

## **What You Can Expect from JEM**

J.E.M. believes in creating a harmonious working relationship between all its customers, vendors, subcontractors, and employees. In pursuit of this goal, J.E.M. has created the following employee relations objectives:

1. J.E.M. , LLC will be fair to all customers, employees, vendors, and subcontractors, and expects the same in return.
2. All decisions will be made with good common sense.
3. Provide an exciting, challenging, and rewarding workplace and experience.
4. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions with or without a reason accommodation.
5. Compensate all employees according to their merit and contribution to the success of our business.
6. Review wages, employee benefits and working conditions regularly, with the objective of being competitive in these areas consistent with sound business practices.
7. Provide an opportunity to discuss any issue or problem with the management of J.E.M.
8. Take prompt and fair action on any complaint which may arise in the conduct of our business.
9. Respect individual rights, and treat all with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are comfortable, orderly, and safe.
12. Provide the best possible equipment, tools, and machinery.
13. Promote employees on basis of their ability and merit.
14. Make promotions or fill vacancies from within J.E.M. whenever practical.
15. Keep all informed of the progress of J.E.M., as well as the company overall goals and objectives.
16. Promote an atmosphere in keeping with J.E.M.'s vision, mission, and goals.