

 <b>DW TOWER, INC.</b>	<b>HUMAN RESOURCES</b> POLICIES AND PROCEDURES		
	<b>SUBJECT</b>  <b>Conduct and Work Environment</b>	<b>ISSUED</b>  03/01/2007	<b>REVISED</b>  
<b>APPROVED</b>  <i>Approved with Policy A-100</i>  <b>President</b>			

**PURPOSE:** This policy is designed to provide a safe, comfortable and productive work environment for D. W. Tower, Inc. employees. This policy identifies the company responsibility and the employee responsibility as it relates to conduct and working environment.

**POLICY:** It is the policy of the Company that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence.

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

**PROCEDURE:** 1. Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

2. Employees have the right to conduct their work without disorderly or undue interference from other employees. The Company prohibits employees from violating this right of their co-workers.

3. The Company encourages a congenial work environment of respect and professionalism. Therefore, the Company prohibits employees from intentionally harming or threatening to harm other employees or property belonging to any of these parties. This prohibition includes but is not limited to intentional acts such as:

- Physically harming others
- Verbally abusing others
- Using intimidation tactics and making threats
- Sabotaging another's work
- Stalking others
- Making false statements about others with malice that cause harm
- Publicly disclosing another's private information

4. Employees are responsible for maintaining their work area in a neat and professional manner.

5. Employees are responsible for assuring the security of Company confidential/proprietary material in their possession and similarly maintaining the security of the Company provided

equipment. Employees concerned for the security of their work area or equipment must inform their supervisor of such concerns.

6. The Company reserves the right to search unlocked and/or publicly used Company property at any time without consent. The Company may request a search of personal property at the worksite or locked company property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action up to and including termination.

Please see Attendance Policy for additional information.

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