



9/11/2010

TO: ALL STAFF/SUBS/INDEPENDENTS WORKING WITH OR FOR
CONSTRUCTION COMMON SENSE INC

FROM: CCSI PRESIDENT JIMMY FLEX III

SUBJECT: PERSONAL APPEARANCE AND CONDUCT WHILE WORKING
ON ANY CCSI PROJECT

Construction Common Sense Inc (CCSI) is setting a much higher standard in the infection control and emergency response industry than anyone else in the country. Therefore, anyone showing up at, or working on, a CCSI project must adhere to following:

1. No alcohol or illegal drugs on any jobsite, including your vehicle, or consumed 8 hours before reporting to work.
2. Clothing will always comply with the local facility standards we are working at, but also be clean, clean smelling, neat, not torn or tattered, and be free of offensive signs, logo's, and if at all possible, you will wear a shirt issued with a CCSI logo or lettering on it. Includes hats, jackets, gloves, shoes, and rain gear.
3. You will always be neat in appearance, recently bathed, use body deodorant and not use loud or strong smelling after shave or cologne.

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4. Shoes must adhere to the facility requirements, and must be clean, no tears, laced properly, and have nothing written on them.

5. Vehicles should be clean, neat and orderly, and follow all state and federal inspection requirements and guidelines. No offensive bumper stickers, signs, or writing on the vehicle.

6. When speaking with anyone on any job site, never discuss sex, politics, religion or offer comments or snickers about these subjects at any time. Be polite, talk about the weather, sports, or the project you are on site to conduct. Do not discuss your private life or activities while on a jobsite, and do not bring anyone on the jobsite into your private life. Remember, containment plastic is not sound proof, and sounds travel easily through it and you never know who is listening on the other side. Thus, no profanity, jokes, comments about others, or any conversation you do not want a customer or patient to hear, while on a jobsite or inside a containment.

7. DAILY REPORTS ARE ABSOLUTELY DUE DAILY OR YOU ARE SUBJECT TO IMMEDIATE DISMISSAL OR SUSPENSION. Reports should include where you worked, what you did or did not do, who else was there including other subs, supplies you used or need the next day, issues or problems you had on that job that day or suggestions on how to resolve it and when it needs resolving. You should also list your hours for that day, and for what project those hours are charged to. If you were told something by a customer or sub or GC to report to us, REPORT IT! Also, report when someone from CCSI must be on that project next, day, time and with what equipment or supplies, and who we are reporting to. IF there is a meeting planned about this project, we need to know where it is going to be held and at what time and what it is about.

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8. IN ORDER FOR YOU TO GET A PAYCHECK, YOU NEED TO TURN IN A TIMESHEET. WE CANNOT 'GUESS' YOUR HOURS OR TO WHAT JOB THOSE HOURS ARE BEING CHARGED TO. IF WE DO NOT HAVE YOUR TIMESHEET BY FRIDAY NOON, YOU WILL NOT GET A PAYCHECK UNTIL AT LEAST THE FOLLOWING WEEK. PERIOD. IT IS **YOUR** JOB TO GET THAT TIMESHEET TO THE CCSI OFFICE, NOT ANYONE ELSE'S.

9. If you are using tools or equipment owned by CCSI, that tool must be clean, clearly marked with **CCSI** on it, have proper grounding plugs and surge protectors, be used safely and wisely, and be designed for the job you are trying to use it for. If any of these things are not done, STOP, resolve it, or call your supervisor. Return CCSI tools and equipment clean, to where CCSI normally stores it, or ask your supervisor where it is to be stored, but always in a safe, locked area.

10. Our company name describes your duties and actions at all times, **COMMON SENSE**, you need it, you have to use it, or go work somewhere else. Always be safe, clean clean clean, and think about what you are about to do and how it can be done to our highest standards, and just like you are doing it with Jimmy or Jim Flex standing there watching you. Never allow someone to work with you or around you, who is unsafe, who may not be following our guidelines or the guidelines of the facility we are working in. Report them to us immediately.

Jimmy Flex III, president

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