

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-1

Effective Date: 06-17-98

SUBJECT: Attendance

Revision Date: 07-09-09

LOYOLA depends on their employees to attend work as scheduled. Attendance, punctuality, and dependability are essential at all times.

Employees are expected to be at work on time during all scheduled working hours. If the employee is unable to report to work, he/she must contact their immediate supervisor as early as possible and inform them of the absence. Employees must call in each day of an absence.

One (1) absence without proper notification may result in suspension of three (3) scheduled days without pay or termination. A second absence without proper notification within a one (1) year period may result in termination.

Two (2) consecutive absences without proper notification will be considered job abandonment and will result in termination.

Deficiencies in attendance, except as specifically defined below, will be corrected through the Disciplinary Action policy.

Absences for the following reasons are excluded from this policy:

- Personal leave time approved in advance
- Approved time off without pay scheduled in advance (leave of absence, military leave)
- Civic duty
- Bereavement leave
- Lost time due to worker's compensation injury or illness
- Authorized time off when work load is minimal

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-3

Effective Date: 07-09-09

SUBJECT: Break and Meal Period

Revision Date:

Rest Break

All employees are permitted a fifteen (15) minute rest break for each four (4) hour work period. Breaks are not permitted at the beginning of the work day to offset arrival time. At the supervisor's discretion, both rest breaks may be combined with the lunch period, not to exceed sixty (60) minutes. Employees who voluntarily work through their break periods will not be permitted additional compensation.

Meal Period

All employees who work an eight (8) hour day or more are permitted an unpaid meal break of thirty (30) minutes. Meal breaks are not counted toward worked hours. Employees are to be completely relieved from duty during their meal break. If an employee is required to perform any work duties while on his or her meal break period, the time spent working during the meal break will be counted toward the total hours worked.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-5

SUBJECT: Company Equipment

Effective Date: 07-09-09

Revision Date:

LOYOLA provides supplies, equipment, and materials necessary for employees to perform their job duties. These items are to be used solely for Company purposes. Employees are expected to exercise care in the use of Company equipment and property and use such property only for authorized purposes. Loss, damage, or theft of Company property should be reported immediately. Negligence in the care and use of Company property may be considered grounds for discipline up to and including termination.

Upon issuance of Company equipment, the employee must acknowledge receipt of the equipment by signing an Equipment Assignment Form. When the equipment is returned, the employee must resign the Equipment Assignment Form indicating the return of the equipment.

Upon termination of employment, the employee must return all Company equipment and property in his or her possession or control. If the employee does not return the Company equipment and/or property, LOYOLA will assess and determine a fair market value cost and deduct the cost from the employee's final paycheck.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-07

SUBJECT: Company Vehicles

Effective Date: 07-09-09

Revision Date:

Only employees with an unrestricted, valid driver's license may operate a Company vehicle to conduct LOYOLA business.

Accidents

Employees must report any accident, theft or malicious damage involving a Company vehicle to their supervisor and the Office Manager, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.

Insurance

The automobile insurance carrier will not insure drivers who have three (3) incidences in a three (3) year period; therefore, LOYOLA reserves the right to check an employee's driving history at any time. The employee will be required to complete a Release and Applicant Information Form which will allow LOYOLA to check their Department of Motor Vehicle (DMV) record.

If the insurance carrier drops coverage due to an employee's negative driving record, the employee will be terminated if driving is an integral part of his/her job duties.

Smoking, Alcohol and Drugs

Smoking is not permitted inside Company vehicles. Any employee operating a Company vehicle under the influence of alcohol or drugs or in an unsafe negligent manner will be disciplined up to and including immediate termination.

Search of Vehicle

LOYOLA reserves the right to search a Company vehicle at any time. Employees should not have any reasonable expectation of privacy with respect to Company vehicles.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-9

Effective Date: 06-17-98

SUBJECT: Computer, Email and Internet Usage

Revision Date: 07-09-09

LOYOLA recognizes that use of the internet has many benefits for LOYOLA and its employees. The internet and email make communication more efficient and effective. Employees are encouraged to use the internet appropriately. Unacceptable usage of the internet can place LOYOLA and others at risk.

Since all the computer systems and software, as well as the email and internet connection, are LOYOLA owned, all Company policies are in effect at all times. Any employee who abuses the privilege of LOYOLA facilitated access to email or the internet may be denied access to the internet and, if appropriate, is subject to disciplinary action up to and including termination.

Limited personal use of the internet is allowed and encouraged by LOYOLA; however, the employee-user is reminded that use of any and all of LOYOLA'S property is primarily for the purpose of LOYOLA'S business. Any personal use of the internet is expected to be on the user's own time and is not to interfere with the employee's job responsibilities.

Authentication Process

The employee-user must first be authenticated through a Company assigned network username and password. The username and password is the responsibility of the individual to whom it is assigned. Any unauthorized use of the username and password by other individuals (i.e., family members) to gain access to the Company network and internet makes the employee-user responsible for any and all actions of those individuals.

Ethical Use of the Internet

LOYOLA encourages their employees to explore the vast resources available on the internet; however, employees must use discretion in the sites that are accessed.

At any time and without prior notice, LOYOLA management reserves the right to examine email, personal file directories, and other information stored on the Company's computers. This examination helps to ensure compliance with internal policies and supports the performance of internal investigations.

The IT Department may monitor access to the internet. Use of the internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Company policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are prohibited from accessing the internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity to include piracy, cracking, and copyright infringement. Employee-users are forbidden from using profanity or vulgarity when posting electronic mail via the internet or posting to public forums. Any electronic mail sent or postings made to public newsgroups must fall within these ethical standards.

The employee-user must abide by all federal and state laws with regard to information sent through the internet. The employee-user may not send protected health information (PHI) via the internet in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

LOYOLA prohibits Company proprietary and/or confidential information and trade secrets from being transmitted over the internet.

Each employee-user is responsible for the content of all text, audio or images that he/she places or sends over the Company's internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. LOYOLA'S name is attached to all messages; therefore discretion must be used in formulating messages. Email is not guaranteed to be private or confidential.

Employee-users are prohibited from using internet access through LOYOLA systems for any other business or profit making activities.

Downloading Software

LOYOLA employees are only entitled to use licensed software (sourced from LOYOLA or the client) for business purposes, on either LOYOLA provided or client provided computer equipment. If employees are in any doubt as to the software they are licensed to use, they should contact the IT Department. LOYOLA accepts no responsibility for software licensing violations that an employee may incur relative to using software that has not been authorized by LOYOLA or the client.

Employee-users are prohibited from downloading software from the internet without prior approval from the IT Department. Downloading of games from the internet is prohibited. Downloading of any executable files or programs which change the configuration of the computer system by anyone other than the IT Department is prohibited. The employee-user should take extreme caution when downloading software or files from the internet. All files or software must be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into LOYOLA'S network. It is mandatory that the employee-user comply with copyright and trademark laws when downloading material from the internet.

If the employee-user finds that any damage occurred as a result of downloading software or files, the incident must be reported immediately to the IT Department.

Right to Monitor

All Company supplied technology, including computer systems, electronic communications, and Company related work records belong to LOYOLA and not the employee; therefore, LOYOLA reserves the right to examine, monitor, and regulate email messages, directories, files, and internet usage.

Monitoring includes active attacks by authorized LOYOLA personnel to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of the Company system constitutes consent to monitoring for these purposes.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-11

SUBJECT: Conduct

Effective Date: 06-17-98

Revision Date: 07-09-09

To ensure efficient operations and provide the best possible work environment, LOYOLA expects employees to follow rules of conduct that will protect the interest and safety of all employees, customers, and the Company.

All employees are expected to be honorable in all their dealings; conducting themselves in a manner enhancing the image of the Company.

The following are examples of infractions of rules of conduct. This list is not exhaustive and is not intended to be comprehensive:

- Insubordination; refusal to follow management direction in regards to a job-related task
- Theft, abuse, or misuse of LOYOLA/Customer property or another employee's property
- Falsification of a Company record or report or any deliverable to a customer
- Deliberate access of confidential and/or government files, information or data without permission
- Unauthorized disclosure of confidential information
- Use of abusive or offensive language
- Engaging in physical violence
- Use of alcoholic beverages on the premises or reporting to work under the influence of alcohol
- Possession of weapons or explosives on LOYOLA or customer premises
- Possession, distribution or use of a controlled substance other than a drug prescribed by a physician
- Sexual or other unlawful harassment
- Conduct which could be perceived unbecoming to either the employee or the Company

All instances of misconduct should be immediately referred to the Human Resources Department.

Employees who fail to maintain proper standards of conduct toward their work, co-workers or customers, are subject to appropriate disciplinary action up to and including termination.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-13

Effective Date: 07-09-09

SUBJECT: Confidentiality

Revision Date:

All LOYOLA records and information relating to LOYOLA or its customers are confidential and employees must treat all matters accordingly.

No LOYOLA or LOYOLA-related information, including without limitation, documents, notes, files, records, computer files, or similar materials (except in the ordinary course of performing duties on behalf of the Company) may be removed from LOYOLA premises without permission from LOYOLA.

All contents of records or information obtained in regard to business may not be disclosed to anyone except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently, through casual conversation to any unauthorized person inside or outside the Company.

Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

Employees will be subject to appropriate disciplinary action up to and including termination for knowingly or unknowingly revealing information of a confidential nature.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-15

Effective Date: 06-17-98

SUBJECT: Disciplinary Action

Revision Date: 07-09-09

All employees are expected to meet LOYOLA'S standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with the Company's policies and procedures.

Discipline will be taken when LOYOLA determines that it is necessary to remind employees of Company standards of work performance and conduct, or to correct employee behavior which may have a negative impact upon clients, fellow employees, the public, and LOYOLA operations. All disciplinary action will be administered in an equitable and consistent fashion.

Although LOYOLA employees are employed at-will, the Company's best interests are served by fair treatment of employees and when necessary, discipline which is prompt, uniform, and appropriate under the circumstances. Disciplinary action may be in the form of oral warning, written warning, final warning/suspension, administrative leave, or termination, depending upon the severity of the infraction and the employee's work history and work performance. However, immediate termination may be appropriate under all the circumstances.

Disciplinary action will normally be initiated by the employee's immediate supervisor. Supervisors will consult with the Human Resources Manager and/or Executive Management if there is any question concerning the appropriate form of discipline. Supervisors must consult the Human Resources Manager or Executive Management prior to a written warning, final warning/suspension, administrative leave, or termination.

Oral Warning

If an oral warning is appropriate, the employee will be advised of the nature of the infraction, the change that is necessary in behavior or performance, and the consequences if such behavior or performance is not corrected. The supervisor must write a memorandum documenting the discussion in the event the behavior or performance is not corrected and forward it to the Human Resources Department to be placed in the employee's personnel file. The intent of the oral warning is an informal discussion. The employee is not required to sign the documentation.

Written Warning

The supervisor must discuss the problem and present a written warning to the employee after consultation with the Human Resources Manager. The warning must clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the correction action and the consequences (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and include any additional comments before signing it. A record of the discussion and the employee's comments will be placed in the employee's personnel file in the Human Resources Department.

Both the employee and the supervisor are required to sign the Counseling Form. If the employee refuses to sign the form, that should be so noted.

Employees who have received formal written warnings are not eligible for salary increases, bonus awards, promotions, or transfers during the warning period.

Final Warning/Suspension

The supervisor must discuss the problem and present a final warning/suspension to the employee after consultation with the Human Resources Manager and/or Executive Management. Where appropriate, an employee may be given a disciplinary suspension of one or more days without pay. Suspensions will be documented on the Counseling Form. The employee should acknowledge receipt of the final warning/suspension and include any additional comments before signing it. A record of the discussion and the employee's comments will be placed in the employee's personnel file in the Human Resources Department. Suspensions will be made only after consultation by the supervisor with the Human Resources Manager or Executive Management.

Both the employee and the supervisor are required to sign the Counseling Form. If the employee refuses to sign the form, that should be so noted.

Employees who have received formal written warnings are not eligible for salary increases, bonus awards, promotions, or transfers during the warning period.

Termination

Termination may be appropriate for an employee who has not corrected problems identified in prior discipline, who shows inability or unwillingness to change behavior or conduct, or who engages in work performance or conduct which warrants immediate termination on the first offense. A termination will be made only after consultation by the supervisor with the Human Resources Manager or Executive Management.

LOYOLA reserves the right to take appropriate disciplinary action, including termination, where, in the judgment of the Company, the employee has engaged in unacceptable conduct or unsatisfactory work performance which is contrary to the best interests of the Company and/or its clients.

All disciplinary action will be undertaken by the Company in a fair and nondiscriminatory fashion and in accordance with the Company's Equal Employment Opportunity policy. Any questions about this policy should be referred to the Human Resources Manager.

Examples of situations which warrant immediate termination are below. The list is intended to be representative of the types of activities that may result in termination. It is not exhaustive and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and the Company. The list does not restrict LOYOLA'S rights to establish or change personnel and operational policies, or the Company's right to take disciplinary action which it deems appropriate under the circumstances.

The following are some examples of grounds for immediate termination of an employee:

- Unprofessional conduct
- Breach of trust or dishonesty
- Falsification of company records
- Willful violation of an established policy or rule
- Gross negligence
- Insubordination or intentional failure to carry out an instruction of a supervisor or manager
- Violation of the Non-Discrimination & Anti-Harassment and Equal Opportunity policies
- Falsification of timesheets
- Undue and unauthorized absence from duty during regularly schedule work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any coworker, visitor, or customer of LOYOLA
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of LOYOLA
- Excessive absenteeism or lateness
- Marring, defacing, or other willful destruction of any supplies, equipment, or property of LOYOLA
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Drug-Free Workplace/Workforce policy
- Refusing an overtime assignment without good reason
- Violation of the Company's Conflict of Interest and Outside Employment Statement
- Gambling, conducting games of chance or possession of such devices on the premises during work hours
- Sleeping on duty

Security Violations: Employees with Active Security Clearances

Security Violations

A security violation or infraction is any breach of security regulations, requirements, procedures or guidelines, whether or not a compromise results. No matter how minor, any security infraction must be reported immediately to the Facility Security Officer so that the incident may be evaluated and any appropriate action taken.

The following are examples of security violations:

- Leaving a classified file or security container unlocked and unattended either during or after normal working hours.
- Keeping classified material in a desk or unauthorized cabinet, container, or area.
- Leaving classified material unsecured or unattended on desks, tables, cabinets, or elsewhere in an unsecured area, either during or after normal working hours.
- Reproducing or transmitting classified material without proper authorization.
- Losing your security badge.
- Removing classified material from the work area in order to work on it at home.
- Granting a visitor, contractor, employee or any other person access to classified information without verifying both the individual's clearance level and need-to-know.

- Discussing classified information over the telephone, other than a phone approved for classified discussion.
- Discussing classified information in lobbies, cafeterias, corridors, or any other public area where the discussion might be overheard.
- Carrying safe combinations or computer passwords (identifiable as such) on one's person, writing them on calendar pads, keeping them in desk drawers, or otherwise failing to protect the security of a safe or computer.
- Failure to mark classified documents properly.
- Failure to follow appropriate procedures for destruction of classified material.

Major Violations

The significance of a security violation does not depend upon whether information was actually compromised. It depends upon the intentions and attitudes of the individual who committed the violation.

Ability and willingness to follow the rules for protection of classified information is a prerequisite for maintaining your security clearance. Although accidental and infrequent minor violations are to be expected, deliberate or repeated failure to follow the rules is definitely not. It may be a symptom of underlying attitudes, emotional, or personality problems that are a serious security concern.

The following behaviors are of particular concern and may affect your security clearance:

- A pattern of routine security violations due to inattention, carelessness, or a cynical attitude toward security discipline.
- Taking classified information home, ostensibly to work on it at home, or carrying it while in a travel status without proper authorization.
- Prying into projects or activities for which the person does not have (or no longer has) a need-to-know. This includes requests for classified publications from reference libraries without a valid need-to-know, or any attempt to gain unauthorized access to computer systems, information, or data bases.
- Intoxication while carrying classified materials or that causes one to speak inappropriately about classified matters or to unauthorized persons.
- Deliberate revelation of classified information to unauthorized persons to impress them with one's self-importance.
- Copying classified information in a manner designed to obscure classification markings. This may indicate intent to misuse classified information.
- Making unauthorized or excessive copies of classified material. Going to another office to copy classified material when copier equipment is available in one's own work area is a potential indicator of unauthorized copies being made.
- Failing to report requests for classified information from unauthorized individuals.

A graduated scale of disciplinary actions to be taken against employees who violate security requirements has been established and will be applied as follows:

Minor Violations

1. First offense: a formal verbal warning by the Facility Security Officer.
2. Second offense within a 12-month period: a letter of reprimand to the individual from the Facility Security Officer.
3. Third offense within a 12-month period: Suspension/Termination of employee's security clearance.

Major Violations

1. First offense: a formal verbal warning by the Facility Security Officer.
2. Second offense within a 12-month period: a letter of reprimand to the individual from the Facility Security Officer.
3. Third offense within a 12-month period: 1) Loss of security clearance, 2) arrest, 3) imprisonment or fines.

Any severe violation could result in immediate termination of the employee's security clearance.

Failure to report a security violation is itself a security violation and may be a very serious concern.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-17

SUBJECT: Dress Code

Effective Date: 06-17-98

Revision Date: 07-09-09

LOYOLA strives to maintain a professional image both at work and in our community. LOYOLA considers it very important that employees are well groomed, neat, and dress appropriately for their job function. The Company has adopted a casual business dress code but emphasizes some positions may call for dressier attire. Appropriate dress and hygiene are important in promoting a positive image to our customers.

While the Company observes a casual dress environment, there may be situations requiring more formal attire. If an employee is conducting or attending meetings, conferences, etc., where they come in contact with other business professionals, they are expected to represent the Company in a professional manner and dress appropriately for conducting such business.

The following clothing is not acceptable:

- Clothing with profanity, nude or semi-nude pictures
- Sexually suggested slogans
- Sexually provocative clothing
- Spandex
- Clothing with sports teams or cartoons
- Logo clothing
- Halter tops and crop tops
- Flip flop shoes
- Exposed undergarments or observable lack of undergarments
- Hats in the office environment

The Human Resources Manager will be responsible for answering questions and resolving issues on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the Company's goal.

Jewelry, Tattoos, and Body Piercings

All employees should exercise sound business judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. LOYOLA recognizes, however, that personal appearance is an important element of self-expression. As a result, LOYOLA wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry, tattoos, and body piercings unless they conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in.

Factors used to determine whether jewelry, tattoos, or body piercings pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks

- Perceived offense on the basis of race, sex, religion, etc.
- Community norms
- Customer complaints

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, etc. Management reserves the right to make the final determination.

If an employee violates the dress code policy, he/she may be sent home to change into acceptable attire. Any form of disciplinary action taken will be in accordance to our Disciplinary Action policy.

All disciplinary action will be undertaken by the Company in a fair and non-discriminatory fashion and in accordance with the Company's Equal Employment Opportunity policy.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-19

SUBJECT: Grievance Procedure

Effective Date: 06-17-98

Revision Date: 07-09-09

To foster sound employee-employer relations through communications and reconciliation of work related issues, LOYOLA provides employees with an established procedure for expressing their employment related concerns.

If an employee believes that he/she has a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) through discussions with their immediate supervisor. If the issue involves the supervisor, the employee should go to the next level supervisor.

If the situation is not resolved within five (5) working days from the time the complaint was discussed with the employee's immediate supervisor, barring extenuating circumstances, it should be brought to the attention of the next level supervisor or the Human Resources Manager with written documentation. The Company will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.

If the aggrieved is not satisfied with the decision, he/she may appeal to the President within five (5) days of the decision. The President's decision is the final step in the grievance resolution process. The President's decision is final and all parties concerned are expected to abide by his decision.

All complaints will be undertaken by LOYOLA in a fair and non-discriminatory fashion and in accordance with the Company's Equal Employment Opportunity policy.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-21

SUBJECT: Inclement Weather

Effective Date: 07-09-09

Revision Date: 02-10-10

Employees are essential to the operations of the Company; therefore, in times of inclement weather each employee should make every effort to report to work as scheduled. Employees are encouraged to tune into the local radio and television stations for weather updates.

GOVERNMENT CONTRACT EMPLOYEES

Employees who work on an off-site government operated facility will comply with the following if the government announces a closing or delay due to inclement weather.

Essential and Non-essential Personnel

As a rule all Loyola employees who work on government operated sites are considered non-essential personnel unless you are informed by your Task Lead that you are deemed "essential personnel". If the site is either closed or experiences a delayed opening for non-essential personnel, you will follow the directions for non-essential personnel.

Exceptions

Occasionally employees are involved in supporting a critical training or rehearsal events or other time critical functions. The prime contractor(s) working through their Task Leads will let specific employees know if they should report to work, regardless of the general closing announcement.

Time Charging

If an off-site government operated facility is closed or there is an announcement to delay reporting for non-essential personnel; employees will not charge for time away from work. The employee will use either personal leave time (PLT), flex their work schedule and make up the hours missed, or take leave without pay (LWOP). If the employee chooses to use either PLT or LWOP they must complete and submit an HR15-Leave Request Form to their Loyola Site Manager.

If an off-site government operated facility is closed after employees arrive for work or they are released early by their Task Lead, employees may flex their work schedule.

If the employee chooses to flex his/her hours, the hours must be made up within the same month.

If an off-site facility is closed for an extended period, Executive Management reserves the right to arrange for off-site employees to report to a LOYOLA facility.

CORPORATE EMPLOYEES

In times of dire inclement weather, Executive Management will collaborate and make a determination whether the corporate office and Hampton Facility will maintain normal operations, open later in the day, or close for the day.

Facility Closed

If either of the offices is deemed to be closed for a full day, exempt employees will receive their regular pay for the day. Full-time hourly employees will receive a maximum of eight (8) hours of pay for the day.

If either of the offices is closed for more than one (1) day, it is at the President's discretion to determine whether employees will be paid for the additional days of closure.

If either of the offices close after employees have reported to work, the full-time hourly employees will receive eight (8) hours of pay for the day.

If an office closes but is expected to reopen later in the day, employees are expected to be on standby status and be prepared to report to work upon opening. Full-time hourly employees will receive a maximum of eight (8) hours of pay for the day.

Upon management approval, an employee may work from home.

Facility Open

If an employee elects not to report to work on a facility open day, the employee can use personal leave time (PLT), flex their work schedule and make up the hours missed, or take leave without pay (LWOP).

If a full-time hourly employee elects to leave work early before the facility is deemed closed, the employee can use personal leave time (PLT) or flex their work schedule and make up the hours missed.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-23

SUBJECT: Office and Cellular Phones

Effective Date: 08-28-00

Revision Date: 08-10-09

Office Telephones

It is essential that LOYOLA employees project a professional, courteous telephone manner at all times.

Employees are not permitted to make personal long distance calls on Company telephones except for emergency situations. For an emergency situation, prior approval must be obtained from the employee's supervisor.

Company Issued Cellular Phones

Where job or business needs demand immediate access to an employee, the Company may issue a business cellular phone to an employee for work related communications. The employee's supervisor is responsible for completing an Equipment Assignment Form indicating receipt of the cellular phone. The Form will be kept in the employee's personnel file.

If the employee goes over the allotted minutes on the plan, he/she may be responsible for paying the overage to the Company.

Employees in possession of a Company cellular phone are expected to protect the equipment from loss, damage or theft. Upon termination of employment, or at any time upon request, the employee may be asked to return the cellular phone and re-sign the Equipment Assignment Form indicating return of the cellular phone.

Personal Cellular Phones

Employees may carry and use personal cellular phones while at work. Use of a personal cellular phone must not cause disruptions or loss in productivity. LOYOLA recommends that cellular phones are set to silent or vibrate mode to ensure incoming calls do not disrupt coworkers.

Cellular Phones at Customer Facilities

Cellular phones may be prohibited on secured facilities. Should an employee's workplace prohibit cellular phones, the employee must leave their cellular phone in their automobile upon arrival to work.

Conducting Business on Cellular Phone While Driving a Vehicle

LOYOLA encourages employees to refrain from using a cellular phone while driving. All employees are expected to follow applicable state and federal laws or regulations regarding the use of cellular phones while driving a vehicle.

Upon an employee's request, hands-free equipment will be provided with Company issued phones.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-25

SUBJECT: Personal Relationships in the Workplace

Effective Date: 07-09-09

Revision Date:

Consenting intimate relationships between employees may at some point lead to complications and significant difficulties for all concerned. Any such relationship, therefore, may be contrary to the best interests of LOYOLA. The Company strongly discourages such relationships as dating between employees.

LOYOLA recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

This policy shall apply without regard to gender or sexual orientation of the participants in a relationship of the kind described.

Relationship Between Supervisor/Manager and Employee

If an intimate relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the Human Resources Department. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

Upon being informed or learning of the existence of such a relationship, the Human Resources Department and Executive Management may take all steps that it, in its discretion, deems appropriate. The supervisor/manager must withdraw from participation in activities or decisions (including but not limited to hiring, evaluations, promotions, compensation, work assignments, and discipline) that may reward or disadvantage an employee with whom the supervisor/manager has or has had such a relationship.

Relationship Between Employees

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, attempts will be made to find a suitable position within LOYOLA to which one of the employees can transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company will decide in its sole discretion who will remain employed.

Adverse Impact on Employee

In order for the Company to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship is encouraged to make his or her views about the matter known to a supervisor, the Human Resources Department, or Executive Management.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-27

Effective Date: 08-28-00

SUBJECT: Purchasing

Revision Date: 07-09-09

The Department Heads and designated personnel have the authority and sole responsibility for purchasing all goods and services required by LOYOLA. No other employees are authorized to commit LOYOLA for any product, source of supply, etc.

Approval to Purchase

Final negotiations and orders for direct and non-direct purchases over \$500.00 must be approved by Executive Management. All approved orders over \$500.00 are to be discussed with Executive Management and the Controller to determine appropriate financing arrangements.

Purchase Orders

Each department has a coding system to generate a purchase order. All purchases of goods and services will be initiated with a LOYOLA purchase order.

Property Acquisition

Department Heads and designated personnel are responsible for contacting vendors and obtaining pricing information in order to receive approval prior to ordering. Only the President is authorized to approve capital assets.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-29

Effective Date: 06-17-98

SUBJECT: Smoke-Free Workplace

Revision Date: 07-09-09

Medical evidence clearly indicates that smoking is harmful to the health of smokers and that prolonged exposure to second hand smoke may seriously threaten the health of nonsmokers. LOYOLA believes in the importance of maintaining a healthy lifestyle in order to achieve the benefits of a better quality of life. In an effort to promote a healthful work environment, smoking and the use of tobacco products is prohibited in all LOYOLA workplace facilities and vehicles.

The only designated smoking area at LOYOLA is outdoors. No one may smoke along any pathway or walkway leading to the entrance of the facility. Employees may smoke in their personal vehicles but the smoke and tobacco products must be completely contained within the vehicle. Employees and visitors must not be subjected to smoke in order to reach their vehicle or any other destination on the Company premises.

Smokers and users of tobacco products must dispose of the remains in the proper containers.

Individuals who smoke are expected to comply with the existing policy regarding breaks. Refer to Policy Number III-3: Break and Meal Period.

Visitors and temporary staff are expected to abide by the terms of this policy.

Smoking Cessation Program

LOYOLA offers its employees the opportunity to participate in a Smoking Cessation Program. Those who participate will qualify for a health insurance premium discount. Smokers who wish to quit smoking are encouraged to contact the Human Resources Department for information on the Smoking Cessation Program available to them.

All employees share in the responsibility for adherence to and enforcement of this policy. Failure to abide by this policy will result in disciplinary action up to and including termination.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-31

Effective Date: 07-09-09

SUBJECT: Threatening Materials in the Workplace

Revision Date:

To ensure that LOYOLA maintains a workplace safe and free of violence for all employees, the Company prohibits employees from bringing threatening materials into the workplace. Threatening materials may be defined as, but are not limited to, firearms, ammunition, explosives, chemical substances, knives, and other weapons that might be considered dangerous or that could cause harm.

Possessing, using, or threatening to use any type of offense object or chemical substance, legal or illegal, for any purpose is strictly prohibited.

LOYOLA reserves the right at any time and at its discretion to search Company vehicles, packages, containers, briefcases, purses, desks, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy.

Any employee in violation of this policy or who fail or refuse to permit a search under this policy will be subject to prompt disciplinary action up to and including termination.

Visitors and temporary staff are expected to abide by the terms of this policy.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-33

SUBJECT: Workplace Violence

Effective Date: 07-09-09

Revision Date:

LOYOLA strives to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

LOYOLA encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence.

Prohibited Conduct

The Company does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The Company will actively intervene at any indication of a potential hostile or violent situation.

The following list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Cause physical injury to another person
- Make threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentional damage of employer property or property of another employee
- Possession of a weapon while on Company property or while on Company business without appropriate permit
- Commit acts motivated by, or related to, sexual harassment or domestic violence

Reporting Procedures

Any potentially dangerous situation must be reported immediately to a supervisor or to the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. In order to maintain workplace safety and the integrity of its investigation, LOYOLA may suspend employees, either with or without pay, pending investigation.

Dangerous/Emergency Situations

If an employee hears or sees a commotion/disturbance, he/she should not attempt to intercede but contact a supervisor or employee for assistance and/or dial 911 for emergent situations.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to prompt disciplinary action up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.