

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-2

Effective Date: 08-28-00

SUBJECT: Americans with Disabilities Act (ADA) Statement

Revision Date: 07-09-09

LOYOLA is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

An employee with a disability who believes that he/she needs a reasonable accommodation to perform the essential functions of his/her job should contact the Human Resources Department. LOYOLA encourages individuals with disabilities to come forward and request reasonable accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the Human Resources Manager and the employee's supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that LOYOLA might make to help overcome those limitations.

LOYOLA will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, LOYOLA'S overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on LOYOLA'S ability to conduct business.

LOYOLA will inform the employee of its decision on the accommodation request. If the accommodation request is denied, the employee will be advised on his/her right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require LOYOLA to make the "best" possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be investigated and treated as confidential to the extent permissible by law.