ISP Group Weapons on Campus Policy

Policy Owner: Group Head of Operational Risk

Revised: July 2024

RATIONALE

It is the policy of ISP to promote the highest level of safety and security in all its activities, accordingly **ISP HAS A ZERO TOLERANCE TO WEAPONS AND NO PERSON WHILE ON ISP PREMISES SHALL STORE OR CARRY A WEAPON THAT COULD ENDANGER THOSE AROUND THEM.**

POLICY SCOPE

The policy covers all ISP schools and offices and applies to all students, staff, parents, visitors, and contractors.

DEFINITIONS

Company = any premises that ISP or one of its subsidiaries carries out its daily business from this includes but is not restricted to all schools and offices.

A **Weapon** is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knifes, brass knuckles, replica, or imitation firearms.

A **Firearm** means any device that shoots a bullet, pellet, flare, tranquilizer, spear, dart, or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons and any ammunition for such devices.

Explosives means any combustible capable of causing serious injury including but not limited to firecrackers, black powder, dynamite, plastic explosives or blasting caps.

PROCESS

All students, staff, parents, visitors, and contractors are strictly prohibited from possessing weapons, including firearms and explosives, anywhere on company property or off company property while attending a company event. The prohibitions apply regardless of whether any legal license has been issued to the possessor. Anyone possessing or using a weapon other than those subject to specific exceptions as detailed in **EXCEPTIONS** will be asked to immediately surrender the weapon if safe to do so and or the necessary authorities will be called to disarm said device.

All incidents involving weapons on ISP premises should **IMMEDIATELY** be notified to the Regional Managing Director, Divisional CEO and Group Head of Operational Risk

ISP schools will be responsible for ensuring that all parent and student contracts explicitly refer to this policy and by signing up to the school agreement the parent and student will be acknowledging the importance of and the terms of this policy.

SANCTIONS

Category	Sanction
Student	Permanent exclusion, reported to the Police and a lifetime ban from all ISP premises and events.
Staff	Dismissal, reported to the Police and a lifetime ban from all ISP premises and events. Notified to Group Head of People Operations.
Contractor/Third Party	Contract termination, permanent/lifetime exclusion from all ISP properties and events. Embargo on future contracts with ISP.
Parent or Gaurdian	Permanent severing of contract with family resulting in student(s) leaving the school at the end of the academic year and a whole family permanent/lifetime exclusion from all ISP properties and events.

The Group Head of Operational Risk and the relevant Divisional CEO (DCEO) will agree the final sanction and work with the RMD on communication and process.

EXCEPTIONS

Exceptions to the policy may be granted by the Group Head of Operational Risk and the relevant Divisional CEO (DCEO), such exceptions may include a theatrical production.

Any exception must be requested in writing to the Group Head of Operational Risk and DCEO prior to a specific event. The written approval will include a detailed list of what weapons are to be approved and for what purpose, who will be using them, how long they will be on site and the provisions made for safe storage of the weapons when not in use.

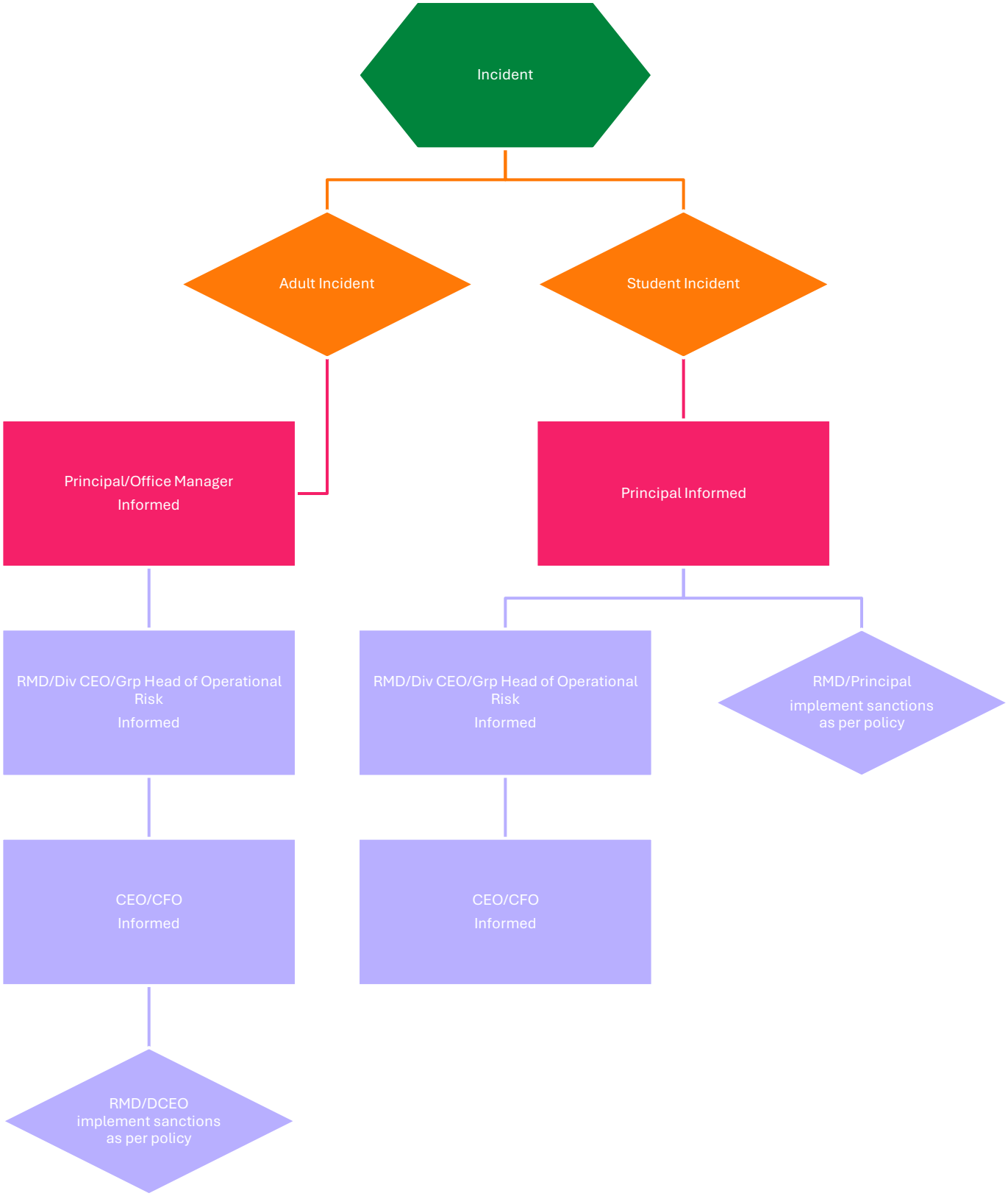
Approved exceptions will be held by the Group Head of Operational Risk and the person in possession of the weapon who may be asked to present this on request.

This policy exempts:

- ceremonial knives carried or used to meet religious obligations with prior written agreement by the Group Head of Operational Risk and utility knives used for a lawful purpose that are not brandished or worn in such a manner as to cause concern or alarm.
- commissioned law enforcement officers or military personnel, in performance of their official duties

- persons authorised by their employers and legaly permitted under the country, state, or province laws in which the company property is located to possess weapons whilst carrying out their employment e.g. armoured car services that collect or transport cash.

PLEASE SEE THE NEXT PAGE FOR THE INCIDENT COMMUNICATION TREE


Incident
Adult Incident
Student Incident
Principal/Office Manager
Informed
Principal Informed
RMD/Div CEO/Grp Head of Operational Risk
Informed
RMD/Div CEO/Grp Head of Operational Risk
Informed
RMD/Principal
implement sanctions
as per policy
CEO/CFO
Informed
CEO/CFO
Informed
RMD/DCEO
implement sanctions
as per policy