

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-21

SUBJECT: Exit Interview

Effective Date: 06-17-98

Revision Date: 07-09-09

In an effort to continuously monitor the quality of our services, identify areas of employee concern, and obtain useful suggestions for improvement, employees who voluntarily resign are asked to participate in an exit interview with the Human Resources Manager.

During the exit interview, the Human Resources Manager will inform the employee of the disposition of his/her benefits, personal leave time, retirement, and other related matters.