



# **EMPLOYEE HANDBOOK**

Rooted in Reliability.  
Rising with Results.™

# JiJ CONSTRUCTION

*Rooted in reliability. Rising with results™*

## Employee Handbook

■ Edition: July 2025

■ Version: 1.0

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CGC 1509403

## Welcome & Company Overview

Welcome to JIJ Construction — where integrity, hard work, and teamwork drive everything we do. This handbook is here to help you understand our culture, expectations, and commitment to excellence. Whether you're on a job site or in the office, you are an essential part of a company that is growing with purpose and passion.

Our Slogan: "Rooted in reliability. Rising with results."

We are rooted in reliability, meaning we do what we say, we show up, and we deliver with integrity.

We are rising with results, meaning our projects grow with quality, and our team rises by producing excellent work that lasts.

## Section: Teamwork & Company Culture

At JIJ Construction, we don't just build projects — we build **people, pride, and purpose**.

- When a project goes well, it's everyone's victory.
- If a project faces challenges, it's on all of us to learn and improve.
- **No one builds alone. We rise — or fall — as a team.**

We want every job to feel meaningful. You're not just working for a paycheck — you're investing your time in something valuable.

We encourage every team member to:

- Enjoy what you do
- Take pride in the outcome
- Treat every project as if it were your own
- Support each other like family

Together, we turn ordinary work into something special — for our clients, our company, and for you.

Let's build something bigger than ourselves.

## Section: Code of Conduct

- Be reliable. Show up on time and ready to work.
- Be respectful. Treat coworkers, supervisors, and clients with professionalism.
- Follow instructions. Respect the chain of command and project guidelines.
- Stay safe. Use proper safety gear and follow jobsite rules at all times.
- Keep a clean environment. A clean jobsite is a safe jobsite.
- Communicate clearly. If you're unsure about something, ask.
- No drugs or alcohol on the jobsite.
- Do not bring personal guests, friends, or family members to the jobsite without prior authorization.
- Employees are not allowed to accept or take on projects directly from JIJ Construction clients, partners, or associated personnel without written approval from company leadership.

## Section: Work Hours, Attendance & Time Off

- Work hours: 8:00 AM – 4:30 PM, Monday to Friday.
- 30-minute unpaid lunch break.
- Notify your supervisor at least 2 hours in advance if you can't attend.
- Time off must be approved in advance.
- No-call/no-show may result in disciplinary action.
- If you arrive at a job site and the supervisor is not present, you must notify them immediately upon arrival.
- When leaving the site and the supervisor is not on-site, you must notify them before departing.

## Section: Safety Policies

- Wear PPE: hard hat, vest, glasses, gloves, boots.
- Follow supervisor instructions.
- Report hazards immediately.
- Use tools only if trained.
- Keep work areas clean.
- No horseplay or distractions.
- No drugs or alcohol on the job.
- No weapons or firearms allowed on any job site or company property.
- No smoking, including electronic cigarettes or vapes, on job sites.

## Section: Communication & Chain of Command

- All issues must be reported to the Project Manager.
- If unresolved, contact the President of the company.
- Be respectful and clear in communication.
- Use text for urgent matters, email for documentation.
- Avoid gossip or negativity.

## Section: Disciplinary Actions

- Verbal warning → Written warning → Final warning/suspension → Termination.
- Immediate termination for serious violations.
- Expectations: punctuality, safety, quality work, respectful behavior.

## Section: Uniform & Appearance

- Required: JIJ shirt or vest, work pants, boots, hard hat, safety gear.
- Not allowed: flip-flops, shorts (unless approved), offensive clothing.
- Arriving without proper attire may result in being sent home without pay.
- Not allowed: leggings, tight-fitting clothes, or gym attire.

## Section: Holidays & Time Off

- No paid holidays or vacation at this time.
- Time off must be requested and approved in advance.
- Emergencies handled case-by-case.

## Section: Company Property

- Vehicles and tools are for work use only.
- Only authorized drivers with valid licenses may use company vehicles.
- Keep vehicles clean and report issues immediately.
- Use tools properly and return after use.

## Section: Privacy & Photo Use Policy

Taking pictures or videos on the job is only allowed for work-related communication, such as:

- Sharing progress updates with your supervisor or project manager
- Documenting issues, deliveries, or completed tasks for internal use

However, you are **not allowed** to:

- Post any pictures or videos of the job site on social media
- Use job site content to promote or advertise services (personal or company) without written permission
- Share project details that include addresses, client names, or company plans publicly

We work in sensitive environments. Sharing images without permission can:

- Violate client trust
- Compromise security
- Expose private property

**If in doubt — do not post. Ask your supervisor first.**

## Section: Acknowledgment

I acknowledge that I have received and reviewed the JIJ Construction Employee Handbook. I understand the contents and agree to follow all policies and expectations.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_