 DW TOWER, INC.	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT Employee Safety & Health	ISSUED 03/01/2007	REVISED	NO. S-201
APPROVED <i>Approved with Policy A-100</i> President			

Purpose: Employees deserve and require a safe workplace. The purpose of this policy is to provide such a workplace.

Scope: Safety is everyone's job. All employees of D. W. Tower, Inc., regardless of position, are required to follow all safety rules and guidelines.

Policy: D. W. Tower, Inc. provides a safe workplace for all employees in compliance with all local, state and federal safety and health regulations. It is the responsibility of each employee to insure that all tasks be conducted in a safe and efficient manner, and in accordance with the Safety Program designed for D. W. Tower, Inc.


Procedure:

1. It is the responsibility of the employee to identify and familiarize himself with the Evacuation Plan for his working area and in the building in which the employee works. This includes any client office in which the employee is working. Each Z Projects office will have a designated individual responsible for posting and maintaining all emergency procedures as listed below.
2. The Evacuation Plan for D. W. Tower, Inc. offices is posted on the Bulletin Board by the Break Room in each location and provides details for dealing with emergencies such as:
 - a. Fire
 - b. Weather
 - c. Medical emergency, etc.
3. Fire extinguishers are located throughout the offices of D. W. Tower, Inc. Employees should familiarize themselves with the location of the fire extinguishers as well as with the instructions for using them.
4. It is the responsibility of the employee to complete an "Accident and Incident Report" for each safety and health infraction that occurs by an employee or that the employee witnesses.
5. Any employee who is injured on the job must immediately report the injury, even those considered to be minor, within the work day in which that injury occurred.

6. Failure to report such an infraction may result in employee disciplinary action, including termination. Management requires that every person in the organization assumes the responsibility of individual and organizational safety. This includes activities such as turning off coffee pots or other appliances and safe use of electrical cords and outlets.
7. D. W. Tower, Inc. has an extensive Safety Manual and Safety Training Program for those who work in the field. Failure to follow Company safety guidelines or conduct which places the employee, client or Company property at risk can lead to employee disciplinary action and/or termination.
8. The President shall have the responsibility to develop, and authority to implement, the safety and health program in the interest of a safe work environment.

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.

 DW TOWER, INC.	POLICIES AND PROCEDURES		
SUBJECT Emergency Closures Policy	ISSUED 03/01/2007	REVISED	NO. S-202
APPROVED <i>Approved with Policy A-100</i> President			

Purpose: This policy provides information and procedures regarding facility closures to team members.

Policy: D. W. Tower, Inc.'s Offices and client sites may need to close for emergency situations, such as power outages, fire, or severe weather. In some situations, delayed openings may occur as well.

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

Procedures:

1. Management is responsible for ensuring that this policy is followed.
2. The President will make the determination whether the Office or any other Company work site will close and/or will have a delayed opening or early closure. Management of client sites will make the decision about their sites.
3. If a Company location cannot open, or must close early, Management will first notify local management. Then, local management will notify team members of the situation. Management of client sites will communicate closings and delays to D. W. Tower, Inc., which will notify appropriate team members.
4. If a work site opens late or closes early, non-exempt team members who work less than two (2) hours will be paid for two (2) hours. Non-exempt team members who work more than two (2) hours will be paid for the hours actually worked.
5. The President is designated to speak with the press, if necessary. Team members should not make any comments to the press or others without the express approval of the President
6. The President will contact a security firm to guard Company locations, if necessary.

See the Disaster Recovery 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.

 DW TOWER, INC.	SAFETY		
	POLICIES AND PROCEDURES		
SUBJECT Safety	ISSUED	REVISED	NO.
Accident Prevention & Investigation	03/01/2007		S-203
APPROVED			
<i>Applied with Policy A-100</i>			
President			

Purpose: The primary objective of the D. W. Tower, Inc. accident prevention and investigation policy is to remind team members that safety and accident prevention are the responsibility of all team members.

Policy: It is the policy of D. W. Tower, Inc. to inform and educate all team members about the benefits of accident prevention. In the event that an accident does occur, the Area Supervisor/Safety Manager will direct the accident investigation. The Company considers accident investigations to be *fact-finding* not *fault-finding*. The Company conducts accident investigations to help prevent repetition of the same accident. In addition, investigations are conducted to reduce operating costs, improve morale, improve productivity, improve efficiency, and reduce waste. Improve and/or maintain a safe work environment.

Definitions:

- *Accident* - an unplanned, unwanted event that causes injury, illness or property damage. The event contains two key conditions: a hazardous condition and exposure to that hazardous condition.
- *Serious accident* - an unplanned, unwanted event that causes injury, illness or property damage and results in the hospital admission of a team member.
- *Fatalities* – an employee death resulting from a work-related incident or exposure, or from an accident or an illness caused by or related to a workplace hazard.
- *Catastrophe* – the hospitalization of three (3) or more employees resulting from a work-related incident or exposure, or from an accident or an illness caused by a workplace hazard.
- *Exposure* - a condition of being exposed to a hazard or an interaction between a team member and a hazard.
- *Hazard* - an unwanted condition or practice that could cause an injury or illness to a team member and is preventable.
- *Incident* - an unplanned and unwanted event that does not result in an injury, illness or property damage. Often times an incident is referred to as a *close call* or *near miss*.

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

Procedures:


1. Management is responsible for ensuring that this policy is followed; however, safety and accident prevention are everyone's responsibility.

2. Team members must participate in assigned safety-related training programs.
3. Team members must wear appropriate and Company-provided Personal Protective Equipment.
4. Team members should use proper lifting techniques.
5. Team members should be vigilant about preventing hazardous conditions such as wet floors, cords or equipment that presents a tripping hazard, blocked passages, and so forth.
6. Team members involved in a reportable accident or incident must notify their designated supervisor immediately.
7. As soon as possible, an Incident Report should be completed. In no case should notification be later than the end of the shift in which the incident or accident occurs.
8. All accidents will be investigated.
9. Accidents involving on-the-job injuries to team members are reported to the HR department and/or Safety Manager.
10. Serious accidents are required to be reported to OSHA within 24 hours. Fatalities and catastrophes are required to be reported to OSHA within 8 hours.
11. Team members are expected to participate in the fact-finding process of an accident or incident investigation.

See the Discipline Policy, the Elevator Accidents Policy, the Substance Abuse Policy, the Company Tools & Equipment Policy and the Company-Owned Vehicles Policy for further 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.

 DW TOWER, INC.	SAFETY		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Emergency Event Responses	01/01/2007		S-204
APPROVED			
<i>Approved with Policy A-100</i>			
President			

Purpose: This policy explains procedures and expected employee responses in the event of certain emergency situations.

Policy: All employees are expected to familiarize themselves with the emergency event responses so that in the event of such an emergency, the safety of employees and visitors will be ensured as best as possible. Safety is everyone's responsibility.

Scope: This policy applies to all employees and contractors of D. W. Tower, Inc., regardless of work location.

Procedures:

1. Management is responsible for ensuring that this policy is followed.
2. It is the responsibility of the employee discovering an emergency event to first provide assistance to anyone injured because of the situation and to evacuate the area as appropriate. Emergency personnel should be summoned as quickly as possible, if necessary.
3. The employee discovering the emergency event should also contact the President/Management as soon as possible to discuss the situation.
4. The Owner or designated Manager will make the determination whether D. W. Tower, Inc.'s sites can remain open or not, and whether or not Company employees should remain at customer sites.
5. Each D. W. Tower, Inc. location is to have an evacuation plan to include a designated meeting point, outside the building at a reasonable distance away, for employees and visitors to gather in the event of a fire. Office Administrators will insure that these plans are current and posted.
6. In the event of a tornado warning (the local siren should be heard if there is an actual sighting or other warning), each Company location should have a designated area for all employees and visitors to take shelter.
7. In the event of a hazardous materials emergency, such as a chemical spill, gas leak, or biohazard spill, people should immediately be evacuated from the

contaminated area and others in the building should be alerted. An employee should contact 911.

8. If a medical emergency such as cardiac arrest occurs, immediately call 911. The Company will rely on trained emergency medical personnel for any injuries or illness that require treatment beyond basic first aid.
9. Employees who visit customer sites and/or job sites should know the emergency process and evacuation locations for that site.
10. Occasionally, emergency drills will be conducted to help ensure that employees are prepared to take appropriate action in the event of an emergency situation. The President/Management will coordinate drills.

See the Emergency Closures Policy (S-202) and the Disaster Recovery Policy (A-106) for further information.

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.