

<b>Tredegar Corporation Human Resources Policies</b>		<b>Number:</b> HR.11.00.1501
		<b>Revision No.:</b> 1
<b>Title:</b> <i>No Weapons Policy</i>		<b>Owner:</b> Executive Director, Corporate Human Resources
<b>Effective Date:</b> October 26, 2015	<b>Supersedes Date:</b>	<b>Approved By:</b> Executive Director, Corporate Human Resources

Applies to: Tredegar Corporation (“Tredegar” or the “Company”), which includes all legal entities for which the management of the Company has responsibility.

## I. Introduction

Tredegar Corporation believes it is important to establish a clear policy that specifically addresses weapons in the workplace.

## II. Policy

The Company prohibits all persons who enter Company property from carrying a handgun, firearm, or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not.

This policy applies to all Company employees, contract and temporary employees, visitors on Company property and customers and contractors on Company property, regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are police officers, security guards or other persons who have been given written consent by the Company to carry a weapon on the property.

All Company employees are also prohibited from carrying a weapon while in the course and scope of performing their job for the Company, whether they are on Company property at the time or not and whether they are licensed to carry a handgun or not. Employees may not carry a weapon covered by this policy while performing any task on the Company's behalf. The only exceptions to this policy will be persons who have been given written consent by the Company to carry a weapon while performing specific tasks on the Company's behalf. This policy also prohibits weapons at any Company sponsored functions such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons covered by the law<sup>1</sup>. If you have a question about whether an item is covered by this policy, please call Human Resources. You are responsible for making sure that any potentially covered item you possess is not prohibited by this policy. "Company property" covered by this policy includes, without limitation, all Company owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Company's ownership or control. Company vehicles are covered by this policy at all times regardless of whether they are on Company property at the time.

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<sup>1</sup> Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy.

## Searches

The Company reserves the right to conduct searches of any person, vehicle or object that enters onto Company property. Pursuant to this provision, the Company is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on Company property, and any other item in which a weapon may be hidden. Additionally, the Company may search a vehicle owned by it and used by the employee, and a vehicle owned by an employee that is being used to conduct business on behalf of the Company, regardless of whether the vehicle is located on Company property at the time. Searches may be conducted by Company management or local authorities. To the extent the search is requested by Company management and the employee is present, the employee may refuse the search; provided, however, that such refusal can result in termination of employment for refusal to cooperate. The Company reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present.

## III. Violations

Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination. Further, carrying a weapon onto Company property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from the Company property, and may result in prosecution.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATION ON THE PART OF THE COMPANY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

TO THE EXTENT A PROVISION OF THIS POLICY WOULD CONTRAVENE APPLICABLE LAWS, SUCH PROVISION WILL NOT BE ENFORCED, BUT ONLY TO THE EXTENT NECESSARY TO AVOID VIOLATING SUCH LAWS.

If you become aware of anyone who may be violating this policy, please report it to Human Resources or Security, as may be applicable, immediately.

## Acknowledgment

I hereby acknowledge that I have read and understand Tredegar Corporation's *No Weapons Policy*. I understand that engaging in prohibited behavior under the policy may result in discipline, up to and including immediate removal from Tredegar Corporation premises, termination and legal action. I agree to uphold Tredegar Corporation *No Weapons Policy*.

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Employee Signature

Date \_\_\_\_\_