

 DW TOWER, INC.	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Open Door Policy	03/01/2007		H-314
APPROVED <i>Applied with Policy A-100</i> President			

Purpose: The purpose of this policy is to provide an effective way for team members to notify Management of concerns concerning the work environment.

Policy: It is the policy of D. W. Tower, Inc. to respond to team members who raise concerns about the work environment and to collaborate for mutually beneficial solutions.

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

Procedures:

1. All team members are responsible for ensuring that this policy is followed.
2. When team members believe a work condition is a hindrance to effective operations, or learn of a problem, they are encouraged to discuss the specifics first with their designated supervisor.
3. If team members are not satisfied with the resolution after discussion with the supervisor, or if the team member is uncomfortable discussing the issue with the supervisor, they may approach Human Resources for a discussion regarding their concerns.
4. If the team member continues to have unresolved concerns, he/she may contact the President. All decisions by the President are 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.