



SHALOM HARTMAN INSTITUTE מכון  
OF NORTH AMERICA שלום הרטמן

## **EMPLOYEE HANDBOOK ADDENDUM**

### **Florida Employees**

This document sets forth policies that are specifically applicable to Shalom Hartman Institute of North America (“SHINA”) employees working in Florida. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the SHINA Employee Handbook. Therefore, if a policy in the Employee Handbook conflicts with a policy in this addendum, Florida employees should follow the addendum policy.

### **WHISTLEBLOWER POLICY**

Florida law makes it unlawful for an employer to discharge, suspend, demote, or take any other adverse employment action against an employee for any of the following reasons:

- Because the employee has disclosed or threatened to disclose to an appropriate governmental agency, under oath, in writing, an activity, policy or practice of the employer that is in violation of a law, rule or regulation (if the employee has, in writing, brought the activity, policy or practice to the attention of a supervisor or the employer and has afforded the employer a reasonable opportunity to correct the activity, policy or practice);
- Because the employee provides information to, or testifies before, a governmental agency, person or entity that is conducting an investigation, hearing or inquiry into an alleged violation of law, rule or regulation by the employer; or
- Because the employee objects to or refuses to participate in an activity, policy or practice which is in violation of a law, rule or regulation.

Any written notice described in this paragraph should be delivered to the Manager of Human Resources. If notice is provided to your supervisor, a copy should be delivered to the Manager of Human Resources.

If you have any questions regarding your rights and responsibilities under this law, please contact the Manager of Human Resources.

#### **DISCLAIMER**

**Nothing in this addendum may be construed as creating any contractual or other rights regarding a leave of absence, benefits during a leave of absence, reinstatement following a leave of absence, etc. For information about such matters, refer to the applicable provisions of the SHINA Employee Handbook. Further, nothing contained in this addendum alters or changes the “at-will” status of your employment.**

**ACKNOWLEDGMENT OF RECEIPT UNDERSTANDING**

**Please read, sign and return to Human Resources within five days**

I have been given online access to the SHINA Employee Handbook and the Addendum for Florida Employees and have read and understood the material covered. I agree to comply with the policies, procedures and other guidelines set forth in the Handbook and the Addendum for Florida Employees.

I understand that nothing contained in the Employee Handbook and the Addendum for Florida Employees is intended to create, and shall not be construed as creating an express or implied contract or guarantee of employment for a definite or indefinite term.

I understand that, from time to time, SHINA may in its sole discretion clarify, amend, delete or supplement any, all or any part of the Employee Handbook and the Addendum for Florida Employees, and that such changes are effective immediately, whether or not they are distributed or received by SHINA employees.

Employee Signature: \_\_\_\_\_