

 <b>DW TOWER, INC.</b>	<b>ADMINISTRATIVE</b>		
	POLICIES AND PROCEDURES		
<b>SUBJECT</b>	<b>ISSUED</b>	<b>REVISED</b>	<b>NO.</b>
<b>Policy Adoption Resolution</b>	03/01/2007		A-100
<b>APPROVED</b>			
<i>Approved with Policy A-100</i>			
President			

**Purpose:** D. W. Tower, Inc. revised and updated all company policies and procedures in 2006, including establishing a new format as seen in this policy. This specific policy is the signature page for all the updated D. W. Tower, Inc. policies issued on 03/01/2007.

**Policy:** All policies and procedures, going forward, will use this format.

**Scope:** This policy applies to all employees charged with developing policies and procedures for D. W. Tower, Inc.

**Procedures:**

1. All policies issued on 03/01/2007 are considered official with “Approved with Policy #A-100” in the signature block.
2. Any policy issued or revised after 03/01/2007 will require approval by the President of D. W. Tower, Inc.
3. All policies and procedures issued will be categorized as:
  - Administrative;
  - Financial;
  - Human Resources; or
  - Safety.
4. All policies and procedures issued will use a numbering scheme of the first letter of the category and then a three digit, sequential number within that category.
5. The Master policy manual contains the original, signed documents, and prior versions, for historical purposes. The President will keep the Master Manual.

**Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.**

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.