

	ADMINISTRATIVE POLICIES AND PROCEDURES		
SUBJECT Electronic Communications	ISSUED 03/01/2007	REVISED	NO. A-107
APPROVED <p style="text-align: right;"><i>Approved with Policy A-100</i></p> President			

Purpose: In order to ensure compliance with copyright law, and to protect the Company from being victimized by the threat of viruses or hacking, this policy has been developed to provide team members with usage guidelines. As part of D. W. Tower, Inc.'s commitment to the utilization of new technologies, many of our team members have access to electronic and telephonic communication systems, such as email, Internet, PDAs, Smart Phones, etc.

Policy: It is D. W. Tower, Inc.'s policy to limit Company electronic and telephonic communications usage, to business use. All communication and information transmitted by, received from, or stored in Company systems are the property of D. W. Tower, Inc. and must be used solely for research and business purposes. The use of any electronic software and business equipment (including but not limited to facsimiles, telecopiers, computers, copy machines, etc.) for private purposes is strictly forbidden. Team members are authorized to access the Internet for personal purposes after hours or during the lunch break with Management's approval, in strict compliance with the other terms of this policy. It is D. W. Tower, Inc.'s policy to ensure that business information and data are protected and to monitor work-related communications that take place in the ordinary course of business. Team members using the D. W. Tower, Inc.'s electronic communications equipment and software are acting as representatives of the Company. As such, team members should act accordingly so as protect the reputation of the Company.

Scope: This policy applies to all team members of D. W. Tower, Inc.

Procedures:

1. Management and designated supervisory personnel are responsible for ensuring this policy is enforced.
2. Email use is limited to business use. Access to personal email accounts must be very limited. Under no circumstances should a team member "POP" their personal email account(s) to the D. W. Tower, Inc.'s system or email software.
3. Sending emails that are in violation of the D. W. Tower, Inc.'s policies on sexual, religious, racial or other forms of harassment are strictly prohibited. This includes, but is not limited to, communication to and from pornographic sites and "hate" sites.
4. Viewing, downloading, or printing of web sites that are in violation of the D. W. Tower, Inc.'s policies on sexual, religious, racial or other forms of harassment are strictly prohibited. This includes, but is not limited to, pornographic sites and "hate" sites.
5. Team members shall not place Company material (copyrighted software, internal correspondence, etc.) on any publicly accessible system.

6. Alternate Internet Service Provider connections (such as Flashnet, AOL, MSN, etc.) to the D. W. Tower, Inc.'s internal network are not permitted unless expressly authorized by the Network Administrator and properly protected by a firewall or other appropriate security device(s).
7. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third-party. Team members must exercise caution and care when transferring material in any form.
- 8. Team members are not permitted to use personal electronic mail to communicate with supervisors regarding any absence or tardiness. Such communication must be in person or telephonic.**
9. Unless otherwise noted, all software on the Internet should be considered copyrighted work, including shareware and spyware software. Therefore, team members are prohibited from downloading software and/or modifying any such files without permission from the copyright holder and the Vice President-Finance & Administration. Administrator permission is required to download or install any and all software.
- 10. All team members are hereby notified that there should be no expectation of "privacy" where work-related communications that take place in the ordinary course of business are concerned.**
11. The Company owns the D. W. Tower, Inc.'s email system and all messages that are created, sent, or received using the system remain the property of D. W. Tower, Inc.
12. Personal passwords should not be given out to anyone. Passwords must be changed as requested periodically to maintain security.
13. Phone calls, email, and Internet access may be monitored and/or recorded. Management may review, audit, intercept, access, and disclose any business or personal messages created, sent, or received on Company systems.
14. Even though D. W. Tower, Inc. has the right to retrieve and read any email messages, those messages should still be treated as confidential by other team members and accessed only by the intended recipient.
15. Any type of communication at the Company and Client sites, and/or which involves the use of Company equipment, is subject to investigation. If the investigation finds that any D. W. Tower, Inc.'s policies, including but not limited to the Anti-Harassment and Equal Employment Opportunities Policies, have been violated, the team member(s) involved may be subject to disciplinary action, up to and including, termination.
16. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.
17. Team members' work areas, including computers and other electronic and telephonic communications systems are Company property and thus are subject to search by Management for legitimate business reasons.
18. Team members who learn of violations of this policy should notify Management or a designated supervisor.
19. Periodic audits will be done of all computers to verify that only legal, legitimate software is installed and/or accessed.

Also see the Anti-Harassment Policy, the Equal Employment Opportunity Policy and the Discipline 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.