

	HUMAN RESOURCES POLICIES AND PROCEDURES		
SUBJECT Non-smoking Policy	ISSUED 03/01/2007	REVISED	NO. H-309
APPROVED <i>Approved with Policy A-100</i> President			

Purpose: The purpose of this policy is to provide a safe, healthy work environment through the prohibition of smoking in and around D. W. Tower, Inc. property.

Scope: This policy applies to employees and contractors at D. W. Tower, Inc.

Policy: It is the policy of D. W. Tower, Inc. to prohibit smoking in D. W. Tower, Inc. offices, within 20 feet of Company buildings, within 20 feet of a work site, in Company trucks and other vehicles.

Procedures:

1. Managers and supervisors are responsible for enforcing this policy.
2. Employees may not smoke in any Company office or facility.
3. Employees may not smoke in Company vehicles.
4. Employees may not smoke in or on a customer's premises.
5. Employees may not leave their work or work area to smoke. Employees who smoke may use their lunch break for this purpose.
6. Employees may not smoke within 20 feet of a work site. Employees who smoke out of doors are responsible for the appropriate disposal of cigarette butts and other related materials.

All employees are required to comply with safety standards. Even if the employee elects to smoke out of doors, and there are flammable materials in proximity, smoking will be prohibited.

No part of this policy may be changed without the express consent of the President.

This manual and the policies herein are the property of D. W. Tower, Inc. They may be altered or deleted only with the permission of the President.