 DW TOWER, INC.	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Substance Abuse	03/01/2007		H-311
APPROVED			
<i>Applied with Policy A-100</i>			
President			

Signature form

Purpose: D. W. Tower, Inc. does not want to infringe upon team member's privacy; however the Company must maintain certain policies regarding substance abuse for safety reasons and to comply with governmental regulations.

Policy: D. W. Tower, Inc. maintains an environment free of controlled substances and use of any substance that impairs judgment and/or cognitive functions, including alcohol, prescribed and/or over-the counter medication, during work periods. The use, possession, manufacture, distribution, or dispensing of any controlled substance or alcohol on D. W. Tower, Inc. and/or client property, or while a team member is conducting Company business, is prohibited. The Company may pre-authorize the consumption of a moderate amount of alcohol at social or professional events. Team members who are found in violation of this policy may be subject to disciplinary action, up to and including termination.

Definition:

- The term *environment free of controlled substances and use of any substance that impairs judgment and/or cognitive functions, including alcohol, prescribed and/or over-the-counter medication*, means that the use of controlled substances, inhalants, alcoholic beverages, and prescription drugs or over-the counter medication that may impair the team member's ability to safely perform their work is prohibited.

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. All team members must submit to drug and alcohol tests when required by the Company, or be subject to disciplinary action, up to and including termination.
3. All team members must sign an acknowledgment that they have been informed of the Substance Abuse Policy, understand the consequences of failure to adhere to the Policy and agree to periodic drug and/or alcohol testing, whether random, or for cause or suspicion.
4. Generally, D. W. Tower, Inc. requires drug and alcohol testing in the following situations. The Company reserves the right, at its sole discretion, to require team members to submit to testing in any other situation deemed appropriate.
 - Pre-employment: before anyone can become an employee, a negative drug test must be achieved. A positive test result disqualifies a person from eligibility for employment.
 - Post-accident: required after Company-owned vehicle or property is in an accident!.

- Reasonable suspicion.
 - Random.
5. Upon Company notification of the 1st positive test result, with the exception of pre-employment testing, the team member will be issued a Written Warning regarding the failure to comply with substance use conduct standards.
 - 1st notification, employment will not be terminated if the team member agrees to initiate treatment for drug and/or alcohol therapy and rehabilitation with a Company-approved organization within one calendar week from the date D. W. Tower, Inc. notifies the team member of the positive test result.
 - The team member must also agree to allow the designated Company representative to receive periodic reports of progress.
 - All cost for treatment and future testing is the responsibility of the team member, and may not be subject to coverage under the Medical Plan.
 - Employment will be immediately terminated if a team member does not follow the recommendations of the treatment organization and/or if the Company is notified of a second positive test result.
 - Employees who are found to be under the influence of drugs following the completion of a treatment program will be subject to immediate termination.
 6. Team members are not to report for work or work-related functions, or attempt to perform their job functions, if impaired by any substance defined above. Team members who are found to be impaired by any substance while performing D W Tower, Inc.-related work will be provided with transportation to their home and may be subject to disciplinary action, up to and including termination.
 7. Team members who are taking prescription or other medication that may impair their functioning at work should make Management aware of the situation before reporting to work to determine if the team member's job responsibilities need to be temporarily modified, or if the team member should not report to work while the team member is on the medication.
 8. Any results of drug and/or alcohol testing will be treated confidentially. Only those with a need to know the results will have access to this information. This may include the President, Area Supervisor, or Human Resources.
 9. Any team member who is arrested for a violation of a criminal drug statute may be subject to disciplinary action, up to and including, termination.

See the Hiring Process Policy, the Discipline Policy, the Company-Owned Vehicle Policy, and the Employee Conduct 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.	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Weapons	03/01/2007		H-312
APPROVED <div style="text-align: right;"><i>Approved with Policy A-100</i></div> President			

Purpose: It is the intent of the Company to provide a safe and secure workplace for employees, visitors, and others with whom we do business.

Policy: D. W. Tower, Inc. expressly forbids the possession of firearms or any form of weapon on Company property.

Scope: This policy applies to all employees, visitors, vendors, or any other persons on D. W. Tower, Inc. property with the exception of officers of the law. All office entrances and exits will be posted with the required sign, using the appropriate language and in the required design.

Procedure:

1. D. W. Tower, Inc. has “zero tolerance” for possession of any type of weapon, firearm, explosive, or ammunition on any Company property.
2. Company property includes, but is not limited to all company facilities, and equipment, whether leased or owned by the Company.
3. D. W. Tower, Inc. also prohibits any D. W. Tower, Inc. employee from carrying weapons of any kind onto a client/customer job site.
4. The possession of firearms or weapons on company property may be cause for discipline including immediate termination of employment. In enforcing this guideline, the Company reserves the right to request inspections of any employee and their personal effects. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.
5. Employees within the Company share the responsibility of identifying violators of this guideline. An employee who witnesses or suspects another individual of violating this guideline should immediately report this information to their on-site supervisor.

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.