

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-29

Effective Date: 06-17-98

SUBJECT: Smoke-Free Workplace

Revision Date: 07-09-09

Medical evidence clearly indicates that smoking is harmful to the health of smokers and that prolonged exposure to second hand smoke may seriously threaten the health of nonsmokers. LOYOLA believes in the importance of maintaining a healthy lifestyle in order to achieve the benefits of a better quality of life. In an effort to promote a healthful work environment, smoking and the use of tobacco products is prohibited in all LOYOLA workplace facilities and vehicles.

The only designated smoking area at LOYOLA is outdoors. No one may smoke along any pathway or walkway leading to the entrance of the facility. Employees may smoke in their personal vehicles but the smoke and tobacco products must be completely contained within the vehicle. Employees and visitors must not be subjected to smoke in order to reach their vehicle or any other destination on the Company premises.

Smokers and users of tobacco products must dispose of the remains in the proper containers.

Individuals who smoke are expected to comply with the existing policy regarding breaks. Refer to Policy Number III-3: Break and Meal Period.

Visitors and temporary staff are expected to abide by the terms of this policy.

Smoking Cessation Program

LOYOLA offers its employees the opportunity to participate in a Smoking Cessation Program. Those who participate will qualify for a health insurance premium discount. Smokers who wish to quit smoking are encouraged to contact the Human Resources Department for information on the Smoking Cessation Program available to them.

All employees share in the responsibility for adherence to and enforcement of this policy. Failure to abide by this policy will result in disciplinary action up to and including termination.