

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-1

SUBJECT: Equal Employment Opportunity

Effective Date: 06-17-98

Revision Date: 07-09-09

LOYOLA is committed to selecting and hiring the best and most qualified persons and provides an environment free from discrimination against applicants or employees based on race, color, national origin, religion, sex, age, disability, or any other protected class as established by law.

LOYOLA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

This policy of Equal Employment Opportunity applies to all terms and conditions of employment, including but not limited to, hiring, promotion, demotion, benefits, termination, layoff, transfer, leave of absence, selection for training (including apprenticeships) and compensation.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Any questions or concerns should be referred to the Human Resources Manager.

Appropriate disciplinary action will be taken against any employee violating this policy.