

 DW TOWER, INC.	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Introductory Period	03/01/2007		H-303
APPROVED			
<i>Applied with Policy A-100</i>			
President			

Purpose: The purpose of this policy is to describe the 90-day Introductory Period that all D. W. Tower, Inc. team members participate in, beginning with their start date. The Introductory Period is intended to give new team members the opportunity to demonstrate their ability to achieve a satisfactory level of performance in their new position and to determine whether the new position meets their expectations. D. W. Tower, Inc. uses this period to evaluate capabilities, work habits, and overall performance of a new team member.

Policy: All new and rehired team members participate in an Introductory Period for the first 90 days after their start date. Team members who are promoted or transferred within D. W. Tower, Inc. may complete another Introductory Period with each assignment to a new position. D. W. Tower, Inc., in its sole discretion, may lengthen or shorten the designated Introductory Period based on the team member's performance and/or attendance. Either the team member or D. W. Tower, Inc. may end the employment relationship at any time during or after the Introductory Period, with or without cause or advance notice.

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

Definition:

- A *regular employee* is a team member who is hired on a full-time or part-time basis and who has satisfactorily completed the Introductory Period. A seasonal or temporary employee, whether full-time or part-time, is not a *regular employee*.

Procedures:

1. The Management is responsible for ensuring that this policy is followed.
2. All new and rehired team members participate in an Introductory Period for the first 90 days after their start date.
3. The Company reserves the right to lengthen or shorten the Introductory Period based on team member performance and/or attendance. Written notice of the Company decision to extend the Introductory Period will be provided to the team member.
4. Any significant absence will automatically extend an Introductory Period by the length of the absence.
5. Upon satisfactory completion of the initial Introductory Period, team members, whether new or rehires, will be classified as regular employees for purposes of determining eligibility for benefits and other Company programs. Team members should read information provided for each specific benefit and/or program for the details of eligibility requirements.

6. In cases of promotions or transfers within D. W. Tower, Inc., a team member who, in the sole judgment of the Company, is not successful in the new position, may be removed from that position at any time during the appropriate Introductory Period. If this occurs, team members may be allowed to return to their former position within D. W. Tower, Inc. or to a comparable job for which the team member is qualified, depending on the availability of such positions and the Company's needs.
7. A team member will continue to be classified as a regular employee during any Introductory Periods that result from a promotion or transfer within D. W. Tower, Inc.

See the Employee Benefits Policy for more information.

Anyone found violating any portion of this policy may be subject to disciplinary action, 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.