

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-13

SUBJECT: Initial Employment Period - Evaluation

Effective Date: 07-09-09

Revision Date:

Every new employee goes through an initial period of adjustment in order to learn about the Company and about his or her job. During this time the employee will have an opportunity to find out if he or she is suited to, and likes his or her new position. Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate the employee's work performance and attendance.

The initial employment period is ninety (90) days. During this time, the new employee will be provided with training and guidance from the immediate supervisor and/or designated team member. The employee may be discharged at any time during this period if the supervisor concludes that the new employee is not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment period may be extended. Additionally, as is true at all times during an employee's employment with the Company, employment is not for any specific time and may be terminated at will, by either the employee or the employer, with or without cause and without prior notice.

At the end of the initial employment period, the employee and the immediate supervisor will discuss the employee's performance. The supervisor will complete a Three Month Evaluation Form and make one of the following recommendations:

1. Progress is satisfactory
2. Reevaluate on a specified date
3. Termination

When the employee's progress is satisfactory, the employee will continue in LOYOLA'S employment as an at-will employee.

When the supervisor notates areas of concern relative to the employee's performance, reevaluation may be scheduled for a specified date (no later than 90 days). The time frame is based on the seriousness of the performance problem and the length of time required to improve performance.

When the supervisor deems there are performance and/or attendance problems and the employee may not be suited for the job, the supervisor must contact the Human Resources Department to discuss the specific problems. If termination is decided, either the supervisor, higher level manager in line of supervision, or the Human Resources Manager will inform the employee of the termination.

The Three Month Performance Evaluation must be discussed with the employee. Both the employee and the supervisor are required to sign the evaluation form before the supervisor forwards it to the Human Resources Department. All employees are entitled to a copy of their performance evaluation upon request.

The employee's signature indicates they have seen the form and does not necessarily indicate that they agree with its contents. If the employee refuses to sign the form, that should be so noted in the presence of a witness.