

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-1**

**Effective Date: 06-17-98**

**SUBJECT: Equal Employment Opportunity**

**Revision Date: 12-08-14**

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LOYOLA is committed to selecting and hiring the best and most qualified persons and provides an environment free from discrimination against applicants or employees based on race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or any other protected class as established by law.

LOYOLA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

This policy of Equal Employment Opportunity applies to all terms and conditions of employment, including but not limited to, hiring, promotion, demotion, benefits, termination, layoff, transfer, leave of absence, selection for training (including apprenticeships) and compensation.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Any questions or concerns should be referred to the Human Resources Manager.

Appropriate disciplinary action will be taken against any employee violating this policy.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employment Practices

**Number:** I-2

**Effective Date:** 08-28-00

**SUBJECT:** Americans with Disabilities Act (ADA) Statement

**Revision Date:** 07-09-09

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LOYOLA is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

An employee with a disability who believes that he/she needs a reasonable accommodation to perform the essential functions of his/her job should contact the Human Resources Department. LOYOLA encourages individuals with disabilities to come forward and request reasonable accommodation.

#### **Procedure for Requesting an Accommodation**

On receipt of an accommodation request, the Human Resources Manager and the employee's supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that LOYOLA might make to help overcome those limitations.

LOYOLA will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, LOYOLA'S overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on LOYOLA'S ability to conduct business.

LOYOLA will inform the employee of its decision on the accommodation request. If the accommodation request is denied, the employee will be advised on his/her right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require LOYOLA to make the "best" possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be investigated and treated as confidential to the extent permissible by law.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION: Employment Practices**

**Number: I-3**

**Effective Date: 06-17-98**

**SUBJECT: Non-Discrimination and Anti-Harassment**

**Revision Date: 07-09-09**

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LOYOLA is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, LOYOLA expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

#### **Equal Employment Opportunity**

It is the policy of LOYOLA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, or any other classification protected by law. LOYOLA prohibits and will not tolerate any such discrimination or harassment.

#### **Definitions of Harassment**

- a. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purpose of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, which is harassment that does not involve sexual activity or language (i.e., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

- b. Harassment on the basis of any other protected classification is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, or any other classification protected by law or that of his/her relatives, friends, or associates, and that:

- (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to LOYOLA (i.e., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Retaliation Is Prohibited**

LOYOLA prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **Reporting an Incident of Harassment, Discrimination, or Retaliation**

LOYOLA strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to LOYOLA'S policy or who have concerns about such matters should file their complaints with their immediate supervisor, the Human Resources Manager, the Executive Vice President, or the President of LOYOLA before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other LOYOLA designated representatives identified above.

In addition, LOYOLA encourages individuals who believe they are being subjected to such conduct to promptly inform the offender that his or her behavior is unwelcome and request that it be discontinued.

### **IMPORTANT NOTICE TO ALL EMPLOYEES:**

**Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.**

**Also note that federal, state, and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.**

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, LOYOLA strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. LOYOLA will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees.

False and malicious complaints of harassment, discrimination, or retaliation as opposed to complaints which even if erroneous, are made in good faith, may be subject to appropriate disciplinary action.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Individuals are required to participate in the investigation and to be truthful.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate disciplinary action.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, but is not limited to, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, demotion, reassignment, temporary suspension without pay or termination, as LOYOLA deems appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the President of LOYOLA.

Individuals who have questions or concerns about these policies should contact the Human Resources Manager.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work related social activities or discussions in order to avoid allegations of harassment. The law and the policies of LOYOLA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employment Practices

**Number:** I-4

**Effective Date:** 08-28-00

**SUBJECT:** Affirmative Action

**Revision Date:** 07-09-09

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LOYOLA firmly supports the concept of equal opportunity for all and takes active steps to promote employment and advancement of the disabled. This philosophy is a reflection of the personal convictions of LOYOLA's executive management and has been given full expression in the Company's Affirmative Action Plans (AAP) throughout the Company's history. The AAP's express affirmative action in employing, training, developing, and promoting employees of "protected classes" for all people who have in the past suffered from the intentional or unintentional imposition of constraints against their employment and advancement in American business and industry.

The following are brief definitions of the legally accepted protected classes.

**Minorities** - Specific minority groups are designated by statute as those deserving of special protection under the law. Persons generally considered to be, or who identify themselves to be, parts of a given minority community are considered to fall within that particular protected class. The racial/ethnic protected groups are (USGPO 1980-326-321):

- Black or African American (not of Hispanic origin) - All persons having origins in any of the black racial groups of Africa.
- Hispanic or Latino - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian - All persons having origins in any of the original Peoples of the Far East, Southeast Asia, and the Indian Subcontinent.
- Native Hawaiian or other Pacific Islander – All person having origins in any of the Peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native - All persons having origins in any of the original Peoples of North and South America, and who maintain cultural identification through tribal affiliations or community attachment.

**Women** - All women are included as a protected class by virtue of the socially imposed positions or salaries in the business and professional world.

**Disabled Veterans and Vietnam Era Veterans**

- Disabled veterans are those entitled to disability compensation, under laws administered by the Veterans Administration, by the virtue of a disability established as 30% or more or because of discharge or release from active duty for a disability incurred or aggravated in the line of duty.
- Vietnam era veterans are those who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and who were discharged or released from active duty with other than a dishonorable discharge.

### **Protected Classes**

Certain minority groups have historically been victims of discrimination in employment and in other basic aspects of their relationships with American society. In order to put an end to the effects of this historic discrimination and to rectify wrongs inflicted over the centuries, the U.S. Government has required establishment of the Affirmative Action Program Plans within American businesses. These plans, which map out positive actions and set goals for employment and promotion of the affected minority groups, have the full support of LOYOLA management. It is the conviction of all the officials of the Company that everyone is unique, that people cannot and should not be judged and characterized in broad racial and ethnic groupings, but only individually. This recognition of the individual character and worth of each person is a moral and ethical obligation of everyone who represents the Company.

The same philosophy as that expressed above, applies equally to women in the workplace. Not only should women be employed on the basis of individual capability, but their status and salary should reflect their contributions to the Company at the same rate that those contributions would be rewarded if the employees were men.

The Americans with Disabilities Act (ADA), although not strictly an Affirmative Action Program, makes discrimination against disabled persons illegal. The ADA requires employers to "level the playing field" for disabled persons.

The men and women who have served in our armed forces have contributed significantly to the preservation of our nation. In order to minimize the injurious impact of wartime military service on these men and women, the Government enacted the Vietnam Era Veterans Readjustment Assistance Act of 1974. The purpose of the act is to ensure that Government contractors take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. It is essential that all managers and supervisors be aware of LOYOLA's commitment to affirmative action for qualified disabled veterans and veterans of the Vietnam era in their personnel actions. Full cooperation from each employee in implementing this program is expected.

### **Responsibility**

The Human Resource Manager serves as the Director of Equal Employment Opportunity and is responsible for formulating, implementing, coordinating, and monitoring all efforts. The Human Resource Manager reports directly to the President and has complete support in implementing and monitoring the corporate-wide Affirmative Action Program.

It is the responsibility of each supervisor, manager, and executive to support and, if necessary, to enforce the provisions of this policy. All company officials are encouraged to suggest ways to improve the Company's performance in Equal Opportunity and Affirmative Action.

All employees are expected to support and comply with the Company's Equal Opportunity Affirmative Action Policy.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION:** Employment Practices

**Number:** I-5

**SUBJECT:** Social Security Number

**Effective Date:** 07-09-09

**Revision Date:**

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It is the policy of LOYOLA to protect the confidentiality of social security numbers obtained and used in the course of business from its employees. All executives, managers, and employees are expected to adhere to this policy. Any employee violating the provisions of this policy will be disciplined up to and including termination.

**Collection of Social Security Numbers**

Social security numbers will be collected from employees as required in order to meet federal and/or state and Company reporting requirements. These purposes include but are not limited to:

- conduct employment background checks
- conduct driving record history checks
- verify eligibility for employment
- withhold federal and state taxes from payroll
- comply with state new-hiring reporting
- facilitate enrollment in benefit plans
- facilitate coverage for automobile insurance

Social security numbers may also be collected from independent contractors who do not have an employer identification number (EIN). Social security numbers obtained from independent contractors will be subject to the same provisions of this policy as those for employees.

**Use of Social Security Numbers**

With the exception of the above-referenced reasons, no social security number will be used to conduct Company business. Social security numbers will not be used for the following purposes: identification badges, timesheets, employee roster, employee identification records, computer passwords, Company account records, licenses, agreements or contracts.

Social security numbers will not be used in open computer transmissions, Company distributions, or through the Company intranet except where such transmission of information is by secure connection or is encrypted.

**Storage and Access to Social Security Numbers**

All documents containing social security numbers will be stored in locked secured areas. All computer applications containing social security numbers will be maintained on authorized-access computer stations only.

Only persons who have a legitimate business reason will have access to social security numbers. Those granted access must take all necessary precautions to ensure the integrity of records at all times.

**Destruction of Social Security Numbers**

Records that include social security numbers will be maintained in accordance with federal and state laws. When the retention period has expired and such documents are released for destruction, the records will be destroyed by shredding.



**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION:** Employment Practices

**Number:** I-6

**Effective Date:** 06-17-98

**SUBJECT:** Drug-Free Workplace/Workforce

**Revision Date:** 07-09-09

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It is LOYOLA'S objective to ensure that all LOYOLA entities maintain a drug-free workplace and workforce. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances by employees on LOYOLA or assigned premises is prohibited. Offenders of this policy will be subject to Company sanctions, up to and including termination.

As a Federal contractor, LOYOLA complies with contractual obligations based on various laws and regulations. This policy and its implementing procedures serve to define and direct fulfillment of these obligations as they relate to the maintenance of a drug-free workplace and workforce.

LOYOLA recognizes the destructive effects in the workplace of unlawful controlled substances and their use by employees. In promulgating this drug-free workplace/workforce policy, LOYOLA affirms its conviction that the program will be cost-effective and beneficial for the Company as a whole.

**DRUG-FREE WORKPLACE NOTE: THIS PROCEDURE APPLIES TO ALL LOYOLA PERSONNEL NOT WORKING IN SENSITIVE POSITIONS.**

**PURPOSE:** To provide instructions for implementing LOYOLA policy, in support of Public Law 100-440, which requires government contractors to maintain a Drug-Free Workplace.

**APPLICABILITY:** This procedure applies to all personnel of LOYOLA at all levels, as well as to subcontractors, Labor Hour Contractors, independent consultant service providers, and temporary employees working at LOYOLA facilities.

**RESPONSIBILITY:**

- A. Executives, managers, and supervisors are responsible for ensuring that this procedure is carried out in their respective areas of authority.
- B. Every employee is responsible for his/her own adherence to the provisions of this Policy/Procedure.
- C. The Human Resources Department is responsible for review and approval/disapproval of employee assistance arrangements at all locations.

**PROCEDURE:**

- A. Condition of Employment. Each employee must certify his/her understanding of this Policy and Procedure by signing the "Drug Awareness Policy Statement". (See Attached). The signer undertakes to:
  - 1. Abide by the provisions of this Policy and Procedure.
  - 2. Apprise his/her supervisor (immediate supervisor or another higher level supervisor in the same line of supervision) of any suspected or known infractions of this procedure.

3. Respect the confidentiality of information learned concerning drug testing of other persons.
  4. If convicted of a drug offense, inform his/her supervisor or the Human Resource Department within five days.
- B. Counseling Resource for Employees. Employees in need of counseling and who are enrolled under LOYOLA'S health insurance should contact the customer service department of the health insurance company to be referred to the appropriate mental health provider.
1. Self referral. An employee who perceives that he/she has drug abuse problems may make personal arrangements for a consultation. As necessary, the counselors, who are independent of LOYOLA, may make referrals for assistance which may or may not be covered under group health insurance. If not covered, payment for further required assistance is the responsibility of the employee. The counselor will keep this information in confidence; no notification will be given to LOYOLA, except for periodic reports showing number and type of services provided.
  2. Company referral. If a supervisor/manager perceives a possible drug problem, he/she must immediately notify the appropriate Company officer. Information must be limited to local line managers with need to know. This official, if in agreement that there is adequate reason to suspect a drug problem, will consult with the Human Resource Department about intervention with the employee. Supervisors will be trained in drug symptom recognition. Intervention may be handled by the Human Resource Department or a designee. The employee will be informed that:
    - The Company is concerned about an apparent problem which is interfering with his/her performance.
    - The Company recommends counseling and positive action to correct the problem.
    - The Company requires, as a condition of continued employment, that the employee contact the LOYOLA Health Insurance representative to make further arrangements for counseling and referral to treatment if necessary.
    - If the employee fails to accept counseling or take corrective action within a specified time, his employment will be at risk. The intervening official should leave no doubt that termination is a probable outcome if the problem continues uncorrected.
  3. Disciplinary Action vs. Employee Assistance. Referral to the Employee Assistance Program should not be made in lieu of regular disciplinary action. Violations of Company policies including the Ethics Policy must continue to be dealt with in the usual manner. Further details about the Employee Assistance Program are available separately.
- C. Sanctions.
1. Termination. The employee may be terminated in, at least, the following circumstances:
    - Confirmed drug abuse and refusal to accept counseling or seek rehabilitation.
    - Failure to be rehabilitated after a reasonable period of assistance and suspension.
    - Manufacture of drugs or drug trafficking, possession or use of illegal drugs on Company premises.
    - Conviction of a drug offense, whether the offense occurred on Company premises or elsewhere.
  2. Notification to Employer. If an employee is convicted of a criminal drug offense, the employee is required by law to inform the employer within 5 days.
- D. Non-LOYOLA Personnel. While independent contractors or sales/service vendors are operating on LOYOLA premises, they are subject to compliance with provisions of this Policy and Procedure.

If they are found in violation, they may be escorted from the Company's premises and denied entrance in the future.

- E. Employees at non-LOYOLA locations. LOYOLA employees working at non-LOYOLA locations are subject to the provisions of this Policy and Procedure and are expected to also comply with related regulations at the host site, whether it is that of a customer or another company with which LOYOLA has a business relationship.
- F. Training of Personnel.
  - 1. All employees will be notified of this Policy and Procedure and copies will be made available for required review.
  - 2. Supervisors and managers will be apprised of their responsibilities and will be trained or briefed by the Human Resource Department on the content of this procedure and on recognition of symptoms of drug abuse.
  - 3. Management and supervisory personnel will brief employees as necessary on the hazards and likely employment consequences of drug abuse. Employees will be further apprised of the hazards of drug use by occasional memorandums, written notice, and articles in company newsletters.

**DRUG-FREE WORKFORCE NOTE: THIS PROCEDURE APPLIES TO ALL LOYOLA PERSONNEL WORKING IN SENSITIVE POSITIONS UNDER DOD CONTRACTS.**

PURPOSE: To provide instructions for implementing LOYOLA policy, in support of DoD interim rule, 48CFR, Parts 223 and 252, 28 Sept 1988 (Drug-Free Workplace.)

APPLICABILITY: This procedure applies to Personnel with DoD clearances and those working in other positions designated "sensitive."

RESPONSIBILITY:

- A. Executives, managers, and supervisors are responsible for ensuring that this procedure is carried out in their respective areas of authority.
- B. Each employee in a "sensitive" position or with a DoD clearance is responsible for his/her own adherence to the provisions of this Policy and Procedure.
- C. The Human Resources Department is responsible for review and approval/disapproval of employee assistance arrangements at all locations.

PROCEDURE:

- A. Conditions of Employment. Each employee must certify his/her understanding of this Policy and Procedure by signing the "Drug Awareness Policy Statement". (See Attached) The same applies to each Labor Hour Contractor and independent consultant. The signer undertakes to:
  - 1. Abide by the provisions of this Policy and Procedure.
  - 2. Appraise his/her supervisor (immediate supervisor or another high level supervisor in the same line of supervision) of any suspected or known infraction of this procedure.
  - 3. If directed, submit to drug testing by a certified laboratory in compliance with this procedure and applicable law.
  - 4. Respect the confidentiality of information learned concerning drug testing of other persons.

5. If convicted of a drug offense, inform his/her supervisor or the Director of Human Resources within five (5) days.
- B. Drug Tests. DoD Interim Rule, September 1988, Sub-part 52.223-7500, Drug-Free Workforce, states in part: The Contractor shall establish a program that provides for testing of any use of illegal drugs by employees in the sensitive positions. (Pre-employment testing is permitted at the discretion of the employer.)
1. Pre-employment testing. If directed, new employees may be required to undergo drug testing as a condition of employment.
  2. Random testing. At the discretion of LOYOLA management, random testing may be directed for specific facilities or all locations.
  3. Specific Testing. Testing of designated individuals may be directed upon reasonable suspicion of drug use or as follow-up to counseling or rehabilitation for illegal drug use.
  4. Refusal to submit to a required drug test, or refusal to certify willingness to comply with the LOYOLA Drug-Free Policy, depending upon the circumstances, may be grounds for dismissal, since assignment of some tasks could be precluded and this would nullify LOYOLA'S ability to certify a drug-free workplace and workforce as required by law.
  5. Drug Testing Process:
    - a. Drug Testing will be coordinated by the Human Resource Department. In no event will employees be tested without prior knowledge and consent of the President.
    - b. Arrangements have been made with two laboratories approved by the National Institute on Drug Abuse (NIDA) to conduct urine specimen testing for LOYOLA. The primary testing facility will be conducted at a LOYOLA approved lab.
    - c. Urine specimens will be produced in private under controlled conditions (direct observation is not required), either at approved laboratories or collection points.
    - d. Procedures will ensure that the employee remains present to witness the sealing of the specimen container and cosigns the seal. Reliable chain-of-custody documentation hereafter will be ensured and certified by the collection agency and the laboratory.
    - e. Results of laboratory tests will be submitted only to the Human Resource Department, which will maintain confidentiality, releasing data only to the tested employee and the responsible manager with need to know basis.
    - f. Any persons at any level, with knowledge of test results are advised to maintain strict confidentiality concerning the subject.
    - g. Test results will not become a part of personnel records, but will be maintained in separate locked files under custody of the Human Resources Department.
    - h. Testing will be at the Company's expense. If any employee requests re-testing, such testing will be at the employee's expense unless original test results are proved to have been incorrect.
- C. Employee Assistance. Confidential employee assistance of drug abuse (and other personal or family problems) is available to employees and their families through Company provided counseling and referral service.
1. Self referral. An employee who perceives that he/she has drug abuse problems may make personal arrangements for a consultation. As necessary, the counselors, who are independent of LOYOLA, may make referrals for assistance that may or may not be covered under group health insurance. If not covered, payment for further required assistance is the responsibility of the employee. The counselor will keep this information in confidence; no notification will be given to LOYOLA, except for periodic reports showing number and type of services provided.

2. Company referral. If a supervisor/manager perceives a possible drug problem, he/she must immediately notify the appropriate Company officer. Information must be limited to local line managers with need to know. This official, if in agreement that there is adequate reason to suspect a drug problem, will consult with the Human Resource Department about intervention with the employee. Supervisors will be trained in drug symptom recognition. Intervention may be handled by the Human Resource Department or a designee. The employee may be informed that:
  - The Company is concerned about an apparent problem that is interfering with his/her performance.
  - The Company recommends counseling and positive action to correct the problem.
  - The Company requires, as a condition of continued employment, that the employee contact the LOYOLA Health Insurance representative to make further arrangements for counseling and referral to treatment if necessary.
  - If the employee fails to accept counseling or take corrective action within a specified time, his employment will be at risk. The intervening official should leave no doubt that termination is a probable outcome if the problem continues uncorrected.
3. Disciplinary Action vs. Employee Assistance. Referral to the Employee Assistance Program should not be made in lieu of regular disciplinary action. Violations of company policies including the Ethics Policy must continue to be dealt with in the usual manner. Further details about the Employee Assistance Program are available separately.

D. Sanctions.

1. Suspension/Drug Testing. If drug use is admitted or confirmed by drug testing, the employee must be removed from performance on sensitive work, and will be urged to seek rehabilitation. Depending on circumstances, the employee may use Personal Leave Time or be placed on Leave Without Pay for a period of treatment. Group insurance may cover all or part of the cost of treatment. An employee removed from sensitive work because of drug abuse will not be returned to that work until rehabilitation is confirmed and he/she is declared fit for duty.
2. Termination. The employee may be terminated in, at least, the following circumstances:
  - a. Confirmed drug abuse and refusal to accept counseling or seek rehabilitation.
  - b. Failure to be rehabilitated after a reasonable period of assistance and suspension.
  - c. Manufacture of drugs or drug trafficking, possession or use of illegal drugs on Company premises.
  - d. Conviction of a drug offense, whether the offense occurred on Company premises or elsewhere.
3. Notification of Contracting Officer and Defense Investigative Service.
  - a. If an employee has a DoD clearance, the Defense Investigative Service must be notified if drug abuse is confirmed. If there is a conviction of a drug related offense, the Contracting Officer must also be notified.
  - b. If the employee is serving in a sensitive position, he/she must be removed from the project immediately, and the appropriate Contracting Officers must be notified. The employee may not be returned to sensitive work until management determines that the employee is fit for duty.

## **LOYOLA ENTERPRISES, INC.**

### **POLICIES & PROCEDURES**

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**CLASSIFICATION:** Employment Practices

**Number:** I-7

**Effective Date:** 08-28-00

**SUBJECT:** Code of Ethics

**Revision Date:** 07-09-09

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LOYOLA conducts its business ethically and impartially ensuring compliance with all laws and regulations. The success of our business is dependent on the trust and confidence we earn from our employees and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching Company goals solely through honorable conduct.

All employees deserve to work in an environment where they are treated with dignity and respect. LOYOLA is committed to creating such an environment because it brings out the full potential in each employee, which, in turn, contributes directly to our business success.

The highest standards of ethical conduct are required of LOYOLA employees during working hours and nonworking hours. Employees will not engage in conduct or activity that may raise question as to the Company's integrity or would cause embarrassment or reflect negatively on LOYOLA'S reputation.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this policy to the management staff. LOYOLA will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the Company will take appropriate action. LOYOLA will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employment Practices

**Number:** I-8

**SUBJECT:** Conflict of Interest and Outside Employment  
Statement

**Effective Date:** 06-17-98

**Revision Date:** 07-09-09

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#### **General Statement**

LOYOLA expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of the Company and an employee are unacceptable. The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business; however, the employee must disclose any possible conflicts so that the Company may assess and prevent potential conflicts of interest from arising.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Human Resources Department to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

An example of a potential or actual conflict of interest is whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Company's business dealings.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

#### **Outside Employment**

Employees are required to notify the Human Resources Department, in writing, prior to participating in additional employment opportunities. Approval will be granted unless the activity conflicts with the Company's interest. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed at the Company, including overtime assignments;
- involve organizations that are doing or seek to do business with LOYOLA (including actual or potential vendors or customers), competitors of the Company; or
- violate provisions of law or the Company's policies or rules.

From time to time, LOYOLA employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Company must be given priority. Employees are hired

and continue in LOYOLA'S employment with the understanding that LOYOLA is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of LOYOLA is strictly prohibited.

### **Acceptance of Gifts**

No employee may solicit or accept gifts of significant value (i.e., in excess of \$50.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

Any employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the Company. Any questions regarding this policy should be addressed to the Human Resources Department.

### **Work Product Ownership**

All LOYOLA employees agree that LOYOLA retains legal ownership of the product of their work. The work product is the sole and exclusive property of LOYOLA. No work product created while employed by LOYOLA can be claimed, construed, or presented as property of the individual, even after employment by LOYOLA has been terminated or the relevant project completed. This includes written and electronic documents, drawings, specifications, database files, manuals, notes, computer programs, proposals, any concepts, ideas, or other intellectual property developed for LOYOLA, regardless of whether the intellectual property is actually used by LOYOLA. Although it is acceptable for an employee to discuss a portion or the whole of a certain work product as an example in certain situations (i.e., resume, employment interview), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest.



**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-9**

**SUBJECT: Personnel Files**

**Effective Date: 06-17-98**

**Revision Date: 07-09-09**

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To ensure the privacy of personal information, personnel files are maintained in a confidential, secure manner in the Human Resources Department. All personnel files are the property of LOYOLA. The personnel files in the Human Resources Department are the official documentation with respect to all personnel transactions and supersede other files if contradictions exist.

All information maintained in an employee's personnel file is limited to information required for business or legal purposes and in accordance with Equal Employment Opportunity Laws and other state and federal regulations.

**Contents of Personnel Files**

Personnel files are maintained on all LOYOLA employees. Each employee file may contain the following:

- Completed Application for Employment
- Reference Checks
- Pre-employment Testing when required by job
- Certification when required by job
- Orientation Checklist
- Federal Withholding Exemption Form
- State Withholding Exemption Form
- Direct Deposit Authorization
- Three Month Evaluation
- Letters of Commendation
- Performance Counseling / Disciplinary Record
- Human Resources Status Change Form

Employee files will not contain any of the following:

- Medical History
- Medical LOA Information
- COBRA Information
- Picture Identification
- Short Term / Long Term Disability Information
- Benefits Enrollment Forms
- Garnishments
- Pension Plan Beneficiary Designation
- I9 Form
- Doctor's Notes regarding employee absence or illness
- Worker's Compensation Claims

### **Internal Access to Personnel Files**

Access to employee files is restricted to the following individuals and may be reviewed only in the Human Resources Department.

- Human Resources employees with a business need-to-know have full access.
- Selected employees may have access to particular sets of data such as, FSA account, payroll, etc.
- The employee's immediate supervisor.
- A supervisor considering an employee for a transfer.
- Corporate officers may have access to personnel files of persons lower in rank than themselves.

### **Employee Access to Personnel Files**

All current employees may be permitted to review their personnel file.

- The personnel file may only be reviewed in the presence of the Human Resources Manager during normal business hours. The employee must call to make an appointment. The files may not be removed from the Human Resources Department.
- Photocopying of personnel documents is not permitted.
- The employee will not be provided access to letters of reference.

### **Reporting Changes to an Employee's File**

In order to maintain accurate and current personnel files on employees, employees must report changes in name, address, telephone number, withholding deductions, and person to contact in case of emergency.

### **Storage of Personnel Data**

Hard copy - Personnel documents are stored in folders by individual employee's name. Folders are kept in secure files or in a secure room to prevent unauthorized access.

Computer Memory - Any computer files that contain personal data about employees or salary information is afforded all possible security. If protection against unauthorized access cannot be assured for data remaining in hardware components, which are physically located with or connected to the computer, the files will be written out to a tape or a removable disk for secure storage.

### **Destruction of Personnel Files**

All personnel files and confidential employee data maintained by Human Resources will be destroyed by shredding after retention dates have passed. Application materials submitted by applicants for employment who were never employed will also be shredded.

**Employee Health Data**

If information concerning an employee's health or physical condition must be collected, i.e., to process disability claims, a separate file must be maintained with access restricted only to those employees whose job directly relate to health information. The information contained in these files can only be released with written permission of the employee or his/her authorized agent.

Requests for information concerning workers compensation cases are handled by the Human Resources Department for referral to legal counsel.

Subpoenas or requests claiming a legal basis for the information are to be handled by the Human Resources Department for referral to legal counsel.

The Human Resources Department handles questions concerning industrial accidents and/or employee work limitations.

## **LOYOLA ENTERPRISES, INC.**

### **POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-10**

**SUBJECT: Employee Classification**

**Effective Date: 08-28-00**

**Revision Date: 11-01-15**

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Based on the conditions of employment, employees of LOYOLA fall into the following classifications:

- Full-time, Part-time, Temporary
- Exempt or Non-Exempt
- Salaried or Hourly

#### **Full-time, Part-time & Temporary Employees**

Full-time employees are employees who are scheduled to work a minimum of a thirty (30) hour work week. Employees working on a contract may be an exception and will be determined on a case by case basis.

Part-time employees are employees who work an established work schedule of less than thirty (30) hours per week.

If an employee status changes from full-time to part-time, they must work on average of thirty (30) hours per week over a six (6) month period in order to be restated back to full-time.

Temporary employees are hired for a specific project or timeframe and work an irregular schedule for a limited period of time. Temporary employees in a non-exempt position are paid by the hour while a temporary worker in an exempt position is paid according to the terms of hire for that individual.

#### **Exempt & Non-Exempt Employees**

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are paid a guaranteed or stated salary. The law does not require employers to pay exempt employees for overtime worked; however, under extraordinary circumstances, exempt employees working on government contracts that authorize overtime, i.e., Extended Work Week (EWW), will be paid for excessive hours worked. The overtime hours will be paid at straight time rates.

Non-exempt employees will be paid on an hourly basis. All hours worked in excess of forty (40) in a work week will be paid at time and a half as in accordance with the Fair Labor Standards Act (FLSA). All overtime worked must be approved in advance by the employee's supervisor.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employment Practices

**Number:** I-11

**SUBJECT:** Employment Procedure

**Effective Date:** 06-17-98

**Revision Date:** 07-09-09

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The coordination of the recruitment and employment process is the immediate responsibility of the Human Resources Department. Applications for employment are to be made within the Human Resources Department. The Human Resources Department will retain all applications for a period of one (1) year for non-government positions and two (2) years for government positions.

#### **Resume Review**

The Human Resources Department along with the hiring authority will review applications and pre-screen potential candidates. Resumes are reviewed for qualifications which match the announced job posting. Reference checks will be made by either telephone or mail. Executive management may approve payment for travel expenses for candidates recruited out of the local area.

#### **Job Offer**

When all selected applicants have been interviewed and the hiring authority has determined the best qualified candidate, the interview process will end and a job offer can be extended. Offers of employment will be made by the Human Resources Manager or executive management.

Upon acceptance of a job offer, the Human Resources Department will immediately notify the hiring authority and prepare for the hiring process.

Salary for new hires is determined by executive management.

#### **Use of Recruiting Agencies**

LOYOLA prefers to hire new employees through corporate advertising, current employee referrals, and other recruiting activities, but in some cases find it expedient to use commercial agency recruiting services. LOYOLA will hire personnel from recruiting agencies which agree to charge the company a maximum of 10% (of the first year's salary) fee and promise a 90 day warranty. Approval from the President must be obtained prior to reviewing any resumes from agencies.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-12**

**Effective Date: 06-17-98**

**SUBJECT: Orientation of New Hires**

**Revision Date: 07-09-09**

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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.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-13**

**SUBJECT: Initial Employment Period - Evaluation**

**Effective Date: 07-09-09**

**Revision Date:**

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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.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-15**

**SUBJECT: Reference Checks**

**Effective Date: 06-17-98**

**Revision Date: 07-09-09**

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**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.



**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-16**

**SUBJECT: Transfers and Promotions**

**Effective Date: 06-17-98**

**Revision Date: 07-09-09**

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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.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-17**

**Effective Date: 08-28-00**

**SUBJECT: Rehiring of Former Employees**

**Revision Date: 07-09-09**

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Former full-time or part-time employees who are rehired as full-time or part-time are eligible for full credit for previous service if the break in service was less than one year. Former temporary workers are not eligible.

The Human Resources Department will calculate a credit for former service, which will determine an adjusted hire date. The new hire date will be used to calculate Personal Leave Time and/or 401(k) corporate match, if applicable.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-18**

**SUBJECT: Employment of Relatives**

**Effective Date: 07-09-09**

**Revision Date:**

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Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must be considered when assigning, transferring or promoting an employee. For the purpose of this policy, immediate family includes: spouse, domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household.

Employees who become immediate family members may continue employment as long as it does not involve any of the above. If one of the conditions outlined above should occur, attempts will be made to find a suitable position within LOYOLA to which one of the employees will transfer. The Company will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. 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.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employment Practices

**Number:** I-1 9

**Effective Date:** 08-28-00

**SUBJECT:** Relocation Expenses

**Revision Date:** 01-01-23

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Upon Executive Management approval, LOYOLA will pay for relocation costs up to a maximum of \$4,000.00. The relocation cost amount will be determined on a case-by-case basis. Specified relocation costs will be detailed in the offer letter to new employees as well as to current employees who may relocate to another location in the Company.

A one time three-day house hunting trip for the new employee and his/her spouse before their move will be allotted. The house hunting trip cost will be calculated into the specified relocation cost in the offer letter.

Mileage allowance based on actual odometer mileage, from start to destination, for one automobile, is permitted and paid at the corporate travel rate. (Refer to the Business Travel Policy for current rate).

Employees with prior entitlement to relocation reimbursement at the expense of another agency are expected to use this entitlement. For example, retired/separating armed force's personnel and some other government employees are entitled to a household move to a destination of choice within one year of retirement/separation.

Moves should be arranged so that storage of household goods will not be necessary. If unusual circumstances make storage necessary, prior approval from the President must be obtained. This cost must be detailed in the offer letter.

An Expense Reimbursement Form must be submitted within four months from date of hire in order to be reimbursed for moving expenses. LOYOLA will not pay for relocation expenses submitted after four months of employment. If an issue arises that may prevent the employee from finalizing the relocation costs by the four month deadline, he/she must inform Executive Management prior to the deadline. If the employee is unable to move within the four month timeframe, he/she may request Executive Management's approval for an extension.

Any relocation costs paid to the employee or on his/her behalf will be reimbursed to LOYOLA should employment terminate for any reason prior to one year from the date of reimbursement.

**NOTE: The Company makes no commitment to absorb costs not specifically listed in the offer letter for new employees or in the transfer documentation for current employees.**

#### **Reimbursable One-Time Expenses:**

- Packing of household goods (household furnishings and appliances, personal clothing and accessories, patio furniture, home workshop tools, lawnmowers, trimmers, and garden tools) from old residence.
- Delivery and unpacking of household goods to new residence.
- In-transit insurance.
- Towing of one automobile.

Specifically excluded from household shipment includes: motor vehicles (excluding one automobile), building materials, piano, heavy machinery, frozen food, animals, house plants, airplanes, perishable food, decorative stone, boats, firewood, trailers, firearms and ammunition.

**Non-Reimbursable Items:**

- House cleaning or maid service.
- Removal or installation of wall-to-wall carpeting, draperies, or similar items.
- Re-registration and re-licensing fees.
- Assembly or disassembly of regulation pool tables, pianos, waterbeds, children's play houses, swing sets, portable pools, or items of similar nature.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employment Practices

**Number:** I-20

**SUBJECT:** Termination of Employment

**Effective Date:** 06-17-98

**Revision Date:** 07-09-09

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Employment at LOYOLA is based upon continuing mutual consent. Either the employee or employer may terminate employment with or without cause at any time for any reason. It is important for the employee's record that the termination be brought about properly to enable the Human Resources Department to process the necessary paperwork and inform employees of the disposition of their benefits, personal leave time, retirement, and other related matters.

#### **I. VOLUNTARY TERMINATION**

When an employee decides to leave for any reason, the immediate supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. LOYOLA often finds another alternative during this conversation. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the Company with a written two weeks advance notice period. The employee's supervisor may request for the employee to leave prior to the end of the employee's two weeks notice. An employee who resigns with the requested notice may be favorably considered for re-employment.

In order for a termination to be considered voluntary, the employee must have provided a two (2) week termination notice.

#### **Termination Date**

An employee's termination date is the last day worked. The last day of work is the authorized final day for pay. Employees do not accrue benefits after their termination date.

Personal leave time may not be substituted for all or part of the notice period unless the supervisor has received advance notification and has approved the substitution. A Company endorsed holiday can not be designated as the final day of employment.

#### **Final Pay Check**

When employment is voluntarily terminated, the employee will be paid for all personal leave time (accrual rounded to nearest hour) up through the date of termination, provided the employee has completed the initial employment period of ninety (90) days. Eligible employees will receive their accrued personal leave time in their final pay check.

If there are unpaid obligations to the Company, the final pay check will reflect the appropriate deductions. Unpaid obligations include unreturned Company property. If an employee does not return Company property, the Company will assess and determine a fair market value cost which will be deducted from the final pay check.

### **Human Resources Notification**

When a supervisor receives a resignation notice from an employee, the supervisor must immediately forward the notification to the Human Resources Department. The resignation notice will be put in the employee's personnel file. The employee will be contacted to participate in an exit interview with the Human Resources Manager. The employee will be advised of his/her benefits status during the exit interview.

## **II. INVOLUNTARY TERMINATION**

Any employee whose conduct, actions, or performance violates or conflicts with LOYOLA'S policies may be terminated immediately and without warning upon the President or Executive Vice President's approval. The supervisor, higher level manager in the line of supervision, or the Human Resources Manager will notify the employee in private of the policy-based reason for the termination.

When an employee is involuntarily terminated, he/she will not be paid for personal leave time on the books. If there are unpaid obligations to the Company, the final pay check will reflect the appropriate deductions. Unpaid obligations include unreturned Company property. If an employee does not return Company property, the Company will assess and determine a fair market value cost which will be deducted from the final pay check.

The President will make any adverse action decisions concerning Company officers.

## **III. EXAMPLES OF SITUATIONS WHICH WARRANT IMMEDIATE TERMINATION**

Examples of situations which warrant immediate termination are listed 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.

LOYOLA reserves the right to take appropriate disciplinary action, including termination, where, in the judgement 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. The list of examples 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:

- Violation of the Equal Employment Opportunity and/or Anti-Harassment policies
- Violation of the Proprietary Rights and Confidentiality Agreement
- Violation of the Alcohol and Drug policy
- 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
- 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
- Refusing an overtime assignment without good reason
- Leaving the work premises without authorization during work hours
- Gambling, conducting games of chance or possession of such devices on the premises during work hours
- Sleeping on duty

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 addressed to the Human Resources Manager.



**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION:** Employment Practices

**Number:** I-21

**SUBJECT:** Exit Interview

**Effective Date:** 06-17-98

**Revision Date:** 07-09-09

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In an effort to continuously monitor the quality of our services, identify areas of employee concern, and obtain useful suggestions for improvement, employees who voluntarily resign are asked to participate in an exit interview with the Human Resources Manager.

During the exit interview, the Human Resources Manager will inform the employee of the disposition of his/her benefits, personal leave time, retirement, and other related matters.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employment Practices

**Number:** I-22

**SUBJECT:** Hiring of Interns

**Effective Date:** 08-28-00

**Revision Date:** 07-09-09

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LOYOLA will employ intern students for specific periods when they are not in school or have been approved by their school for a co-operative education absence.

The coordination of the recruitment and employment process for interns is the immediate responsibility of the Human Resources Department. Applications for internships are to be submitted to the Human Resources Department.

An intern is classified as a "temporary" employee. Temporary employees are not eligible for Company benefits.

The salary for interns is determined by executive management.

#### **Selection Process**

The Human Resources Department along with the hiring authority will review resumes and pre-screen potential interns. When all selected applicants have been interviewed and the hiring authority has determined the best qualified candidate, the interview process will end and an internship job offer can be extended. Offers of internships will be made by the Human Resources Manager or executive management. Upon acceptance of an internship, the Human Resources Department will immediately notify the hiring authority and prepare for the hiring process.

#### **Orientation**

An intern will be provided an abbreviated orientation program which will highlight all aspects of the position they will be engaged in as well as company policies with which they will be expected to conform to during their specific term of employment. The orientation will exclude fringe benefits which do not apply to interns.

#### **Progress Report**

The immediate supervisor of the intern will be responsible for providing a Progress Report(s) of the intern's work assignments and progress. The Progress Report must comply with the school/university's reporting requirements. The supervisor must forward the Progress Report to the Human Resources Department. The Human Resources Department will send a copy to the school/university and place the original in the personnel file.

#### **Out-processing**

On the day the intern's work assignment comes to a close, the immediate supervisor must complete an Out-processing Clearance Checklist Form and provide a Final Progress Report (the report must comply with the school/university's reporting requirements) and will forward it to the Human Resources Department. The Human Resources Department will send a copy of the progress report to the college/university and place the original in the personnel file.

The Human Resources Department will schedule an exit interview with the intern prior to his/her last day of employment.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Compensation & Payroll Practices

**Number:** II-1

**Effective Date:** 08-28-00

**SUBJECT:** Payroll Processing

**Revision Date:** 07-09-09

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For the convenience of its employees, LOYOLA automatically deposits employee's net wages into their bank account on a semi-monthly basis. There are twenty-four (24) pay periods per year. Pay periods are from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of the month. Employees are paid on the 15<sup>th</sup> and the last day of each month.

If the normal payday falls on a Saturday, the paychecks will be deposited into the employee's bank account on the preceding Friday. If the normal payday falls on a Sunday, the paycheck will be deposited into the employee's bank account on the following Monday.

If the normal payday falls on a Company recognized holiday, paychecks will be deposited into the employee's bank account the day following the holiday.

There are some select positions in the Company that pay commission on top of the employee's base salary. Commission payment dates vary based on department. The employee must refer to his/her offer letter of employment for commission payment breakdown.

Only under the gravest circumstances will the Company release any paychecks prior to the aforementioned schedule. In the event of an emergency such as an accident, catastrophic illness, or some other compelling misfortune, and the employee can prove there is not adequate financial resources of their own to handle the emergency, the President may be asked (through supervisory channels) to approve a payroll advance.

#### **Statement of Earnings**

A statement of earnings is distributed each pay period to employees indicating:

- Gross Pay
- Net Pay
- Statutory Deductions
- Voluntary Deductions

The amount of federal withholding is affected by the number of exemptions claimed on Form W-4 "Employee's Withholding Allowance Certificate". If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources Department.

#### **Error in Paycheck**

If a salary discrepancy is noted that impacts an employee's net pay, the Accounting Department will work out a mutually agreeable solution with the employee in order to ensure the error does not cause a financial burden. Non-salary discrepancies will be corrected as soon as administratively feasible.

LOYOLA relies on the personal integrity of each employee to report overpayments as well as underpayments.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Compensation & Payroll Practices**

**Number: 11-2**

**SUBJECT: Overtime**

**Effective Date: 08-28-00**

**Revision Date: 07-09-09**

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**Exempt Employees**

Exempt employees are paid a guaranteed semi-monthly salary and receive it at straight time rates, regardless of whether they work more or fewer than their scheduled hours.

On contracts that require work that exceeds forty (40) hours in a week, compensatory time may be approved by the contract Program Manager (PM).

Under extraordinary circumstances, exempt employees working on government contracts that authorize overtime, i.e., Extended Work Week (EWW), will be paid for excessive hours worked. The overtime hours will be paid at straight time rates. All authorized EWW hours must be approved by the contract Program Manager (PM).

Exempt employees are expected to work as many hours as required to perform the duties of the position.

**Non-Exempt Employees**

Non-exempt employees will be paid on an hourly basis. All hours worked in excess of forty (40) in a work week will be paid at time and a half as in accordance with the Fair Labor Standards Act (FLSA). All overtime worked must be approved in advance by the employee's supervisor.

Each work week stands alone. One week may not be averaged with another as a means of reducing overtime pay.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Compensation & Payroll Practices**

**Number: II-3**

**Effective Date: 06-17-98**

**SUBJECT: Garnishments**

**Revision Date: 07-09-09**

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LOYOLA is required by law to accept and respond to legal garnishments or liens attached to employee wages.

After federal income taxes, state taxes, and social security taxes have been deducted from an employee's pay check, the remaining balance is considered "disposable earnings" for that period. All deductions from "disposable earnings" will be made in compliance with State and Federal laws.

If two or more garnishments are received, the monies will be paid (to the extent that they are available) to each of the creditors in the order in which notification was received.

When a garnishment is received, the Controller will notify the employee. The employee will be informed of the garnishment dates and amounts to be deducted from their disposable earnings. If the employee states that the garnishment/lien is an error, the employee must contact the garnishing company to correct the error. The employee pay will continue to be garnished until the Controller receives a release form from the garnishing company.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Compensation & Payroll Practices**

**Number: II-4**

**SUBJECT: Business Travel**

**Effective Date: 08-28-00**

**Revision Date: 07-09-09**

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LOYOLA will reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Company.

Local travel is defined as travel within a 200 mile radius of the employee's permanent office or travel covering less than 10 hours in a single day.

Length of travel is determined by elapsed time, not calendar time.

**Travel Authorization**

The Business Trip Planner is used to request approval for all trips in excess of 200 miles, trips of more than one day duration and/or trips involving estimated expenses in excess of \$100. The employee must submit a Business Trip Planner to the Office Manager for processing as soon as the travel has been approved by the employee's supervisor.

The Office Manager will make reservations for mode of transportation and lodging. The costs will be paid with a Company credit card. Employees must make their own car rental reservations and pay with their personal credit card (national car rental agencies will only accept reservations from the driver of the rental car). The employee must submit an expense report to the Accounting Department upon return of their trip for reimbursement.

The employee is responsible for informing the Office Manager if the travel is canceled. Upon notification of the cancellation, the Office Manager will cancel all reservations.

**Travel and Transportation**

As a general rule, all employees will travel by the most economical means. The most direct route should make travel consistent with the accomplishment of official business. Employees who, for their own convenience, prefer to use other than the most economical mode of transportation may do so by paying the excess themselves. This includes arranging personal leave time if travel time will exceed normal travel by the most rapid means of transportation.

**Corporate vs. Government Travel**

Corporate - Employees will receive \$40 per day to cover the cost of meals and incidental expenses. Expenses for lodging will be held to a minimum consistent with the requirements of the business at hand and the locality visited. Use of a privately owned vehicle will be reimbursed at .36 per mile.

The established per diem rates will not be used under those circumstances where employees have access to facilities which can support the employee's needs at less cost. Under such circumstances, the responsible manager will establish an alternate (reduced) per diem.

Government - Employees will receive per diem based on a JTR Ceiling Analysis for all travel covered as a direct line item on a contract. No receipts are normally required for per diem items. When contract requirements are such that receipts must be submitted, the contract requirements shall prevail. Reimbursements will not be made for per diem expenses that exceed JTR rates. Lodging costs will be limited to the JTR rate. Extenuating circumstances may occur that make it necessary to exceed the JTR rate. In this circumstance, an exception requires advance written approval from a Company officer of LOYOLA. Use of a privately owned vehicle will be reimbursed at the current JTR mileage allowance.

### **Advance Per Diem / Lodging**

Advance per diem is permitted when the travel is planned and the Accounting Department is given sufficient time to process the advance check.

Should the employee make his/her own lodging reservations, the employee must obtain corporate rates/discounts when available and stay within JTR rates when applicable.

When a spouse and/or others not on official business accompany the traveler, only the single occupancy rate, in writing, is paid by the Company.

### **Travel Expense Reports**

The employee must submit an Expense Report to the Accounting Department within five (5) days after the approved travel has been completed. A separate Expense Report must be completed for each trip. All receipts must be submitted with the exception of food and incidentals.

The Accounting Department will process the Expense Report and mail a check to the employee's home address if a reimbursement is due.

### **Subsistence Per Diem**

Employees traveling on Company business requiring overnight lodging or on a one day official trip exceeding 10 hours in length may claim a per diem allowance. For overnight or longer trips, the day of departure and the day of return will be divided into quarters. Reimbursement may be claimed for the quarter day period in which travel starts and for subsequent periods of that day. On the day returning home, per diem may be claimed through the quarter-day period in which travel ends. When a partial per diem is claimed, it is based on the corporate rate or in cases of JTR, for the city from which the employee departed.

For one day trips ranging from 10 to 24 hours, quarters per diem reimbursement may be claimed based on the table below unless travel is located within 200 miles. For local travel no per diem is authorized.

Quarter-day breakdowns for per diem reimbursements are as follows:

One Quarter	Up to 10 Hours	\$10.00 will be reimbursed
Two Quarters	10 Hours up to 12 Hours	\$20.00 will be reimbursed
Three Quarters	12 Hours up to 18 Hours	\$30.00 will be reimbursed
Four Quarters	Over 18 Hours	\$40.00 will be reimbursed

### **International Travel**

The employee must contact the corporate Office Manager immediately upon learning he/she will travel overseas. The employee will be issued an overseas travel packet which contains insurance and travel assistance information.

The employee must contact the Facility Security Officer (FSO) prior to departure for a security brief. When an employee travels outside the Continental United States (including Hawaii and Alaska), the appropriate JTR rates will apply and reimbursement will be limited to those rates. Exceptions require written approval from a Company officer of LOYOLA.

For travel into hostile and at war risk countries, as deemed by the State Department, the employee will receive three (3) types of hazardous duty compensation:

- Adjustment to annual base salary by 10%
- Danger pay at \$35.00 per day
- Hardship pay at \$35.00 per day, when applicable

An employee changes from domestic to foreign travel status on the day the employee boards the mode of transportation that is en route to the foreign country. An employee changes from foreign to domestic travel on the day the employee boards the mode of transportation that returns to the Continental United States.

#### **Telephone**

Domestic – Personal calls to employee's family (i.e., safe arrival) are considered part of the per diem allowance. Separate reimbursement for extraordinary circumstances (i.e., emergency) which require excessive telephone expense will be reviewed on a case-by-case basis.

Foreign – Employees traveling abroad will be reimbursed, at actual cost, for one 10 minute phone call per week. Employees are encouraged to use the most efficient communication available.

Business Calls – Calls of business nature, including calls to report change of plans/trips, extensions, are reimbursable on an actual cost basis.



**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Compensation & Payroll Practices**

**Number: 11-5**

**Effective Date: 08-28-00**

**SUBJECT: Business Entertainment**

**Revision Date: 07-09-09**

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Entertainment is limited for the sole purpose of marketing LOYOLA to business prospects and/or the retention of our present customers.

Entertainment and/or gifts for government employees must not exceed \$20 and cannot exceed \$50 in a year. This includes purchase of food, drink, tickets for the theatre or sporting events, gifts, or other gratuities. Cash gratuities cannot be given.

**Procedure for Obtaining Approval and Reimbursement**

A written request for expending funds for entertainment including the name(s) and titles of the participating individuals; their company name, address and relationship to LOYOLA; and purpose for expense must be forwarded to the President or Executive Vice President for approval.

The employee must submit the approved request along with the Expense Reimbursement Form to the Accounting Department for reimbursement processing. Each entertainment charge must be listed on a separate Expense Reimbursement Form with receipts attached. No reimbursement will be made without prior written approval or without original receipts.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Compensation & Payroll Practices**

**Number: 11-6**

**Effective Date: 08-28-00**

**SUBJECT: Petty Cash**

**Revision Date: 07-09-09**

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Petty cash will be utilized for assisting the operating units in timely reimbursement of the employees' business related expenses. Distribution of petty cash is limited to requests of less than \$50.00. The employee must contact the petty cash administrator at their work facility for reimbursement requirements.

Due to fund availability, the submission of an Expense Report is encouraged in lieu of requesting petty cash. The employee must obtain prior approval from their supervisor before making the purchase and an Expense Report must be submitted within five (5) days of the purchase. The President and Executive Vice President reserve the right to override the supervisor's approval and disallow or reduce the reimbursement at their discretion.

The Accounting Department will process the Expense Report and mail a check to the employee's home address if a reimbursement is due.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Compensation & Payroll Practices**

**Number: II-7**

**Effective Date: 08-28-00**

**SUBJECT: Company Credit Cards**

**Revision Date: 07-09-09**

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It is the policy of LOYOLA that employees use their personal credit cards for business related expenses. Reimbursement of the expenses will be made upon submission of an Expense Report.

Requests for a Company credit card will be reviewed on a case-by-case basis and approved by the President or Executive Vice President. The credit card will only be issued after approval of a written request by a Department Head and approval by Executive Management. The written request must explain the circumstances under which the credit card will be issued/used.

The Accounting Department will process the credit card application. The employee is required to sign an Employee Credit Card Release Form and an Employee Credit Card Responsibility Form.

Terms of acquiring a Company sponsored credit card:

1. The Company's name appears on the credit card.
2. Personal charges are not permitted.
3. The employee is ultimately responsible for charges on the credit card determined to be non-LOYOLA business related.
4. Issuance of the credit card constitutes an advance of Company funds. Prior to being issued a credit card, the employee will be required to authorize the Company, in writing, to withhold from their final paycheck such amounts:
  - a. charges on the credit card which remain unpaid
  - b. charges that are not fully substantiated
  - c. amounts for business entertainment in excess of \$100.00 per month
5. The credit card holder may not incur charges for other LOYOLA employees.
6. The Accounting Department will monitor compliance of the Company's credit card policy. Credit card privileges may be revoked when the employee is not in compliance with policies.
7. The credit card must be submitted to the Outprocessing Supervisor or the Accounting Department upon employment termination.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Compensation & Payroll Practices**

**Number: II-8**

**SUBJECT: Timesheet Documentation**

**Effective Date: 06-17-98**

**Revision Date: 07-09-09**

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The purpose of this policy is to define and explain the requirements for daily recording of time by employees on their timesheets.

All employees must document actual hours worked on their timesheet on a daily basis. The hours must be coded to the appropriate project codes and rounded to the nearest  $\frac{1}{4}$  hour. Employees are only permitted to document time on their own timesheet. Employees must submit their timesheet for approval on the last day of the pay period.

The supervisor is responsible for ensuring all project codes and hours are accurately documented. The supervisor must approve their designated timesheets no later than the end of the 2<sup>nd</sup> working day after the end of the pay period.

Compliance with this procedure is subject to unannounced floor checks by the Defense Contract Audit Agency (DCAA) and to internal audits by LOYOLA management. If the DCAA requests to interview an employee during an audit, a designated management representative should be present.

It is the responsibility of each employee to strictly comply with this policy. Failure to comply with this policy will result in disciplinary action up to and including termination.

Refer to the attached timesheet instructions.

LOYOLA ENTERPRISES, INC  
PAYROLL  
TIMESHEET INSTRUCTIONS (Rev. 10/07)

1. You must use Microsoft Internet Explorer as your browser.



2. Web address to access timesheet program:  
<https://billfold/webtimesheet> At Virginia Beach Office  
<http://www.loyola.com/ets> Offsite access link

3. Use your Loyola Username and password to login.

When the “Connect to billfold.loyola.com” or the “Authentication Required” window opens type your User Name in the User Name dialog box and your Password in the Password dialog box and click the “Ok” button. Note: (The username and password will be setup by you and the administrator at the Loyola Virginia Beach corporate office.) The naming convention for this username is typically “first name dot last name.”

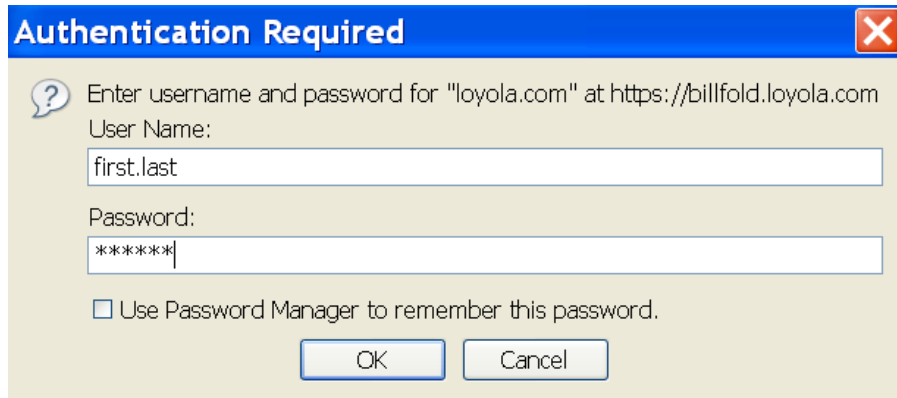
**Connect to billfold.loyola.com window**



<b><u>Corporate Office</u></b>	<b><u>Richmond Office</u></b>	<b><u>Hampton Office</u></b>
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DOD Hotline (800-424-9098)

LOYOLA ENTERPRISES, INC  
PAYROLL  
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A Windows-style dialog box titled "Authentication Required" with a red 'X' icon in the top right corner. The background is light yellow. It contains a question mark icon and the text "Enter username and password for 'loyola.com' at https://billfold.loyola.com". Below this are two input fields: "User Name:" with the text "first.last" and "Password:" with masked characters "\*\*\*\*\*". At the bottom, there is a checkbox labeled "Use Password Manager to remember this password." and two buttons: "OK" and "Cancel".

**Authentication Required**

Enter username and password for "loyola.com" at https://billfold.loyola.com

User Name:  
first.last

Password:  
\*\*\*\*\*

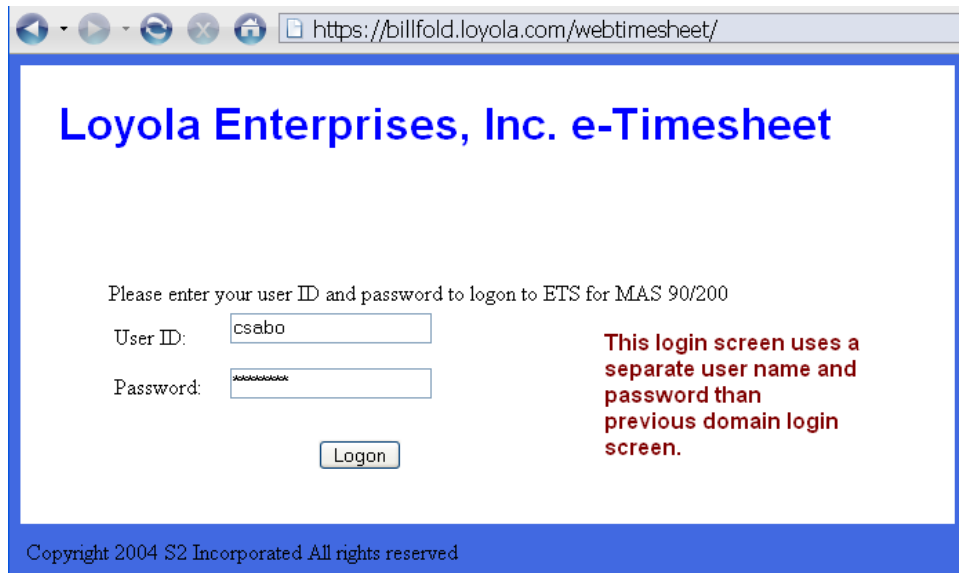
☐ Use Password Manager to remember this password.

OK Cancel

**Authentication Required window**

4. When the "Loyola Enterprises, Inc. e-Timesheet" webpage opens enter your User ID in the User ID dialog box and your Password in the Password dialog box and select the "Ok" button. This login will be different then your previous login Username and Password.

5.

A screenshot of a web browser window showing the "Loyola Enterprises, Inc. e-Timesheet" login page. The browser's address bar shows "https://billfold.loyola.com/webtimesheet/". The page has a blue header with the title "Loyola Enterprises, Inc. e-Timesheet". Below the title, it says "Please enter your user ID and password to logon to ETS for MAS 90/200". There are two input fields: "User ID:" with the text "csabo" and "Password:" with masked characters "\*\*\*\*\*". A "Logon" button is below the password field. To the right of the input fields, a red text box says "This login screen uses a separate user name and password than previous domain login screen." At the bottom, a blue footer contains the text "Copyright 2004 S2 Incorporated All rights reserved".

https://billfold.loyola.com/webtimesheet/

**Loyola Enterprises, Inc. e-Timesheet**

Please enter your user ID and password to logon to ETS for MAS 90/200

User ID: csabo

Password: \*\*\*\*\*

Logon

This login screen uses a separate user name and password than previous domain login screen.

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6. Once you are in the system you will be requested to change your password. The password is case sensitive. **DO NOT LOSE YOUR NEW PASSWORD.** We do not have your password, so it may take 24 – 48 hours before we can get your access reset.

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DOD Hotline (800-424-9098)

LOYOLA ENTERPRISES, INC  
PAYROLL  
TIMESHEET INSTRUCTIONS (Rev. 10/07)

- 7.** Press "Proceed To Timesheet" to access your timesheet.  
You will be taken to the timesheet for the current pay period.  
**EXCEPTION:** If you have not completed your timesheet for the previous pay period (either the original or the rejection version) you will NOT be allowed to access the timesheet for the current pay period.

- 8.** Below is the timesheet data entry screen.

Remember to complete your total hours worked by project in 15 minute increments. After you complete your hours for the day, you must save your work by clicking on the red checkmark (which will turn black after saving).  
You must once finished, press the "log off" button. Be sure to close your browser.

As you complete your hours, please add comments that will be of assistance to you, your supervisor and payroll.

Your timesheet will automatically calculate totals for each day and totals for each project/labor category.

Upon saving your timesheet the message "Your Time Has Been Updated" will appear.

Employees are expected to work a normal 5 day work week, Monday through Friday. Deviations from normal work schedules require advanced supervisor approval.

Salaried exempt employees must document PLT on the timesheet for the day regardless of the amount of hours worked for the week when they take a personal day off unless approved by the supervisor in which case the timesheet entry would be left blank.

If an employee reports to work and works a partial day, they are not required to use PLT. If an employee works partial days for personal reasons on a consistent basis, they may be required to make up the missed time.

Employees must obtain prior approval from their supervisor to work from home. Checking emails and voicemails from home are not normally required by Loyola; therefore, such time should not be documented on the timesheet.

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LOYOLA ENTERPRISES, INC  
PAYROLL  
TIMESHEET INSTRUCTIONS (Rev. 10/07)

Earnings Code	Project/Labor Category	Mon 04/16	Tue 04/17	Wed 04/18	Thu 04/19	Fri 04/20	Sat 04/21
Regular	ZOHGOV_GOV0 / EDIT						0
Totals		0	0	0	0	0	0

Week ending 04/21/2007 Week ending 04/28/2007 Week ending 05/05/2007

Employee No: GOSABO  
Name: SABO, CHRISTOPHER  
Period End Date: 4/30/2007  
Hours Remaining in Period: 88  
Date: 04/19/2007

Log Off  
Print Timesheet  
Edit Standard Charge Number  
Change Password  
Surrogate  
Choose Surrogate  
Send Email  
Submit Timesheet  
Reports mat. HTML  
Copy Previous Project Numbers  
☐ Summary Timesheet Report

PLT Hours Available 72

You are required to complete your timesheet each workday, or approved non-working day (holiday, PLT, unpaid leave). **THIS IS NOT OPTIONAL.** You will receive daily email reminders.

9. Select Earning Code under the first dropdown.

<b>Holiday</b>	Holidays have been setup in the system and will automatically appear as a Loyola holiday
<b>PLT</b>	Approved leave time
<b>REG-Sales</b>	<u>Used only by commercial sales staff</u>
<b>Regular</b>	All "productive" time charged to contracts, overhead, general & administrative, or unallowable projects.
<b>Unpaid Leave</b>	Approved time off for which you will not be paid.

For each workday (or weekend hours worked) you should select the type of earnings (double-click in the earnings code cell), then the Project/Labor Category should be selected (double-click in the Project/Labor Category cell). The drop down selection is available for each type of earnings code selected.

**YOU MAY ONLY SELECT PROJECTS FROM THE DROP DOWN SELECTION MENU.**

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**LOYOLA ENTERPRISES, INC**  
**PAYROLL**  
**TIMESHEET INSTRUCTIONS (Rev. 10/07)**

No manual entries are allowed. If you do not find the project for which you are working available for posting work completed, please contact your supervisor to request access.  
 Only supervisors will be allowed to request projects to be added for your selection.

Earnings Code
Regular
Holiday
PLT
Reg-Sales
Regular

- 10.** Select Project/Labor Category under the second dropdown. Labor Categories are setup by administrator and will be used to categorize which project user is allocating worked hours to.

Earnings Code	Project/Labor Category	Mon 04/16
Regular	ZOHGOV_GOV0 / EDIT	
	GEES__5007 / EDIT	
	GFTW__GWACF0046 / EDIT	
	GFTW__GWACF0121 / DBPRGM2	
	GFTW__GWACF0152 / EDIT	
	GFTW__GWACF0219 / EDIT	
	GGSA__OPENP0013 / EDIT	
	GNAVAIRGIDM / APPRGM1	
	GNAVAIRGIDM / GIS1	
Totals	ZBID_PRGO00 / EDIT	0 0
Week ending 04/05/16	ZGA__MRKT / EDIT	
	ZOHGOV_GOV0 / EDIT	

- 11.** Select the field under day of the week to enter hours for that project. On a given week an employee may be expected to work on several projects. For each project the user will need to reselect Earnings Code, Project/Labor Category and enter hours. Click the *check* icon to update the timesheet.

Earnings Code	Project/Labor Category	Mon 04/16
Regular	ZOHGOV_GOV0 / EDIT	8

- 12.** On the last day of your pay period, upon saving your timesheet you should submit your timesheet for approval by clicking the "Submit Timesheet" button. This automatically sends your timesheet to your supervisor for approval.

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LOYOLA ENTERPRISES, INC  
PAYROLL  
TIMESHEET INSTRUCTIONS (Rev. 10/07)

Employee No:	GOSABO	<input type="button" value="Log Off"/>
Name:	SABO, CHRISTOPHER	<input type="button" value="Print Timesheet"/>
Period End Date:	4/30/2007	<input type="button" value="Change Password"/>
Hours Remaining in Period	80	<input type="button" value="Surrogate"/>
Date:	04/19/2007	<input type="button" value="Choose Surrogate"/>
		<input type="button" value="Send Email"/>
		<input type="button" value="Submit Timesheet"/>

- 13.** If not approved, the timesheet will be rejected by your supervisor so it can be returned to you. You will receive an e-mail notification of the return. You will need to make the necessary corrections. **YOU MUST MAKE COMMENTS REGARDING WHAT WAS CHANGED AND WHY.** The corrected version must be submitted to your supervisor for approval immediately.

All final timesheets must be submitted to your supervisor by the end of the first working day after the end of the pay period. Your supervisor must approve and submit all approved timesheets to the Timesheet Administrator not later than the end of the second working day after the end of the pay period.

Those who fail to submit timesheets to the Timesheet Administrator by 10am on the 3<sup>rd</sup> working day after the end of the pay period may be subject to disciplinary action.

**ONCE YOU SUBMIT YOUR TIMESHEET YOU WILL NO LONGER HAVE ACCESS TO CHANGES. YOU MUST REQUEST REJECTION OF THE TIMESHEET FROM YOUR SUPERVISOR IF YOU DISCOVER ERRORS AFTER YOUR TIMESHEET HAS BEEN SUBMITTED.**

Timesheets submitted by the supervisors will be reviewed by the Payroll Administrator and entered for submission to the payroll service on the 4<sup>th</sup> working day after the end of the pay period.

In the event the Timesheet Administrator must return timesheets for corrections and resubmission, the process must be completed no later than the 4<sup>th</sup> working day after the end of the pay period.

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**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Relations**

**Number: III-1**

**Effective Date: 06-17-98**

**SUBJECT: Attendance**

**Revision Date: 07-09-09**

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-3**

**Effective Date: 07-09-09**

**SUBJECT: Break and Meal Period**

**Revision Date:**

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**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**

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**CLASSIFICATION: Employee Relations**

**Number: III-5**

**Effective Date: 07-09-09**

**SUBJECT: Company Equipment**

**Revision Date:**

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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

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**CLASSIFICATION:** Employee Relations

**Number:** III-07

**Effective Date:** 07-09-09

**SUBJECT:** Company Vehicles

**Revision Date:**

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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

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**CLASSIFICATION:** Employee Relations

**Number:** III-9

**Effective Date:** 06-17-98

**SUBJECT:** Computer, Email and Internet Usage

**Revision Date:** 07-09-09

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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

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**CLASSIFICATION:** Employee Relations

**Number:** III-11

**Effective Date:** 06-17-98

**SUBJECT:** Conduct

**Revision Date:** 07-09-09

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-13**

**Effective Date: 07-09-09**

**SUBJECT: Confidentiality**

**Revision Date:**

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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

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**CLASSIFICATION: Employee Relations**

**Number: III-15**

**Effective Date: 06-17-98**

**SUBJECT: Disciplinary Action**

**Revision Date: 07-09-09**

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-17**

**SUBJECT: Dress Code**

**Effective Date: 06-17-98**

**Revision Date: 07-09-09**

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-19**

**Effective Date: 06-17-98**

**SUBJECT: Grievance Procedure**

**Revision Date: 07-09-09**

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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

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**CLASSIFICATION:** Employee Relations

**Number:** III-21

**Effective Date:** 07-09-09

**SUBJECT:** Inclement Weather

**Revision Date:** 02-10-10

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-23**

**SUBJECT: Office and Cellular Phones**

**Effective Date: 08-28-00**

**Revision Date: 08-10-09**

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#### **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**

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**CLASSIFICATION:** Employee Relations

**Number:** III-25

**SUBJECT:** Personal Relationships in the Workplace

**Effective Date:** 07-09-09

**Revision Date:**

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-27**

**Effective Date: 08-28-00**

**SUBJECT: Purchasing**

**Revision Date: 07-09-09**

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-29**

**Effective Date: 06-17-98**

**SUBJECT: Smoke-Free Workplace**

**Revision Date: 07-09-09**

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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**

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**CLASSIFICATION: Employee Relations**

**Number: III-31**

**Effective Date: 07-09-09**

**SUBJECT: Threatening Materials in the Workplace**

**Revision Date:**

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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

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**CLASSIFICATION: Employee Relations**

**Number: III-33**

**SUBJECT: Workplace Violence**

**Effective Date: 07-09-09**

**Revision Date:**

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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.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-1**

**SUBJECT: Comprehensive Benefits Plan**

**Effective Date: 06-17-98**

**Revision Date: 02-01-10**

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Employees are eligible for benefits the 1<sup>st</sup> day of the month following 30 days of employment.

**LOYOLA offers its “full-time” employees a comprehensive benefits plan:**

- Medical Insurance
- Dental Insurance
- Flexible Spending Account
- Life Insurance
- Short-term Disability
- Long-term Disability
- Paid Leave Time
- Paid Holidays
- Tuition Assistance

Upon employment, each employee will be given a benefits packet which will include documentation from the insured companies.

**LOYOLA offers its “full-time” and “part-time” employees the following benefits:**

- 401(k) Retirement Plan
- Profit Sharing Plan
- Pre-Paid Legal Services
- Virginia CollegeAmerica 529 College Savings Plan
- Employee Referral Fee/Sales Lead

Employees are eligible for the 401(k) Retirement Plan after 6 months of employment. Employees are eligible for the Profit Sharing Plan after 1,000 hours of service. Upon eligibility for the 401(k) Retirement Plan, each employee will receive a notification packet which will include enrollment documentation.

Employees are eligible for the Virginia CollegeAmerica 529 College Savings Plan the first day of the month following 30 days of employment.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-2**

**Effective Date: 07-09-09**

**SUBJECT: Continuation of Health Insurance under COBRA**

**Revision Date:**

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Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the Company, the employee is entitled to continue participating in the Company's group medical and dental plans for a prescribed period of time, usually eighteen (18) months. In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.

COBRA coverage is not extended to employees terminated for gross misconduct.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a two (2) percent administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to contact the Human Resources Department.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION: Employee Benefits**

**Number: IV-3**

**SUBJECT: Personal Leave Time**

**Effective Date: 06-17-98**

**Revision Date: 01-01-15**

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All full-time employees are eligible to accrue Personal Leave Time (PLT). The PLT benefit begins on the first day of the month following thirty (30) days of employment. Increases in accrual rates go into effect on the first pay date following the employment anniversary date.

PLT accruals will cease when an employee is using the short term and long term disability benefit. An employee who is out on disability will have his/her accrual adjusted to reflect the time off from work. As a result, the employee will not accrue the total days listed below.

PLT is accrued based on the following table.

Longevity	Annual Accrual	Per Pay Period Accrual
1 - 6 years	80 Hours	3.33
7 years and over	120 Hours	5.00

PLT will be prorated for employees who are hired to work less than a 40 hour work week.

#### **Leave Requests and Approval**

A Leave Request Form must be filled out by the employee when requesting time off from work. Time off will be granted on a first come, first served basis, as to not adversely impact work schedules. Time off requested by more than one employee for the same day will be determined by the immediate supervisor.

Exempt employees must use PLT in full day increments according to their work schedule. For example, an employee who works five (5) eight (8) hour days must take PLT in eight (8) hour increments. An employee who works four (4) ten (10) hour days must take PLT in ten (10) hour increments. Exempt employees must use PLT when they miss a full day of work for personal reasons. Exempt employees do not have to use PLT for partially worked days.

Non-exempt employees may use PLT in any increment necessary in order for them to be paid for a regularly scheduled workday.

Employees can request Leave without pay. The request for Leave without Pay may not be approved if it conflicts with Loyola employment obligations.

Employees are encouraged to request their time off as far in advance as possible. Time off must be scheduled and approved by the employee's supervisor. When at all possible, supervisors will grant time off when it is requested. If it is not conducive to the efficient operations of the employee's work assignments, the supervisor may deny an employee's request for time off.

### **Using Personal Leave Time (PLT)**

Regular workdays only are counted as days of leave. A maximum of forty (40) hours per week are permitted.

Employees are expected to return from PLT as scheduled. The immediate supervisor must be contacted if the return will be unavoidably delayed.

### **Holiday / Leave Time**

When a Company recognized holiday falls during scheduled time off, it is not counted as a PLT day but as a holiday.

### **Personal Leave Time (PLT) Cash In**

Employees who have more than forty (40) hours of accrued PLT available are permitted, with Executive Management approval, to exchange up to a maximum of forty (40) hours of their leave time for cash at their current rate of pay. The employee must be in good standing with LOYOLA at the time of the request, i.e., no disciplinary action documented in the employee's personnel file in the past six (6) months.

The following rules apply:

- Accrued PLT hours may be exchanged for cash, only to the extent that the current employee's accrual has exceeded or will exceed forty (40) hours by the end of the calendar year. The cash option may be approved even though the current year's accrual is not yet complete.
- Exercise of the cash option must never be allowed to cause a negative balance at the end of the calendar year.
- If the employee terminates after cashing in PLT and the PLT record has a negative balance, the final pay check will be adjusted.
- PLT balance will be reduced by the number of hours equivalent to the payment made.
- The cash option may be exercised only once during the calendar year.
- Request for the cash option must be submitted by November 30.
- Payment will be on the normal pay date by direct deposit. Ten working days are required for processing.

### **Final Payment or Deduction for Personal Leave Time (PLT) at Termination**

For voluntary terminations and lay offs, the employee will be paid for all accrued PLT (accrual rounded to nearest hour) through the date of termination, provided the employee has completed the initial employment period of ninety (90) days.

For involuntary terminations, the employee will not be paid for PLT hours on record. The PLT balance on record at the time of termination is forfeited.

If the employee's PLT accrual is in the negative at the time of termination, a deduction will be made from the gross wage amount on the employee's final pay check. The amount deducted will be computed by rounding the negative PLT accrual to the nearest hour and then multiplying by the employee's effective hourly rate. This deduction will be made regardless of the reason the PLT is in the negative (whether from actual use or from exercise of the cash out option).

### **Unused Personal Leave Time (PLT)**

Accrued PLT that is unused at the end of the calendar year is forfeited. Hours forfeited are not recoverable.

### **Compensation Time vs. Personal Leave Time (PLT)**

Upon supervisor approval, an employee may be granted compensatory time for required work that exceeds forty (40) hours in the week for special projects, work necessary during the weekend or any normally scheduled time off. Compensatory time will be granted on an hour for hour basis.

Compensatory time must be used within a reasonable time and must be used within the same year granted unless otherwise approved by your supervisor.

Compensatory time will not be paid in a monetary form.

### **Computation of Overtime**

Leave time will not be included in the computation of overtime.

### **Worker's Compensation & Personal Leave Time (PLT)**

For illnesses or injuries which are compensable under the Worker's Compensation Law, PLT may be used only for the prescribed waiting period for Worker's Compensation benefits.

### **Deceased Employee**

The PLT balance at the time of an employees' death will be paid to the estate of the deceased employee.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employee Benefits

**Number:** IV-4

**SUBJECT:** Company Paid Recognized Holidays

**Effective Date:** 06-17-98

**Revision Date:** 07-09-09

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LOYOLA officially recognizes ten (10) holidays per year. All full-time employees are eligible (on the first day of the month following thirty (30) days of employment) for the following paid holidays:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas

LOYOLA acknowledges that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the Company's recognized holidays. Employees who wish to take a day off for such reasons must complete a Leave Request Form. Employees may request the time off as either personal leave time (PLT) or time off without pay. Employees are encouraged to request their time off as far in advance as possible. Time off must be scheduled and approved by the employee's supervisor. The employee's supervisor will make reasonable accommodations with the work schedule for bona fide religious observances and practices.

If a Company recognized holiday is not observed by a contractor for which an employee is working, LOYOLA will float the holiday so the employee may use the holiday on another day.

Employees may request to defer a Company recognized holiday. The privilege of deferring a holiday must be approved by management. Deferred holidays can not carry over to the next year. Deferred holidays that have not been used by the last day of the calendar year will be forfeited.

When a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

A Company recognized holiday may not be used on the first or last day of employment.

Holiday hours will not be included in the computation of overtime.

Employees on disability or leave of absence without pay will not be paid for holidays.



**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-5**

**SUBJECT: Leave of Absence**

**Effective Date: 08-28-00**

**Revision Date: 07-09-09**

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**VOLUNTARY LEAVE OF ABSENCE**

Should a situation arise that temporarily prevents an employee from working, the employee may be eligible for a personal or medical leave of absence without pay. Employees must be employed for at least ninety (90) days prior to the requested leave.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and it will be reviewed on a case-by-case basis by the employee's supervisor, the Human Resources Manager, and Executive Management. A leave of absence will not be granted for the purpose of accepting other profitable employment. Leaves of absence will be considered only after all Personal Leave Time (PLT) has been exhausted. PLT accruals cease during periods of unpaid leave.

The decision to approve or disapprove a leave of absence without pay is based on the following:

- reason for the leave
- length of time requested
- employee's job performance and attendance record
- effect the employee's absence will have on operations
- expectation that the employee will return to work when the leave expires

A request for medical leave of absence must be accompanied by medical certification from your physician. LOYOLA reserves the right at any time to require medical verification of an employee's ability or inability to work. Upon return from a medical leave, LOYOLA reserves the right to request a medical release from the employee's physician.

**Continuing Benefit Plan Coverage**

Once an employee has been granted a leave of absence without pay, the Human Resources Manager will review the benefit coverage that will be in effect while on leave. Benefit coverage will be based on the policies of the insuring companies.

Due to the nature of business, LOYOLA cannot guarantee that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. If an employee on a leave of absence has not returned to work at the end of six (6) months total absence, the employee will be considered terminated.

When an employee is ready to return from a leave of absence without pay, LOYOLA will attempt to reinstate the employee to their former position or to one with similar responsibilities. If the position or a similar position is not available, the employee will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence, the termination date is the last day of the authorized leave period or the date the employee notifies the Human Resources Department that they are not returning, whichever is sooner. Such employees may be considered for reemployment.

Unemployment insurance benefits cannot be collected while on a leave of absence without pay.

### **Salary Action**

Any planned salary increase or bonus for an employee on a leave of absence without pay will be deferred until the employee returns to work.

### **Length of Service**

Length of service (based on anniversary date) is not disturbed if the employee returns from an approved leave without pay within 60 days. In all other circumstances, employment dates will be adjusted by the period of absence.

### **INVOLUNTARY LEAVE OF ABSENCE**

The LOYOLA management team may recommend placing an employee on involuntary leave due to a period of contractual uncertainty. This leave can only be approved and renewed at the discretion of the President.

Employees are permitted to use Personal Leave Time (PLT) during this period. Once the PLT is exhausted, the employee will be placed on leave without pay. It is at the President's discretion to grant advance PLT.

If an employee returns to work for LOYOLA upon contract renewal, any leave advance is expected to be repaid through normal accrual. At the end of thirty (30) days of involuntary leave, if contract renewal has not occurred and if the employee wishes to continue on leave without pay status, the request must be approved at the discretion of the President.

### **STUDENT LEAVE**

This leave is granted to avoid the need for re-employment paperwork at the beginning of repeated periods of active work with LOYOLA. Student leave will be granted automatically at the time summer hires or work-study students leave work to return to school. Student leave will automatically terminate after twelve (12) months if the employee has not returned to work.

During periods of student leave, no seniority or accrual of benefit eligibility will be accorded the student employee.

# LOYOLA ENTERPRISES, INC.

## POLICIES & PROCEDURES

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**CLASSIFICATION: Employee Benefits**

**Number: IV-6**

**Effective Date: 06-17-98**

**SUBJECT: Military Leave of Absence**

**Revision Date: 07-23-09**

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LOYOLA will honor all orders for active and reserve duty as obligated by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Conforming to applicable law, the Company grants Military Leave of Absence to provide employees an official leave status while serving on short periods (usually two (2) weeks per year) for Reserve or National Guard active duty training and to establish the long-term company concern for the status of employees called up for extended periods of active duty with the Armed Forces. Although not legally obliged to do so, the Company ensures that employees will not experience a loss of income for the period(s) covering the first ten (10) working days or eighty (80) hours of their Military Leave of Absence each calendar year for Reserve or National Guard active duty training. Supplementary pay is also authorized for the first ten (10) working day or eighty (80) hours of extended active duty. Under special circumstances, particularly when the employee certifies demonstrable hardship, supplementary pay may be continued for an additional two (2) week period of extended active duty (or active duty for training in excess of two (2) weeks per year.) Hardship, in this instance, is analogous to the conditions established by the IRS for hardship withdrawal of funds from a qualified 401(k) plan and must be supported by adequate proof. The President must approve such pay continuation.

Generally, the cumulative leave of absence may not exceed five (5) years from date of entry in order to be eligible for reemployment. There are several types of exemptions from the five (5) year limit and LOYOLA will make determinations in compliance with USERRA.

The employee must have been released from military service under honorable conditions and furnish such certification.

### **A. Military Leave of Absence for a short-term training obligation.**

1. An employee alerted for military active duty training must notify his/her supervisor as soon as possible and request Military Leave of Absence for the appropriate period. An employee called to duty and departing without being able to notify his/her supervisor must be granted the same Leave of Absence.
2. Seniority continues to accrue.
3. Personal Leave Time (PLT) status remains and accruals continue.
4. Existing group insurance coverage continues.
5. The employee will be reinstated in the same job or equivalent upon return.
6. Upon return from Reserve or National Guard active duty training, an employee will furnish proof of military pay and allowances to the Human Resources Department. If military pay and allowances received is less than the employee's normal regular pay, the employee will be paid by Loyola for the difference in pay up to ten (10) days (maximum of eighty (80) hours) in a calendar year.
7. Upon release from service of less than thirty-one (31) days, the employee must report to work by the beginning of the first regularly scheduled workday that would fall eight (8) hours after the employee returns from military duty.

### **B. Military Leave of Absence for an indefinite extended period of active duty.**

1. An employee called up (or volunteering) for an indefinite period of extended active duty in the Armed Forces of the United States, is asked to notify his/her supervisor as early as possible and request Military Leave of Absence. An

- employee called to duty and departing without being able to notify his/her supervisor must be granted the same Leave of Absence.
2. Upon departure, the employee will be placed on unpaid Leave of Absence status.
  3. Personal Leave Time (PLT) balance to date of commencement of Military Leave of Absence will remain in good standing so that existing accrual will be available upon the employee's return, or until December 31, at which time it will be forfeited. PLT does not accrue during periods of extended active duty Military Leave of Absence.
  4. The employee has the following group insurance coverage options:
    - a. Life/AD&D – LOYOLA'S carrier terminates coverage upon the employee's entry into extended active duty.
    - b. Short Term Disability and Long Term Disability – LOYOLA'S carrier terminates coverage upon the employee's entry into extended active duty.
    - c. Medical and dental benefits may be continued for both the employee and dependents or for dependents only under COBRA. LOYOLA will continue its customary subsidy of medical and dental insurance coverage for three months. The employee must pay his/her share on a monthly basis. After three months, employees are offered dependent medical and dental care coverage under COBRA and are responsible for paying up to 102% of the full premium.

**C. Release from extended active military duty.**

1. Upon release from extended active military duty for service of thirty-one to one hundred and eighty days (31-180), the employee has fourteen (14) days to apply for return to active LOYOLA employment under Services Employment and Reemployment Rights Act of 1994 (USERRA). For service of more than one hundred and eighty (180) days, the employee has ninety (90) days to apply for return to active LOYOLA employment under USERRA.
2. The employee must have been released from military service under honorable conditions and furnish such certification.
3. LOYOLA will ensure prompt reemployment in the following order of priority:
  - a. The "escalator" position or a position of equivalent seniority, status, and pay;
  - b. The employee's pre-service position or a position of equivalent seniority, status, and pay; or
  - c. Any other position of lesser status and pay that the employee is qualified to perform, with full seniority.
4. Compensation offers will be based on current salary rates and the employee's qualifications and seniority at the time of reinstatement.
5. The employee will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may make any or all employee contributions to the 401(k) retirement plan that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three (3) times the length of the employee's military service. If the 401(k) retirement plan incorporates a Company match, the employees will receive all associated Company matches for such contributions.
6. Remaining PLT balance will be restored (if within the same calendar year as accrued) and accrual will be resumed.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-7**

**SUBJECT: Bereavement Leave**

**Effective Date: 08-28-00**

**Revision Date: 07-09-09**

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A bereavement leave benefit is provided to full-time employees upon the death of an immediate family member or an immediate relative.

Up to three (3) days of bereavement leave may be provided for an immediate family member. An immediate family member is defined as a spouse, domestic partner, child, stepchild, parent, brother, sister, grandparent, grandchild, foster parent, stepbrother, stepsister, stepparent, son-in-law, daughter-in-law, or parent-in-law.

One (1) day off may be provided to employees who experience the death of an immediate relative. An immediate relative is defined as a nephew, niece, aunt, uncle, great-grandparent, all of which are blood relatives. Also included are brother-in-law, sister-in-law, and grandparent-in-law.

Additional time may be granted and charged against Personal Leave Time (PLT) or taken as leave without pay with approval of the employee's immediate supervisor.

Bereavement leave will be paid at the employee's base hourly rate. These hours may not be applied toward the workweek for the calculation of overtime. Returning to work is a condition of receiving bereavement leave pay.

Bereavement leave will not be granted for employees on any type of leave of absence, including Workers' Compensation.

Proof of death and relationship to the deceased is required.

LOYOLA reserves the right to approve exceptions to this policy at their discretion.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-8**

**SUBJECT: Jury & Witness Duty**

**Effective Date: 06-17-98**

**Revision Date: 07-09-09**

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LOYOLA encourages its employees to fulfill their civic responsibilities when called upon for jury or witness duty.

A leave of absence for jury or witness duty will be granted to any full-time employee who has been notified to serve. It is the employee's responsibility to notify their immediate supervisor as soon as a formal notice regarding jury or witness duty is received. The employee must also forward a copy of the notice to serve to the Human Resources Department.

If the absence of the employee will impair an essential Company operation, the employee may be required to ask to be excused or to have the service deferred.

If an employee is absent on a regularly scheduled work day to serve jury or witness duty, the employee will be paid their base rate of pay for the hours scheduled to work. Employees must report to work on a regularly scheduled work day when there are four or more hours remaining in their normal work day. Any compensation received for jury or witness services (excluding payments specifically designed for travel or meal allowances) will be relinquished to the Accounting Department.

Employees with concerns regarding their continuous absence from work due to jury or witness duty should contact the Human Resources Department and/or their immediate supervisor.

When the employee is released from jury or witness duty, the employee must submit the subpoena indicating the number of days served to the Human Resources Department.

Personal Leave Time (PLT) will not be charged for absences due to jury or witness duty as covered in these guidelines.

Employees who are appearing in court as defendants or plaintiffs, unrelated to Company business, are not entitled to compensation under this procedure.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employee Benefits

**Number:** IV-9

**SUBJECT:** Staff Educational Development

**Effective Date:** 06-17-98

**Revision Date:** 03-22-10

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#### **Tuition Reimbursement**

It is essential to LOYOLA that its employees stay abreast of changing technology and continue to be the leaders in our industry. In an attempt to encourage professionalism and staff development, LOYOLA will reimburse full-time employees for tuition costs, career development training, trade conferences and seminar fees. Upon Executive Management discretion, a bonus may be paid to an employee for completing "designated" courses.

An employee may be reimbursed for tuition and conference/seminar costs after completion up to a maximum of \$2,500 per calendar year. Textbooks and registration fees may be included in the reimbursement subject to the \$2,500 limit. Only grades of "C" and above or pass in a pass/fail grading system will qualify an employee for reimbursement. No reimbursement or bonus is received for grades below a "C" or if the employee withdraws from the course for non-work related reasons.

Proposed courses for reimbursement must be related to the current job of the employee or have correspondence to what the employee can reasonably aspire through promotional channels. Tuition assistance will not be provided for personal development courses, review or tutorial study, test or examination preparation, or costs associated with "life experience" courses or credits.

Under certain circumstances, advance tuition may be approved by Executive Management. Advance requests must be submitted to the Human Resources Department. Employees who have been advanced the tuition must account for the advance by providing the grade indicating satisfactory completion of the course. If the grade is not received within ninety (90) days of course completion, employees must repay the tuition advance.

To receive tuition reimbursement, an employee must apply and receive approval before the course begins. The employee must be actively employed by the Company at the time the course is completed. The procedure is as follows:

1. The employee completes a Request for Continuing Education Reimbursement Form.
2. The employee submits the form to his/her immediate supervisor for approval.
3. The employee forwards the approved form to the Human Resources Department.
4. The employee pays the initial course fees.
5. Once the employee receives the grade, the employee must forward a copy of the tuition receipt and the final grade to the Human Resources Department.
6. The Human Resources Department processes the request and forwards the form to the Accounting Department for payment.

If an employee resigns or is terminated before receiving a grade or if an employee does not complete the course, the employee will not be reimbursed for tuition expenses.

### **Special Provisions**

1. If an employee must withdraw from an ongoing, but incomplete course or program approved for tuition reimbursement, as a result of a Company initiated or approved transfer, the Company will pay 100% of the tuition, subject to the \$2,500 limit.
2. If an employee is involved in a reduction-in-force after starting an approved course or program, the Company will pay 100% of the tuition, subject to the \$2,500 limit.
3. If an employee is required to withdraw from an approved course or program due to excessive work load, excessive business travel or other job-related factors, the Company may consider absorbing the cost of tuition after a management review of the circumstances.
4. The President shall have the discretionary authority to approve tuition reimbursements in excess of \$2,500.

### **Seminars and Conferences Reimbursement**

To receive reimbursement for attendance to seminars and conferences, the employee must apply and receive approval before registration is completed.

In certain circumstances, advance costs may be approved by Executive Management. Advance requests must be submitted to the Human Resources Department.

The procedure is as follows:

1. The employee completes a Request for Continuing Education Reimbursement Form.
2. The employee submits the form to his/her immediate supervisor for approval.
3. The employee forwards the approved form to the Human Resources Department.
4. The employee pays the registration/membership fee.
5. Once the employee attends the seminar/conference, he/she must submit a copy of the receipt to the Human Resources Department.
6. The Human Resources Department processes the request and forwards the form to the Accounting Department for payment.

### **G.I. Bill**

Employees with entitlements to use the G.I. Bill are expected to use that entitlement first. The employee can submit for reimbursement of costs not covered by the G.I. Bill.

### **NOTE: Reimbursement Liability**

**In the event an employee voluntarily terminates or is terminated for cause, within twelve (12) months after receiving funds through the Continuing Education Program, the employee is obligated to repay the Company for all monies received. Any such funds will be withheld from the final paycheck.**



**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-10**

**SUBJECT: Referral Fees**

**Effective Date: 07-09-09**

**Revision Date:**

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**Recruitment Incentive Bonus (RIB)**

An employee referral bonus will be paid to a current employee for any referral provided in which the candidate can potentially fill an open or future position with LOYOLA. The candidate hired must remain in good standing with LOYOLA for a period of not less than 90 days from their date of hire.

Corporate officers and the department head and/or supervisor to whom the candidate will be reporting to are not eligible for a RIB. The referred candidate cannot be a former employee.

The bonus is processed separately from payroll. The bonus is taxable income and is subject to all deductions required by law.

**Procedure for Applying for the Recruitment Incentive Bonus:**

1. The current employee must complete an Employee Referral Form and attach the candidate's resume.
2. The form/resume must be received by the Human Resources Department prior to and no later than the candidates first day of employment. **FORMS RECEIVED AFTER EMPLOYEES FIRST DAY OF EMPLOYMENT WILL NOT QUALIFY FOR A BONUS.**
3. Upon hire, the referred candidate must notate the employee as the referring source on the Employment Application Information Sheet.
4. The amount of \$350.00 will be paid to the referring employee after the candidate has completed 90 days of employment and is in good standing with the Company.
5. The referring employee will be notified of the expected payment date.

**Business Referral/Finders Fee:**

Employees are encouraged to promote LOYOLA products and services. It is through this type of promotion that our company will experience and sustain sales growth, for which we congratulate your efforts by means of the following monetary rewards.

A referral fee will be paid to an employee for sales leads provided to a department head, sales representative or project manager, in which revenue is paid to LOYOLA. The amount of the fee is determined on a case-by-case basis, using such factors as gross revenue, duration of services, additional opportunities, marketing exposure, complexity of services provided, or other unique or unusual circumstances.

The referral fee is processed separately from payroll. The fee is taxable income and is subject to all deductions required by law.

**Procedure for Applying for the Business Referral/Finders Fee:**

1. Employee must complete an Employee Referral Form and submit it to his/her supervisor.
2. The supervisor must forward the paperwork to the HR Department within 3 business days.
3. After the business is procured, the fee amount will be determined.
4. Fee will be paid either upon implementation or completion of the job. Determination of when fee will be paid is at the discretion of the President.
5. The referring employee will be notified of the expected payment amount and date.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employee Benefits

**Number:** IV-11

**SUBJECT:** Smoking Cessation Program

**Effective Date:** 02-01-08

**Revision Date:**

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Loyola believes in the importance of maintaining a healthy lifestyle in order to achieve the benefits of a better quality of life. Loyola offers its employees the opportunity to participate in a Smoking Cessation Program in order to qualify for a health insurance premium ("discount"). The discount received can be as high as \$360.00 per plan year.

The Smoking Cessation Program is being offered in accordance with the interim rules of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) nondiscrimination provisions. The intent of the program is to provide an alternative standard for those employees who are unable to receive the "non-smoker discount" due to a medical condition.

#### **Program Description**

An employee who currently smokes and wishes to receive the discount must attend an approved offsite program. The approved facility Loyola has selected is the Sentara Tobacco Cessation Program. Participation at another facility must be approved in advance from the Human Resources Department.

The Sentara program is a 4 week program and is free of charge. The employee will be eligible for the insurance discount the week they begin the program and will continue to receive the discount for the rest of the plan year as long as the program is completed. The insurance discount will discontinue if the program is not completed.

Should the employee obtain approval to join another cessation program with costs associated, the employee will be reimbursed for the program fee after completion up to a maximum of \$150.00 per calendar year. The employee will not be reimbursed for the program fee if he/she withdraws from the program prior to completion, resigns employment, or is terminated from employment before receiving the Certificate of Completion.

#### **Procedure**

The employee must contact the Human Resources Department for approval prior to beginning the program. The procedure is as follows:

- A. The employee obtains approval to enroll in the Smoking Cessation Program.
- B. The employee enrolls in the Smoking Cessation Program.
- C. The employee pays the initial program fees, if applicable.
- D. Employee completes the program and receives a Certificate of Completion.
- E. The employee sends the Human Resources Department a copy of the Certificate of Completion.
- F. The employee submits the Smoking Cessation Reimbursement Request Form to the Human Resources Department along with the Certificate of Completion and the original receipt for the cost of the program, if applicable.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-12**

**SUBJECT: Victim of Crime Leave**

**Effective Date: 03-22-10**

**Revision Date:**

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Per Virginia Code 40.1-28.7:2, LOYOLA will give special consideration for employees who are a victim of a crime and wish to appear at a criminal proceeding(s) involving that crime.

A victim is defined as:

1. A person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony or of assault and battery in violation of 18.2-57 or 18.2-57.2, stalking in violation of 18.2-60.3, sexual battery in violation of 18.2-67.4, attempted sexual battery in violation of 18.2-51.4 or 18.2-266;
2. A spouse or child of such a person;
3. A parent or legal guardian of such a person who is a minor;
4. A current or former foster parent or other person who has or has had physical custody of such a person who is a minor, for six months or more or for the majority of the minor's life; or
5. A spouse, parent, sibling or legal guardian of such a person who is physically or mentally incapacitated or was the victim of a homicide.

NOTE: Victim does not mean a parent, child, spouse, sibling or legal guardian who commits a felony or other enumerated criminal offense against a victim as defined in 1.

The employee will be allowed to leave work and attend all criminal proceedings relating to the crime. Criminal proceedings include all aspects of the process from initial appearance through probation.

LOYOLA will not discriminate against an employee in compensation or other terms, conditions or privileges of employment or terminate the employment of an employee who exercises his/her rights under this policy.

LOYOLA will not refuse to hire or discriminate against an individual who has been a victim of a crime because he/she may request leave to attend criminal proceedings.

LOYOLA may limit the duration of the leave if the leave creates an undue hardship to the business or departmental operation.

**Leave Request**

The employee must complete and submit a Leave Request Form along with a copy of the form provided by the law-enforcement agency. If applicable, the employee must provide the Human Resources Department a copy of the notice of each scheduled criminal proceeding.

The employee may either use personal leave time (PLT) or take leave without pay (LWOP).

Upon management approval, the employee may flex their work schedule. If the employee chooses to flex his/her work schedule, the hours must be made up within the same month.

**Benefit Coverage**

If the leave exceeds one (1) month, the employee must contact the Human Resources Department to discuss the impact on their comprehensive benefits plan. Benefit coverage will be based on the policies of the insuring companies.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-13**

**Effective Date: 03-07-11**

**SUBJECT: Disability**

**Revision Date:**

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All full-time employees are eligible for short-term and long-term disability the 1<sup>st</sup> day of the month following 30 days of employment.

The disability effective date is defined as the date the employee becomes eligible for disability payment from the insurance carrier.

Employees may use personal leave time (PLT), leave without pay, or holiday pay during the seven (7) day waiting period.

Employees will be provided Short-Term and Long-Term Disability Summary of Coverage Booklets.

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Safety**

**Number: V-1**

**Effective Date: 08-28-00**

**SUBJECT: Fire, Safety and First-Aid**

**Revision Date: 07-09-09**

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Maintaining a safe work environment requires the cooperation of all employees. LOYOLA encourages employees to be safety conscious for themselves and coworkers and report potential workplace hazards. Management will correct identified hazards in the workplace in order to avoid job related injuries and illnesses.

Employees will be provided first-aid care and emergency services for injuries and illnesses while on LOYOLA premises or at the assigned workplace.

**REPORTING PROCEDURE**

The employee must report any job related injury or illness, regardless of the severity, to a LOYOLA supervisor or the Human Resources Manager and/or dial 911 in the event of a serious accident or emergency situation. The supervisor is responsible for immediately notifying the Human Resources Manager of the injury/illness. The Human Resources Manager will contact the Safety Coordinator.

**FIRST-AID KITS AND FIRE EXTINGUISHERS**

LOYOLA facilities and Company vehicles are supplied with first-aid kits.

Fire extinguishers are located in each facility. Employees are expected to familiarize themselves with the location of the fire extinguishers and all facility exits.

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Safety

**Number:** V-2

**Effective Date:** 08-28-00

**SUBJECT:** Workers Compensation

**Revision Date:** 07-09-09

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LOYOLA maintains compliance with statutory state Workers Compensation laws. All employees are covered under the Company's workers compensation insurance. The workers compensation insurance pays doctors fees and hospital costs for a job related injury or illness. Group health insurance may not be used for on the job injuries or illnesses.

Employees will be provided first-aid and emergency service for injuries or illnesses while on LOYOLA premises or at an assigned workplace.

#### **Procedures**

Any job related injury or illness, regardless of severity, must be reported immediately to the employee's supervisor or the Human Resources Manager. If the employee informs the supervisor, the supervisor must inform the Human Resources Manager. The Human Resources Manager will contact the Safety Coordinator who will assist the employee with the "First Report of Injury or Illness" Form.

If a workers compensation claim is approved, LOYOLA will ensure that the employee does not suffer a loss of income by continuing to pay the employee their normal salary for up to ninety (90) days. The employee must endorse the workers compensation check to LOYOLA in order for the employee to continue to receive their normal salary.

If the injury requires the attention of a physician, the employee must select a physician from the Workers Compensation Network Referral list of physicians posted on the facility bulletin board. In case of an emergency, the employee must go to the nearest hospital emergency room for treatment and inform the physician that the injury occurred on the job. If additional treatment is required, the employee must utilize the Workers Compensation Network Referral List to select a physician.

The employee must submit all medical bills, hospital bills, prescription receipts, physical therapy receipts, and/or other rehabilitation receipts to the Human Resources Department.

#### **Physician Certification**

The employee's physician must certify continued disability in writing on a monthly basis. Employees who are released to work must present a written release from the treating physician prior to returning to duty.

#### **Employee Benefits**

Employees must contact the Human Resources Manager to discuss the status of their benefits while on Workers Compensation Leave. Arrangements for payment of health benefits must be arranged with the Accounting Department.

#### **Return to Work**

Workers Compensation Leave does not guarantee a return to active employment nor to the employee's former position. LOYOLA will attempt to return an employee to a comparable position for which he/she is qualified.