

 <p>DW TOWER, INC.</p>	POLICIES AND PROCEDURES		
<p>SUBJECT</p> <p>Hours of Operation Policy</p>	<p>ISSUED</p> <p>03/01/2007</p>	<p>REVISED</p>	<p>NO.</p> <p>A-104</p>
<p>APPROVED</p> <p style="text-align: right;">Approved with Policy A-100 President</p>			

Purpose: This policy communicates the D. W. Tower, Inc.'s location and normal work hours for team members.

Policy: D. W. Tower, Inc. will conduct business at its Offices in the locations listed in the chart below. Hours of operation are 8:00 AM to 5:00 PM daily (local time), Monday through Friday.

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

Procedures:

1. Management is responsible for ensuring this policy is enforced.
2. The normal workweek consists of five (5) days, eight (8) hours long, Monday through Friday for Office employees.
3. The daily work schedule includes a 30 minute, unpaid lunch period. D. W. Tower offices are not closed for lunch.
4. Non-exempt team members are expected to be on time and ready to assume all job responsibilities related to their position no less than 5 minutes before the start of their respective workday.
5. Team members who need to be late or absent from work must notify their designated Manager, in person or via telephone. See Attendance Policy for more details.

Headquarters (HQ)

2420 Comanche NE
Suite H1
Albuquerque, NM 87107
Phone: 505-872-8400
FAX: 505-872-8402

2604 West 1st Street
Suite 40
Tempe, AZ 92007
Phone: 408-921-1173
FAX: 480-921-1174

2331 Wyoming Ave.
El Paso, TX 79903
Phone: 915-577-4112
FAX: 915-577-4115

Additional locations are:

D. W. Tower, Inc.
217 Chesterfield Drive
Suite A
Cardiff, CA 92007
Phone: 760-943-9942
FAX: 760-943-9948

Please see the 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.