

EMPLOYEE BENEFITS MANUAL ACKNOWLEDGEMENT FORM

I have received this day a copy of Congregation B'nai Shalom's (CBS), employee benefits manual. I understand that it is my responsibility to read and comply with the policies contained the manual and any revisions made to it.

The manual describes important information about CBS and I understand that I should consult my immediate Supervisor if I have any questions regarding the content or interpretation of these guidelines. I have entered into my employment relationship with CBS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either CBS or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information will supersede, modify, or eliminate existing policies. Only the President of CBS has the ability to adopt any revisions to the policies in the manual or to make exceptions thereto.

Furthermore, I acknowledge that the manual is not a contract of employment.

Printed Employee Name

Employee Signature

Date

Witnessed By:

Witness Printed Name

Witness Signature

Date

**PROHIBITING SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY
ACKNOWLEDGEMENT FORM**

I have received this day a copy of CBS's Prohibiting Sexual and Other Unlawful Harassment policy. I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

The Policy describes important information and I understand that I should consult my immediate Supervisor if I have any questions regarding the content or interpretation of these guidelines. I have entered into my employment relationship voluntarily and acknowledge at CBS that there is no specified length of employment. Accordingly, either CBS or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since policies are necessarily subject to change, I acknowledge that revisions to the Policy may occur, except to CBS's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate an existing policy. Only the President of CBS has the ability to adopt any revisions to the Policy.

Furthermore, I acknowledge that the Policy is neither a contract of employment nor a legal document.

Printed Employee Name

Employee Signature

Date

Sexual Abuse and Molestation Policy

Congregation B'nai Shalom strictly prohibits any form of sexual abuse or molestation in the workplace or at any activity sponsored by or related to it. In order to make this "zero-tolerance" policy clear to all employees, volunteers, and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals must follow, and victims are strongly encouraged to follow, when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and/or is responsible for the patient's or child's care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It may or may not include sexual harassment, another form of behavior which is prohibited by Congregation B'nai Shalom.

Reporting Procedure

Anyone who learns of sexual abuse being committed, including but not limited to staff members and volunteers, must immediately report it to the Rabbi, Rabbi-Educator, or Executive Director, who are designated as responsible for receiving complaints and initiating an investigation. This allegation will immediately be reported to the appropriate civil authorities, and may also be reported to appropriate criminal authorities. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigation & Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly, and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted law enforcement or regulatory agencies and we may refer the complaint and/or the result of our investigation to those agencies. We reserve the right, in CBS' sole discretion, to place the subject of the investigation on an involuntary leave of absence, paid or unpaid. or to reassign that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with our organization. See related CBS Abuse Response policy, included in the CBS Employee Manual.

There are a number of "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse may include, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse may include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed;
- Nightmares or fear of night and/or darkness.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed, or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination and/or removal from the program.

ACKNOWLEDGMENT OF RECEIPT OF SEXUAL ABUSE POLICY

I hereby acknowledge that I have received and read the sexual abuse policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Printed Name

Signature

Date

Policy Acknowledgement Form

I have received this day a copy of Congregation B'nai Shalom's (CBS) policies regarding Confidentiality, Alcohol & Drug-Free Workplace, Communications and Information Systems, and Social Networking/Media.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information will supersede, modify, or eliminate existing policies. Only the President of CBS has the ability to adopt any revisions to the policies in the manual or to make exceptions thereto.

Furthermore, I acknowledge that the manual is not a contract of employment.

Printed Employee Name

Employee Signature

Date