

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-17

Effective Date: 06-17-98

SUBJECT: Dress Code

Revision Date: 07-09-09

LOYOLA strives to maintain a professional image both at work and in our community. LOYOLA considers it very important that employees are well groomed, neat, and dress appropriately for their job function. The Company has adopted a casual business dress code but emphasizes some positions may call for dressier attire. Appropriate dress and hygiene are important in promoting a positive image to our customers.

While the Company observes a casual dress environment, there may be situations requiring more formal attire. If an employee is conducting or attending meetings, conferences, etc., where they come in contact with other business professionals, they are expected to represent the Company in a professional manner and dress appropriately for conducting such business.

The following clothing is not acceptable:

- Clothing with profanity, nude or semi-nude pictures
- Sexually suggested slogans
- Sexually provocative clothing
- Spandex
- Clothing with sports teams or cartoons
- Logo clothing
- Halter tops and crop tops
- Flip flop shoes
- Exposed undergarments or observable lack of undergarments
- Hats in the office environment

The Human Resources Manager will be responsible for answering questions and resolving issues on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the Company's goal.

Jewelry, Tattoos, and Body Piercings

All employees should exercise sound business judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. LOYOLA recognizes, however, that personal appearance is an important element of self-expression. As a result, LOYOLA wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry, tattoos, and body piercings unless they conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in.

Factors used to determine whether jewelry, tattoos, or body piercings pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks

- Perceived offense on the basis of race, sex, religion, etc.
- Community norms
- Customer complaints

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, etc. Management reserves the right to make the final determination.

If an employee violates the dress code policy, he/she may be sent home to change into acceptable attire. Any form of disciplinary action taken will be in accordance to our Disciplinary Action policy.

All disciplinary action will be undertaken by the Company in a fair and non-discriminatory fashion and in accordance with the Company's Equal Employment Opportunity policy.