

 DW TOWER, INC.	ADMINISTRATIVE		
	POLICIES AND PROCEDURES		
SUBJECT Disaster Recovery	ISSUED 03/01/2007	REVISED 	NO. A-106
APPROVED <i>Approved with Policy A-100</i> President			

Purpose: This policy explains the procedures for maintaining D. W. Tower, Inc.'s business and customer electronic information in the event of a disaster.

Policy: In the event of a disaster (such as a fire, flood, or major computer crash), protection of customer information and business data is critical.

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

Procedures:

1. Management is responsible for enforcing this policy.
2. All computer data for the Company servers is fully backed up on a daily basis for each location from Monday through Friday by the Office Administrator and stored in a fireproof safe onsite.
3. Additional off site data storage will be at the direction of the owner.
4. In the event of a computer crash (for whatever reason), data should be recovered from the last full backup stored offsite.

See the Emergency Events Response Policy (S-204) for additional 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.