

	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Background Investigations	03/01/2007		H-324
APPROVED <i>Approved with Policy A-100</i> President			

PURPOSE: D. W. Tower, Inc. has a responsibility to provide qualified and safe staff in the operations of our facilities and the construction of our towers.

POLICY: It is our policy to conduct thorough background investigations and verification of pertinent information on all new hires.

SCOPE: This policy applies to all employees of D. W. Tower, Inc.

PROCEDURE: D. W. Tower, Inc. will conduct those investigations that will serve to verify professional credentials, experience, and other information to ensure the best quality and qualified employees. At a minimum, the following checks are completed:

1. Employment Verification. We document up to ten (10) years of prior employment and verify all prior employment within the past five (5) years. We verify all gaps in employment within the past five (5) years that are greater than twelve (12) months in length by contacting professional references.
2. Criminal Records Search. We conduct a criminal records search at the highest court in all counties where the person has resided, worked, or attended school in the past seven (7) years. Any misdemeanor convictions, felony convictions, open arrest warrants, and/or related activities are reported.
3. Driving Record. We reserve the right to investigate the driving record of those whose positions require them to drive a vehicle for business purposes.

Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.

No changes will be made to this policy or any deviations authorized without the express written permission of the President.