

	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Employee Grievance Procedure Policy	03/01/2007		H-302
APPROVED			
<i>Approved with Policy A-100</i>			
President			

PURPOSE: It is D. W. Tower, Inc.'s purpose to provide an effective way for employees to bring problems concerning their well-being at work to the attention of D. W. Tower, Inc.'s management. Therefore, an informal grievance procedure has been established for the benefit and use of the employees.

POLICY: It is the policy of D. W. Tower, Inc. to provide a grievance procedure to employees in order to facilitate problem resolution and issues of concern.

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

PROCEDURE: 1. When an employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation, or creates a problem, he/she is encouraged to discuss the condition or treatment with management.

2. Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that he/she believes is detrimental to himself or the agency, he/she should follow the procedure described here for bringing the complaint to management's attention.

a. Discussion of the problem with his/her immediate supervisor is encouraged as a first step. If he/she does not believe a discussion with the supervisor is appropriate, he/she should proceed directly to Step b.

b. If the problem is not resolved after discussion with the supervisor, or if the employee thinks a discussion with the supervisor is inappropriate, he/she is then encouraged to request a meeting with Human Resources or an officer of the Company. An investigation will be conducted with all the facts considered. The employee will normally receive a response regarding the problem within five working days of meeting with the Department Head or Managing Partner.

i. In the event one (1) corporate officer is the subject of the grievance, any remaining Corporate Officer should be notified.

c. If the employee is not satisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary of the concerns and request that the matter be reviewed by Human Resources. This request should be made through Human Resources, who will notify the individual in question. After a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), the employee will be informed of the decision, usually within 15 working days. The decision of the President will be final.

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.