

J D Civil Group

EMPLOYEE HANDBOOK



Unit 7
North East BIC
Wearfield
Sunderland
SR5 2TA

Last review: 30/04/2025

This Handbook will be reviewed annually or
sooner if changes to legislation or company
procedures occur.

CONTENTS

Introduction

- Welcome to J D Civil Group

Working for J D Civil Group

- Company history 3
- Our teams 3
- Our offices
- Our Company Values 4
- Attendance and timekeeping 4
- Teamwork 5
- Absence 6
- Days off 6

Benefits 7

- Salaries 7
- Pension
- Workwear 7

Learning and development 8

- Induction & probation period 8
- Appraisals 8
- Personal development 8

Policies and Procedures 9

- Policy listing 9



Welcome to J D Civil Group

This handbook is provided to give you an overview of how we operate and also to issue a summary of our policies and procedures. It should be read in conjunction with your contract of employment as both documents form part of your terms and conditions of employment. If there is any conflict between the provisions of your contract and the provisions of this Handbook, the provisions of your contract will prevail unless expressly stated otherwise.

To respond to the changing needs of the company as well as changes in legislation, the policies and procedures may need to be reviewed and amended from time to time. When this occurs, you will be informed of these changes.

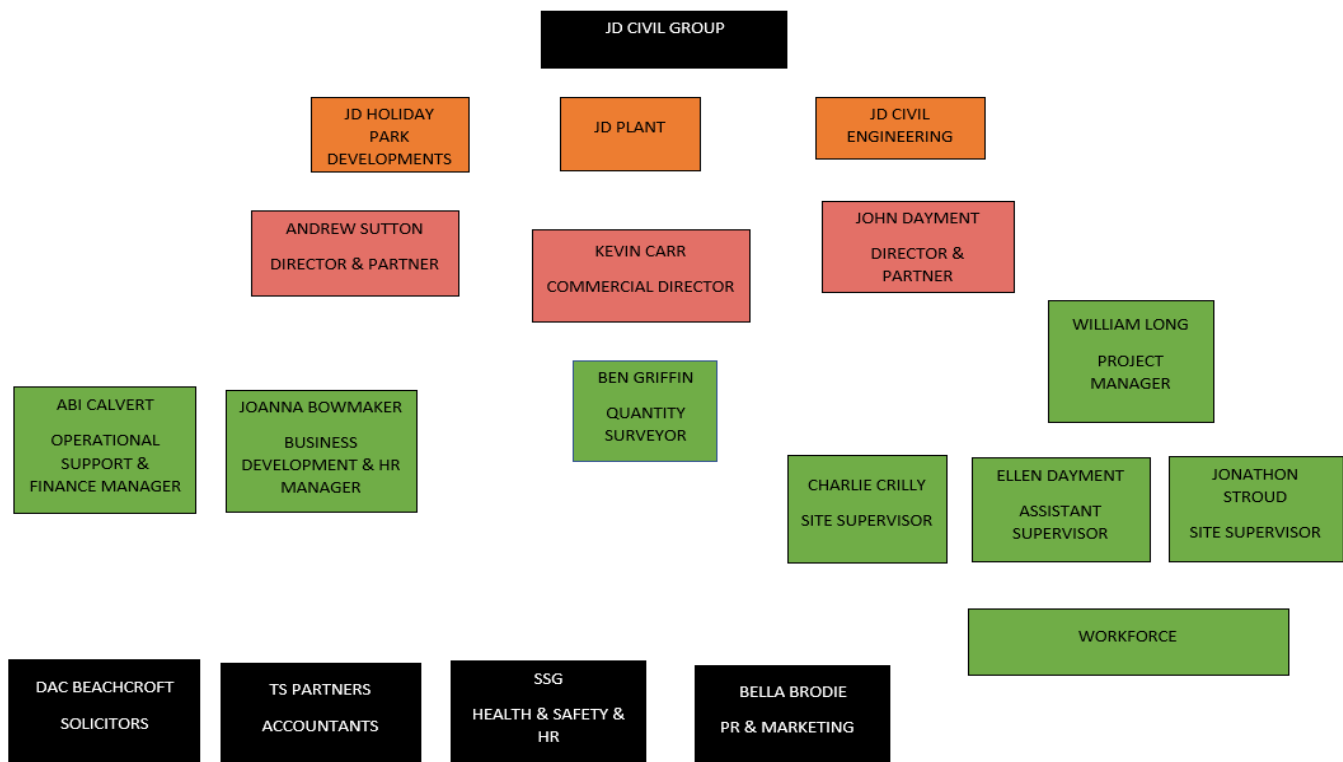
If you have any questions about this handbook please contact either your team manager or a director.

Working for J D Civil Group

Company history

JD Civil Engineering was founded in 2009 by John Dayment our Managing Director. Andrew Sutton was appointed as Managing Director and Kevin Carr as commercial Director in 2024. We then rebranded in January 2025 to JD Civil Group containing JD Civil Engineering, JD Plant & JD Holiday Developments.

Our Team



Our Offices

Our office is based at Unit 7, North East BIC, Wearfield, Sunderland, SR5 2TA.

Our Values



Integrity – Commitment to ethical practices, honesty, and accountability in all dealings.

Safety – Prioritizing the safety of workers, clients, and the public in every project.

Sustainability – Designing with environmental responsibility, aiming to minimize environmental impact and promote long-term viability.

Innovation – Embracing new technologies, materials, and methods to improve efficiency and effectiveness.

Quality – Delivering high standards in design, construction, and project management.

Collaboration – Fostering teamwork among engineers, contractors, clients, and stakeholders.

Attendance and timekeeping

Team members are expected to attend work punctually at the hours agreed with their manager or as defined in their contract of employment. You must receive prior approval from your manager to leave the company premises during working hours except during lunch breaks. This will enable us to ensure that team members can be located in the event of an emergency.

Teamwork

We are keen to establish a healthy working relationship between all team members which is based on trust and respect.

To give you some examples of the types of behaviour that we believe support our goal, we have summarised the responsibilities of yourself and your manager.

Manager's responsibilities

- Be honest and open
- Lead from the front and set an example
- Allow your team to make appropriate decisions
- Listen to and act on ideas and suggestions
- Coach, challenge and give regular feedback
- Set specific, measurable, achievable, realistic and timebound objectives
- Set a standard of excellence in all aspects of your work
- Exhibit the company values
- Support your team when problems arise and seek ways to prevent them re-occurring, rather than finding a person to blame
- Have a sense of humour



Employee's responsibilities

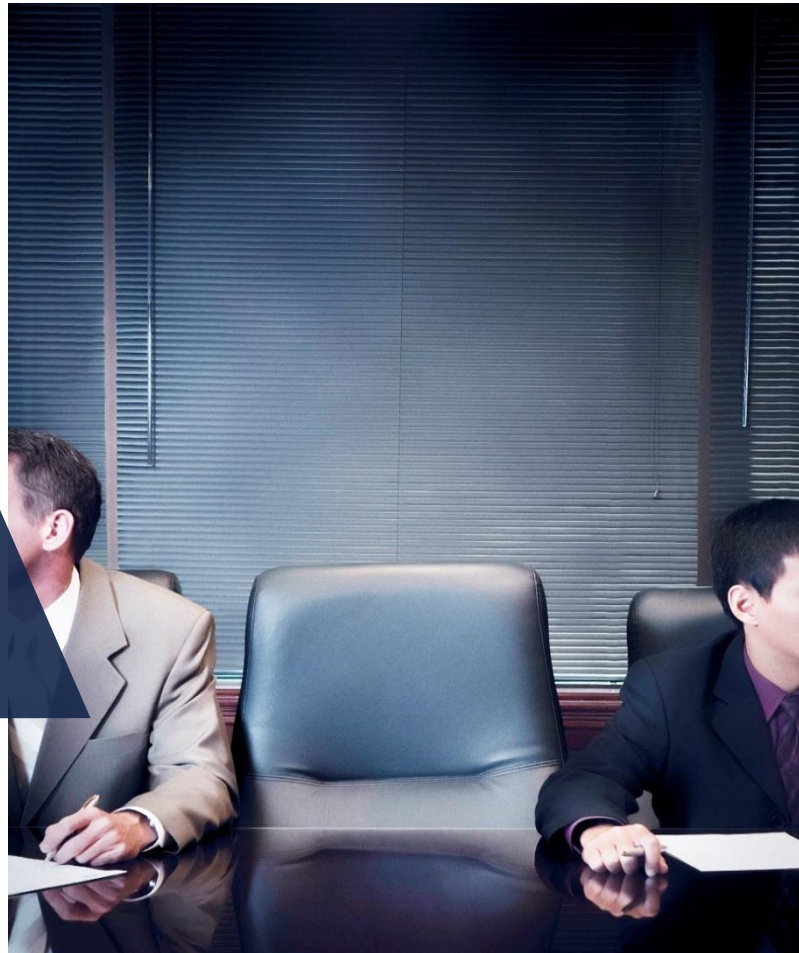
- Leave cynicism behind and support, rather than criticise
- Care about your work and your colleagues
- Work with your manager to achieve the goals of the business
- Provide ideas and suggestions to improve the business and communicate these to your manager
- Go above and beyond, particularly to help colleagues or customers
- Have the courage to challenge your manager when you reasonably disagree with plans or policies
- Set a standard of excellence in all aspects of your work
- Believe in the company values
- Challenge colleagues if they are not supporting the team
- Have a sense of humour.

Absence

If you are unable to attend, you must notify your supervisor and Abi Calvert by manager by no later than 30 minutes before your designated pick up time on the first day of absence indicating, if possible, when you expect to return to work. If you are driving yourself to site you must contact your supervisor and Abi Calvert by no later than 30 minutes before your scheduled start time.

You must complete a self-certification form for the first seven calendar days of all sickness absences and give it to your manager. This form can be completed on your return to work if your absence lasts less than seven calendar days. Otherwise, you must request a form and post/email it to your manager as soon as possible.

If you are absent by the eighth day (including Saturday and Sunday), you must send a fit note, issued by your GP (or a pharmacist, physiotherapist, nurse or occupational therapist) to your manager. Current fit notes must cover subsequent periods of absence. You should also keep in touch with your manager regarding your condition and likely return to work date.



Days Off

Team members are requested to consult with their manager before confirming any holidays. Where possible, you should avoid taking holidays at times which could result in a work coverage shortfall. A holiday request form must be completed at all times and this form must be signed by a manager or director.

Your holiday entitlement is stipulated in your terms and conditions of employment.

Over the Christmas period, J D Civil Engineering go into shutdown. You are therefore required to reserve the appropriate number of days from your allowance for this period. Should you not have accrued enough leave, any shortfall will be unpaid.

Benefits

Salaries

Salaries are reviewed regularly and paid either fortnightly on a Friday or monthly on the last day of the month. We always strive to ensure team members are treated fairly and paid according to their position and responsibilities in the business. Should you feel at any time that this may not be the case please raise your concerns with your manager or a director.

Pension

The company operates a pension scheme, details of which are available from Abi Calvert. All team members are entitled to set up their own scheme to enable personal contributions to be made. We auto-enrol all employees in accordance with our statutory requirements. Further information on this will be communicated to you when appropriate.



Workwear

Depending on the nature of your role, team members may also be required to wear personal protective equipment (PPE) as part of your uniform. You can find more information on PPE in our H&S policy.



Learning and development

Induction & Probation Period

Your first six months with us constitute a probationary period, during which time you will receive most of your initial training and will be given the time and opportunity to integrate in the team. It is important that any initial questions or concerns are flagged by yourself, in order for us to put all supportive measures in place, which will help you on your journey.

At the end of your probationary period, you will have a meeting with your manager to either confirm your appointment as permanent, give you some more time to adjust or decide that the role is not really for you.

Personal Development

If you feel you would like to attend any training courses or development programmes, or could benefit from some internal mentoring, please speak to your team manager. The company is very supportive of personal development and will consider providing funding for training courses which have relevance to the team member's current or likely future duties with the company.

Training Matrix

The Company operates a training matrix which enables managers to plan individual development routes for our team members.

We require to see all Employees training cards and qualifications and dates of expiry as well as these being kept up to date.



Policies and Procedures

Although we do like to keep things simple, policies and procedures help establish 'the way we do things' and clarify expectations for everybody. J D Civil Group has separate policies in place for:

- Bereavement Policy
- Bribery Policy
- Bullying and Harassment Policy
- Capability Policy and Procedure
- Carer's Leave Policy
- Company Vehicle Policy
- Cyber Security Policy
- Data Protection Policy
- Disciplinary Procedure
- Driving Policy
- Environment
- Equality & Diversity Policy
- Expenses Policy
- Flexible Working Requests Policy
- Grievance Procedure
- Health and Safety
- Holiday Policy
- IT Policy
- Maternity / Paternity / Adoption / Shared Parental Leave
- Medical Appointments Policy
- Mental Health & Wellbeing Policy
- Modern Slavery and Human Trafficking Policy
- Neonatal Care Leave & Pay
- Parental Bereavement Leave
- Parental Leave Policy
- Paternity Leave
- Right to Work & Recruitment Policy
- Short Term Absence Management Policy
- Social Media
- Substance Misuse Policy
- Tax Evasion Policy
- Time off for Dependents
- Transgender Equality Policy
- Whistle Blowing Policy
- Workwear Agreement Policy

The policies are saved to the Bright Pay app.

The procedures contained in this handbook and on the server are reviewed regularly and enforced by our management team.

During your induction or as part of ongoing company updates you will be provided with the latest versions of these policies and briefed on them.

Overall responsibility of the lawfulness and ethical status of our policies lies with our directors.