

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-15

Effective Date: 06-17-98

SUBJECT: Reference Checks

Revision Date: 07-09-09

Pre-Employment

In our efforts to employ qualified persons at LOYOLA, all candidates for employment will be subject to a background investigation. Former employers, personal references, and educational institutions may be contacted. Falsification, omission, or misrepresentation of information will be cause for denial of employment. If falsification or omissions are discovered after employment, the employee is subject to immediate termination.

The Human Resources Department will conduct all pre-employment investigations.

Reference Requests from Outside Companies

All inquiries regarding a current or former LOYOLA employee must be referred to the Human Resources Department. Supervisors and employees are not permitted to release any information.

Should an employee receive a written request for a reference, the employee shall refer the request to the Human Resources Department for handling. LOYOLA employees are not permitted to issue a reference letter on any current or former employee.

LOYOLA employees are not permitted to release information about any current or former LOYOLA employee over the telephone. All telephone inquiries regarding a current or former employee of LOYOLA must be referred to the Human Resources Department.

In response to an outside request for information regarding a current or former LOYOLA employee, the Human Resources Department will verify or furnish only an employee's name, dates of employment, and job title. No other data or information regarding any current or former LOYOLA employee will be furnished unless LOYOLA is required by law to furnish the information.

Current employees are permitted to give a personal reference, however, the reference will not be Company endorsed. Company letterhead may not be used for personal references.

Requests for Employment Information for Employee Personal Business

In order to facilitate personal business, an employee may request the Human Resources Manager to release employment date, job title, and salary information by telephone or fax.