



Jobsite policies:

Top Notch Builders, Inc. strives to present a professional image to its customer, vendors, and the general public. We also are concerned about the safety of our employees and jobsite visitors. As a result, the following policies have been instituted and will be strictly followed.

Shirts will be worn at all times on the jobsite
Shirts and pants will present a professional image
Appropriate footwear is required

Foul language is not tolerated
Rude interaction with customers is grounds for dismissal
No tobacco or alcohol permitted in buildings or Top Notch vehicles
Use of tobacco products will not interfere with work
Any use of illegal drugs is grounds for dismissal
Coming to work while under the influence of drugs or alcohol is unacceptable

Failure to notify employer of an absence in advance is unacceptable
Employee must call in by 8:00 a.m. if absent for sickness