

	<b>HUMAN RESOURCES</b> <b>POLICIES AND PROCEDURES</b>		
<b>SUBJECT</b>  <b>Confidentiality of Business Practices</b>	<b>ISSUED</b>  03/01/2007	<b>REVISED</b>	<b>NO.</b>  H-310
<b>APPROVED</b>  <div style="text-align: right;"><i>Approved with Policy A-100</i></div> President			

**PURPOSE:** To preserve and protect the trade secret, proprietary and confidential information of D. W. Tower, Inc. and the competitive advantage provided to D. W. Tower, Inc. by such information.

**POLICY:** Employees of D. W. Tower, Inc. will respect and hold confidential any information, written or otherwise, knowledge, practices or procedures belonging to D. W. Tower, Inc.

**Definition:**

The following information is trade secret, proprietary and confidential information of D. W. Tower, Inc.: D. W. Tower, Inc.'s study or research (processes, mechanisms, technical knowledge, data, concepts, inventions, technology, plans, business and financial information (including, without limitation, past, present and prospective customer, investor, contact information, identities, and marketing information, plans, strategies, and lists), specifications, formulas, studies, reports, blueprints, designs, developments, and other similar matters that by their nature should be deemed or considered confidential and/or trade secret information, whether in tangible, including, without limitation, on drawing boards, or intangible form, and whether or not marked "Confidential" (collectively, "Confidential Information").

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

**PROCEDURE:** Confidential Information may be used by D. W. Tower, Inc. employees to the extent needed to perform their D. W. Tower, Inc. employment responsibilities. It is a violation of D. W. Tower, Inc. policy for any of the following to occur:

1. Disclosure, whether verbal, in writing, or by any other means, of any Confidential Information to any non-D. W. Tower, Inc. employee, unless such disclosure is preceded by a signed D. W. Tower, Inc.-approved Non-Disclosure Agreement or by written authorization signed by an officer of D. W. Tower, Inc.;

2. Removal of any Confidential Information from the business office of D. W. Tower, Inc.;
3. Duplication, reproduction, copying, publication or public display of any Confidential Information;
4. Use of any Confidential Information except as may be needed for the performance of D. W. Tower, Inc. business;
5. Storage or handling of Confidential Information except as authorized by D. W. Tower, Inc. management;
6. Distribution by way of the Internet or by any other means of any Confidential Information; and
7. Failure to promptly report to D. W. Tower, Inc. management any violation of this policy.

**Employees who fail to follow this policy may be disciplined, 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.