

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Safety

Number: V-1

Effective Date: 08-28-00

SUBJECT: Fire, Safety and First-Aid

Revision Date: 07-09-09

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

CLASSIFICATION: Safety

Number: V-2

SUBJECT: Workers Compensation

Effective Date: 08-28-00

Revision Date: 01-01-2021

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 the injury requires the attention of a physician, the employee must select a physician from the Workers Compensation Network Referral list of physicians. 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.

Any treatment for a workplace injury is subject to a drug test/toxicology screening.

Physician Certification

The employee's physician must certify continued disability in writing on a regular 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.