

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-5

Effective Date: 07-09-09

SUBJECT: Company Equipment

Revision Date:

LOYOLA provides supplies, equipment, and materials necessary for employees to perform their job duties. These items are to be used solely for Company purposes. Employees are expected to exercise care in the use of Company equipment and property and use such property only for authorized purposes. Loss, damage, or theft of Company property should be reported immediately. Negligence in the care and use of Company property may be considered grounds for discipline up to and including termination.

Upon issuance of Company equipment, the employee must acknowledge receipt of the equipment by signing an Equipment Assignment Form. When the equipment is returned, the employee must resign the Equipment Assignment Form indicating the return of the equipment.

Upon termination of employment, the employee must return all Company equipment and property in his or her possession or control. If the employee does not return the Company equipment and/or property, LOYOLA will assess and determine a fair market value cost and deduct the cost from the employee's final paycheck.