



Employee Name \_\_\_\_\_

## Handbook Acknowledgment

The handbook describes important information about Goodwill Industries Serving Southeast Nebraska, Inc. I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Goodwill Industries Serving Southeast Nebraska, Inc. voluntarily and acknowledge that there is not a specific length of employment. Accordingly, either I or Goodwill Industries Serving Southeast Nebraska, Inc. can terminate the employment relationship at will, with or without cause at any time, so long as there are not violations of applicable federal or state law.

Since the information, policies, and benefits described are subject to change, I acknowledge that revisions to the handbook may occur, except to Goodwill Industries Serving Southeast Nebraska, Inc.'s policy of employment-at-will. All such changes will be communicated through official written notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I hereby acknowledge that Goodwill Industries Serving Southeast Nebraska, Inc.'s Equal Employment Opportunity policy, Drug-Free Work Place policy, Harassment policy, and the Family and Medical Leave Act policy (FMLA) have been reviewed with me and I am able to access the information at [www.lincolngoodwill.org](http://www.lincolngoodwill.org) under the Current Employees section, or I may request a paper copy. I understand that it is my responsibility to read these policies and to question my supervisors regarding any aspect of the policies that I do not understand. I further understand that compliance with the requirements of the policies is a condition of employment with Goodwill Industries Serving Southeast Nebraska, Inc. Policies and procedures described in the handbook apply to all Goodwill personnel unless specific exceptions are directed by the Chief Executive Officer.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. The handbook has been reviewed with me and I am able to access the information at [www.lincolngoodwill.org](http://www.lincolngoodwill.org) under the Current Employees section, or I may request a paper copy. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand that it supersedes in all respects any prior handbook and applies to all individuals employed at Goodwill Industries regardless of when they were hired.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian/Advocate Signature

\_\_\_\_\_  
Date