

# American Airlines, Inc.

## Maintenance and Engineering Center

TO: TUL Base Personnel  
Subject: Firearms on Company Property – Oklahoma Self Defense Act  
Date: August 17, 2009

Based on the changes with the Oklahoma Self Defense Act, it has become necessary for us to restate our Base Policy. The policy is clarified as follows:

- Employees will be required to self-disclose to security if they are carrying a firearm onto the Company parking lot. They will also be required to ensure the firearm is unloaded. Security will record the name of the employee, employee number, license plate, make and model of the vehicle and then maintain the records accordingly.
- Key components of the policy:
  - The firearm must remain unloaded at all times;
  - Ammunition must be stored and locked in a separate storage compartment;
  - The firearm must be secured with a trigger lock or equivalent;
  - The employee's vehicle must remain locked at all times unless the employee is in or near the vehicle;
  - Firearms are never allowed in company owned or issued vehicles;
  - Under no circumstances can an employee remove his firearm from his vehicle;
  - Firearms are not allowed on any other part of the company property other than the parking lot;
  - The company can discipline an employee for failing to follow company policy with regard to stored and transported firearms which can result in termination or a lesser form of discipline (e.g., advisory or career decision day).
- Security will periodically check to determine if the vehicles are locked and report any unlocked vehicles that were recorded as containing firearms to Human Resources. If Security finds or learns of an unlocked vehicle, then in conjunction with HR, an investigation will be initiated to determine if there is a firearm in the car, whether that firearm is properly stored, and whether the firearm is loaded, etc. This will both improve safety for our employees and prevent theft.



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