

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-33

SUBJECT: Workplace Violence

Effective Date: 07-09-09

Revision Date:

LOYOLA strives to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

LOYOLA encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence.

Prohibited Conduct

The Company does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The Company will actively intervene at any indication of a potential hostile or violent situation.

The following list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Cause physical injury to another person
- Make threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentional damage of employer property or property of another employee
- Possession of a weapon while on Company property or while on Company business without appropriate permit
- Commit acts motivated by, or related to, sexual harassment or domestic violence

Reporting Procedures

Any potentially dangerous situation must be reported immediately to a supervisor or to the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. In order to maintain workplace safety and the integrity of its investigation, LOYOLA may suspend employees, either with or without pay, pending investigation.

Dangerous/Emergency Situations

If an employee hears or sees a commotion/disturbance, he/she should not attempt to intercede but contact a supervisor or employee for assistance and/or dial 911 for emergent situations.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to prompt disciplinary action up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.