

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-16

SUBJECT: Transfers and Promotions

Effective Date: 06-17-98

Revision Date: 07-09-09

LOYOLA encourages employees to assume higher-level positions or lateral transfers for which they qualify. When a position becomes vacant, an email is sent to all employees with the attached job posting. The position is also posted on the Company website.

Each employee requesting a transfer will be considered for the position along with all other applicants. The employee must have a good performance and attendance record to qualify for an internal transfer. Each transfer is judged on an individual basis, depending on the needs of both areas involved.

All final decisions regarding transfers will be made by management, in conjunction with the Human Resources Department.

Process for Transfers

An employee who wishes to apply for a transfer should discuss it first with his/her immediate supervisor and the Human Resources Department so that it may be determined if his/her skills fit the requirements of the desired job.

If it is determined that the employee is qualified to apply, the employee must contact the Hiring Authority for the position, forward his/her resume along with a written request for consideration as a candidate for the vacant position.

The Hiring Authority will review the qualifications based on information from the resume, interview, latest performance evaluation, and discuss it with the current supervisor.

If the employee is selected for the position, the Hiring Authority will notify all parties concerned and complete a Status Report Form indicating job title, effective date, name of new supervisor and any salary adjustments and forward it to the Human Resources Department. The Status Report Form must be approved and signed by the President or Executive Vice President.