 85255
- Alameda Campus to include the following addresses:
  - Building A, 2070 W. Alameda Road, Phoenix, AZ 85085
  - Building B, 2030 W. Alameda Road, Phoenix, AZ 85085
  - Building C, 24350 N. 20<sup>th</sup> Dr, Phoenix, AZ 85085
  - Building D, 24340 N. 20<sup>th</sup> Dr, Phoenix, AZ 85085
  - Building E, 24360 N. 20<sup>th</sup> Dr, Phoenix, AZ 85085
- Desert Ridge, 20830 N. Tatum Blvd, Suite 400, Phoenix, AZ 85050
- Flight Department, Scottsdale Airpark, 15050 N. 78<sup>th</sup> Way, Scottsdale, AZ 85260