

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-31

Effective Date: 07-09-09

SUBJECT: Threatening Materials in the Workplace

Revision Date:

To ensure that LOYOLA maintains a workplace safe and free of violence for all employees, the Company prohibits employees from bringing threatening materials into the workplace. Threatening materials may be defined as, but are not limited to, firearms, ammunition, explosives, chemical substances, knives, and other weapons that might be considered dangerous or that could cause harm.

Possessing, using, or threatening to use any type of offense object or chemical substance, legal or illegal, for any purpose is strictly prohibited.

LOYOLA reserves the right at any time and at its discretion to search Company vehicles, packages, containers, briefcases, purses, desks, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy.

Any employee in violation of this policy or who fail or refuse to permit a search under this policy will be subject to prompt disciplinary action up to and including termination.

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