

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Safety

Number: V-2

Effective Date: 08-28-00

SUBJECT: Workers Compensation

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.