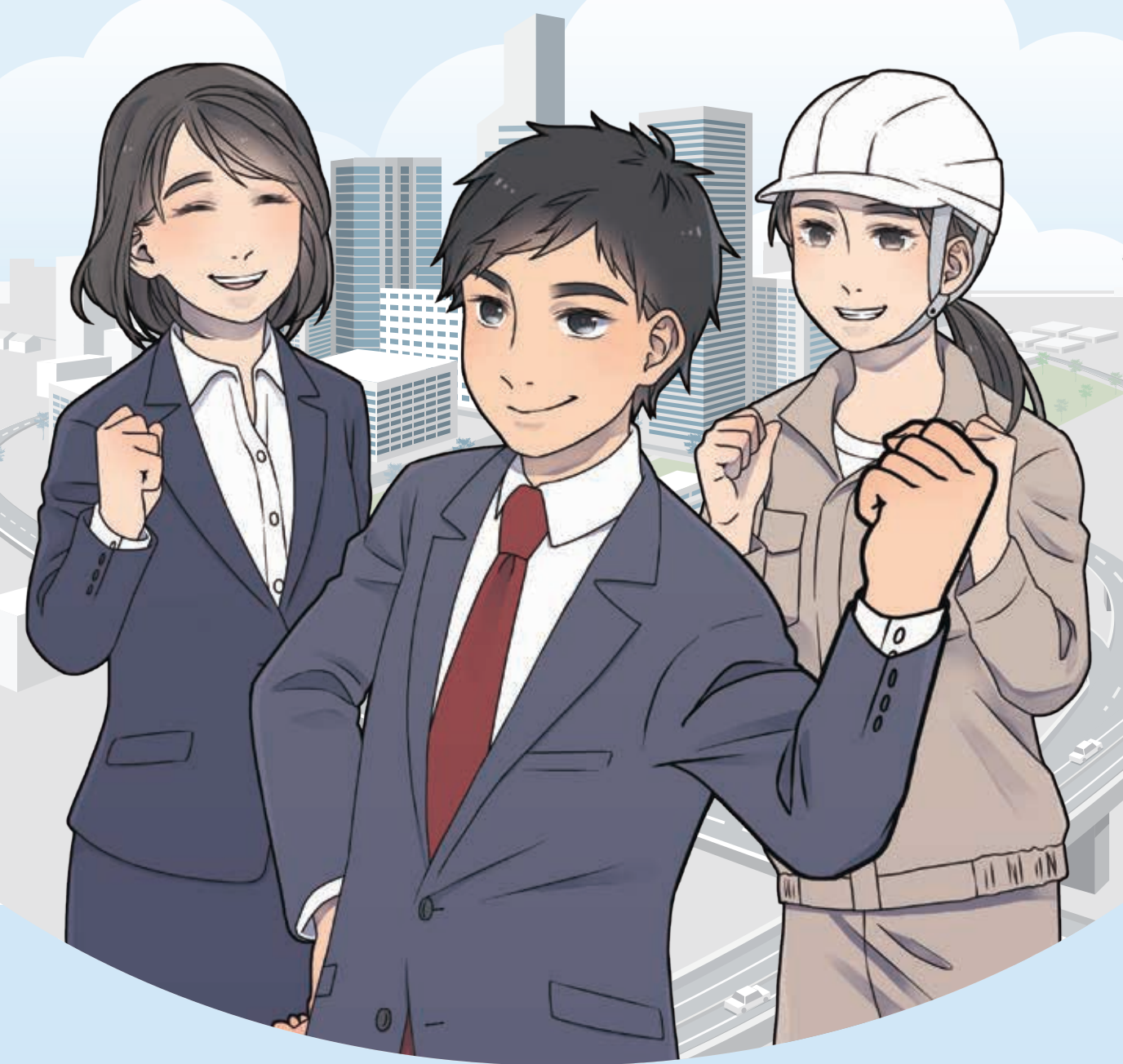


Construction Freshman

GUIDE BOOK 2026



EAST JAPAN CONSTRUCTION SURETY CO.,LTD.

Introduction



In Japan, as the declining birth rate and shrinking population become increasingly pronounced, various industries are seeing an increase in labor shortages and an aging of their workers. These are issues of particular note in the construction industry, and securing workers is an urgent issue.

This has led to an increase in the number of foreign workers in the Japanese construction industry in recent years, but it seems that many of these workers may be confused or worried about differences in language, lifestyle, and culture.

This booklet, originally written for new graduates in Japan who had just started their professional careers as construction employees (we call them “Construction Freshmen”), explained certain fundamentals that these students should be familiar with when working in the construction industry so that they were able to adapt to the actual workplace as quickly as possible.

Parts 1, 2 and 3 all provide easy-to-understand explanations, covering the “essentials for working professionals,” the “basic elements of work,” and the “fundamentals of the construction industry,” respectively. These explanations have now been translated and published in English for non-Japanese readers.

We hope that this booklet will be helpful to foreign people working for the construction industry in Japan.

February 2026

EAST JAPAN CONSTRUCTION SURETY CO., LTD.

*The content of this booklet is based on laws and regulations as of August 1, 2025.

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Essentials for Working Professionals

Chapter 1 Mindset of a Working Professional

Chapter 2 Self-Management



Part 1

1 The meaning of work and the concept of a company



Why do people work? The meaning and purpose of work differ from person to person: some work to make a living or earn money, others to find meaning in life, to contribute to society, or simply because they enjoy working. Let's think about the meaning of working in this section.

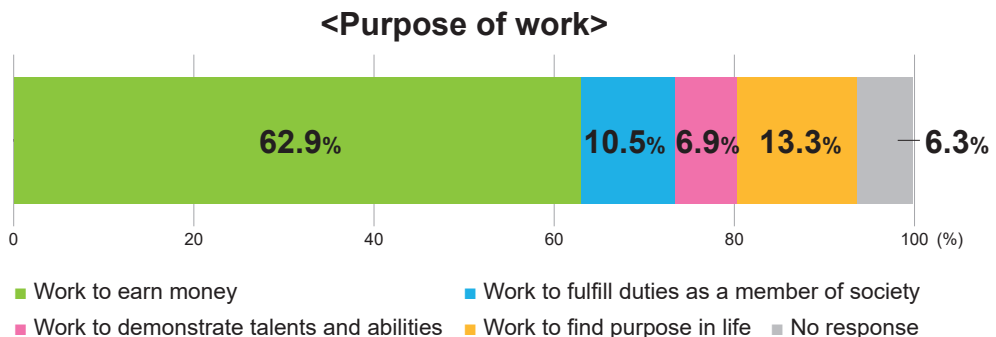
1. The meaning of work

According to the Cabinet Office's "Public Opinion Survey on People's Lives," about 60% of respondents said they "work to earn money." Thus, work is a means of making a living, and many people work to receive compensation such as a salary.

Of course, having a salary or other compensation is an important reason of work. However, the meaning of work is not limited to that. Beyond earning money, many people are passionate about their work for reasons like a sense of fulfillment and growth, or the desire to contribute to society and others.

The meaning and purpose of work can vary widely depending on a person's situation, future dreams, and aspirations. That said, having purposes beyond money can motivate people to keep working.

There is no single, absolutely correct definition of "working." We hope you will take this opportunity to reflect on your own reasons for working.



Source: Prepared based on the Cabinet Office's "Public Opinion Survey on People's Lives" (August 2024 Survey).

Basic Elements of Work

Chapter 1 Workplace Basics

Chapter 2 Basic Manners

Chapter 3 Basics of Business Writing



Part 2

1 Common sense for working professionals



In public places—on the street, on trains, at restaurants, and in elevators—you are expected to behave sensibly and with good manners. Once you enter the workforce, you are seen as a representative of your company, so you need to be even more mindful of your behavior. Before getting into business manners, let's first review the manners expected of members of society

1. Manners

The term “manners” generally means attitude or etiquette—the actions and behaviors one should adopt to navigate social life smoothly.

Essentially, manners mean being mindful of others and showing kindness and gratitude through your attitude and actions. The essence of good manners is to put yourself in other people's shoes and always use your imagination by asking yourself how you would like to be treated and how you can make others feel comfortable.

<Who benefits from good manners?>

