

Flexisaf Internship Program (FIP) Terms and Conditions

The following terms and conditions shall apply to Interns joining the FlexiSAF Internship Program. Its purpose is to inform interns of the benefits accrued to them during the course of their internship.

This is not an employment contract or imply job security, it can be updated at any time and verbal agreements do not supersede any written policies.

Changes in policy will be implemented and outlined in writing; a revised Terms and Conditions document will also be made available to all current interns.

Attendance

Interns (On-site) are expected to inform the Internship Coordinator and Branch Manager (On-site Interns at other branches) of any reason for absenteeism at least two hours in advance before resumption time; typical work days are Monday to Friday, 8am to 4pm or 9am to 5pm. Interns undergoing the NYSC program should inform the Internship Coordinator of the day assigned to them for Community Development Service (CDS) to allow proper planning of activities.

Task Completion

Remote: Accepted participants are expected to complete certain tasks by the first 3 to 4 weeks of participation to continue with the program. Inability to complete them will result in their removal from the program as participants.

SIWES (Onsite): Participants who do not complete and submit their task by its due date will have their placement terminated following the program's rules as communicated when accepted.

Stipends

While this is an Unpaid Internship, some Interns may be offered stipends; the amount (if any) will be communicated in writing.

Confidentiality

Information obtained during the period of internship at FlexiSAF remains proprietary

information therefore cannot be shared, replicated or given out in exchange for payment or value.

Eligibility for Internal Recruitment

An Intern can apply for a permanent position at FlexiSAF during the Internship or at the end of the Program. It is however at the discretion of Flexisaf and if there is a job vacancy available for the role. Interns will only be employed following all the necessary assessment process and thorough screening carried out by the People Operations department.

Placement

Interns are not guaranteed full time placement internally or with any of FlexiSAF's strategic partners after the Internship program. However, where there are available vacancies we will ensure that interns who have developed sufficient skills and experience, intend to continue working with the skills acquired are gainfully employed.

NOTE: An Intern is not considered a member of staff of FlexiSAF, therefore any privileges such as Pension, Tax, Health Insurance, that apply to staff of FlexiSAF as obligated by the Federal Government of Nigeria do not apply to Interns.

Work Tools

Interns are expected to have their work tools such as Laptops and internet access made available by themselves throughout the duration of the internship. FlexiSAF will not be responsible for making provisions for these items or any items classified as "WORK TOOLS". However, when they are present wherever FlexiSAF Edusoft Limited physical offices across the country Nigeria is located, Internet access will be made available to them at no extra cost.

I acknowledge that I have read and understood the above.

Signature:

Date: