

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-25

SUBJECT: Personal Relationships in the Workplace

Effective Date: 07-09-09

Revision Date:

Consenting intimate relationships between employees may at some point lead to complications and significant difficulties for all concerned. Any such relationship, therefore, may be contrary to the best interests of LOYOLA. The Company strongly discourages such relationships as dating between employees.

LOYOLA recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

This policy shall apply without regard to gender or sexual orientation of the participants in a relationship of the kind described.

Relationship Between Supervisor/Manager and Employee

If an intimate relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the Human Resources Department. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

Upon being informed or learning of the existence of such a relationship, the Human Resources Department and Executive Management may take all steps that it, in its discretion, deems appropriate. The supervisor/manager must withdraw from participation in activities or decisions (including but not limited to hiring, evaluations, promotions, compensation, work assignments, and discipline) that may reward or disadvantage an employee with whom the supervisor/manager has or has had such a relationship.

Relationship Between Employees

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, attempts will be made to find a suitable position within LOYOLA to which one of the employees can transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company will decide in its sole discretion who will remain employed.

Adverse Impact on Employee

In order for the Company to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship is encouraged to make his or her views about the matter known to a supervisor, the Human Resources Department, or Executive Management.