

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Relations**

**Number: III-13**

**Effective Date: 07-09-09**

**SUBJECT: Confidentiality**

**Revision Date:**

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All LOYOLA records and information relating to LOYOLA or its customers are confidential and employees must treat all matters accordingly.

No LOYOLA or LOYOLA-related information, including without limitation, documents, notes, files, records, computer files, or similar materials (except in the ordinary course of performing duties on behalf of the Company) may be removed from LOYOLA premises without permission from LOYOLA.

All contents of records or information obtained in regard to business may not be disclosed to anyone except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently, through casual conversation to any unauthorized person inside or outside the Company.

Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

Employees will be subject to appropriate disciplinary action up to and including termination for knowingly or unknowingly revealing information of a confidential nature.