

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Relations**

**Number: III-11**

**Effective Date: 06-17-98**

**SUBJECT: Conduct**

**Revision Date: 07-09-09**

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To ensure efficient operations and provide the best possible work environment, LOYOLA expects employees to follow rules of conduct that will protect the interest and safety of all employees, customers, and the Company.

All employees are expected to be honorable in all their dealings; conducting themselves in a manner enhancing the image of the Company.

The following are examples of infractions of rules of conduct. This list is not exhaustive and is not intended to be comprehensive:

- Insubordination; refusal to follow management direction in regards to a job-related task
- Theft, abuse, or misuse of LOYOLA/Customer property or another employee's property
- Falsification of a Company record or report or any deliverable to a customer
- Deliberate access of confidential and/or government files, information or data without permission
- Unauthorized disclosure of confidential information
- Use of abusive or offensive language
- Engaging in physical violence
- Use of alcoholic beverages on the premises or reporting to work under the influence of alcohol
- Possession of weapons or explosives on LOYOLA or customer premises
- Possession, distribution or use of a controlled substance other than a drug prescribed by a physician
- Sexual or other unlawful harassment
- Conduct which could be perceived unbecoming to either the employee or the Company

All instances of misconduct should be immediately referred to the Human Resources Department.

Employees who fail to maintain proper standards of conduct toward their work, co-workers or customers, are subject to appropriate disciplinary action up to and including termination.