

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-18

SUBJECT: Employment of Relatives

Effective Date: 07-09-09

Revision Date:

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must be considered when assigning, transferring or promoting an employee. For the purpose of this policy, immediate family includes: spouse, domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household.

Employees who become immediate family members may continue employment as long as it does not involve any of the above. If one of the conditions outlined above should occur, attempts will be made to find a suitable position within LOYOLA to which one of the employees will transfer. The Company will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. 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.