

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-23

SUBJECT: Office and Cellular Phones

Effective Date: 08-28-00

Revision Date: 08-10-09

Office Telephones

It is essential that LOYOLA employees project a professional, courteous telephone manner at all times.

Employees are not permitted to make personal long distance calls on Company telephones except for emergency situations. For an emergency situation, prior approval must be obtained from the employee's supervisor.

Company Issued Cellular Phones

Where job or business needs demand immediate access to an employee, the Company may issue a business cellular phone to an employee for work related communications. The employee's supervisor is responsible for completing an Equipment Assignment Form indicating receipt of the cellular phone. The Form will be kept in the employee's personnel file.

If the employee goes over the allotted minutes on the plan, he/she may be responsible for paying the overage to the Company.

Employees in possession of a Company cellular phone are expected to protect the equipment from loss, damage or theft. Upon termination of employment, or at any time upon request, the employee may be asked to return the cellular phone and re-sign the Equipment Assignment Form indicating return of the cellular phone.

Personal Cellular Phones

Employees may carry and use personal cellular phones while at work. Use of a personal cellular phone must not cause disruptions or loss in productivity. LOYOLA recommends that cellular phones are set to silent or vibrate mode to ensure incoming calls do not disrupt coworkers.

Cellular Phones at Customer Facilities

Cellular phones may be prohibited on secured facilities. Should an employee's workplace prohibit cellular phones, the employee must leave their cellular phone in their automobile upon arrival to work.

Conducting Business on Cellular Phone While Driving a Vehicle

LOYOLA encourages employees to refrain from using a cellular phone while driving. All employees are expected to follow applicable state and federal laws or regulations regarding the use of cellular phones while driving a vehicle.

Upon an employee's request, hands-free equipment will be provided with Company issued phones.