

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-12

Effective Date: 06-17-98

SUBJECT: Orientation of New Hires

Revision Date: 07-09-09

New employees will be informed of the Company policies and procedures and benefits upon employment. Familiarity with this information will allow the employees to work more effectively and promote a better employee-employer relationship.

All new employees will report to the Human Resources Department on their first day of employment. The Human Resources Manager will review the following topics with the employee:

1. New Hire Paperwork
2. Fringe Benefits Package
3. Payroll and Timesheet Processes
4. Three Month Performance Evaluation Process
5. Policies & Procedures Manual
6. Organizational Point of Contacts
7. Corporate Culture

After all the above is completed, the employee will report to his or her assigned work area. The immediate supervisor and the Human Resources Manager will be available for questions and/or concerns of the employee.