XYZ Technologies – Internship & Employee Policy Document

1. Introduction

This document defines the internal policies applicable to interns and employees working at **XYZ Technologies**. The purpose of these policies is to ensure smooth operations, professionalism, transparency, and a respectful working environment across all teams.

The policies apply to **interns, full-time employees, and contractual staff**, unless explicitly stated otherwise. All individuals associated with the organization are expected to understand and comply with these policies throughout their tenure.

Failure to follow company policies may result in corrective action depending on the nature and severity of the violation.

2. Internship Duration

The standard internship duration at XYZ Technologies is **six (6) months**, unless otherwise specified in the internship offer letter.

Internship extensions may be granted based on:

- Performance evaluation

- Project requirements

- Managerial and management approval

Interns may request early termination of the internship; however, approval is subject to notice requirements as defined in the exit policy.

Completion of the internship does not guarantee permanent employment. Exceptional performers may be considered for future opportunities depending on business needs and availability of roles.

3. Working Hours & Attendance

Interns are expected to work **eight (8) hours per day**, **five (5) days a week**, from **Monday to Friday**.

Working hours may vary depending on:

- Assigned project timelines

- Team-specific schedules

- Operational or business needs

Attendance is monitored internally. Interns are expected to log in on time, attend meetings, and remain available during working hours.

Repeated late arrivals, early departures, or unexplained absences may be recorded and considered during performance evaluations.

4. Leave Policy

Interns are entitled to **two (2) paid leaves per month**.

Key guidelines:

- Leave requests must be submitted in advance

- Approval is required from the reporting manager

- Leaves without approval may be treated as unauthorized

Unused leaves cannot be carried forward to the next month and cannot be encashed at the end of the internship.

Sick leave may be granted in case of illness. Medical documentation may be requested if absences extend beyond one working day.

Emergency leave may be granted at the discretion of the reporting manager.

5. Remote Work Policy

Interns are required to work **on-site for the first two (2) months** to complete onboarding, training, and team integration.

After the initial period, work-from-home may be allowed based on:

- Manager approval

- Nature of assigned work

- Intern performance and reliability

Interns working remotely must ensure:

- Stable internet connectivity

- Availability during working hours

- Participation in meetings and discussions

XYZ Technologies reserves the right to revoke remote work privileges at any time if productivity or communication is impacted.

6. Onboarding Requirements

All interns must complete onboarding formalities before starting work.

Required documents include:

1. Government-issued photo identification

2. University or college ID card

3. Updated resume

4. Bank account details for stipend processing

Failure to submit accurate documents within the required timeframe may delay onboarding, stipend disbursement, or system access.

Interns are responsible for ensuring the authenticity of submitted documents.

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7. Stipend & Compensation

Interns may be eligible for a stipend as mentioned in the internship offer letter.

Stipend details:

- Paid on a monthly basis

- Subject to attendance and policy compliance

- Processed through bank transfer

XYZ Technologies does not reimburse travel, accommodation, or personal expenses unless explicitly approved in writing.

Delays in stipend payment due to incorrect bank details or incomplete documentation are the responsibility of the intern.

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8. Performance Evaluation & Feedback

Intern performance is evaluated periodically based on:

- Quality of work

- Task completion

- Adherence to deadlines

- Communication skills

- Initiative and learning attitude

Feedback may be provided informally during the internship or formally at review checkpoints.

Interns are encouraged to seek feedback and improve based on suggestions provided by managers or mentors.

Consistent poor performance may result in corrective action or early termination of the internship.

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9. Code of Conduct

Interns must maintain professional behavior at all times.

This includes:

- Respectful communication

- Ethical behavior

- Compliance with company rules

Harassment, discrimination, misuse of company resources, or inappropriate conduct will not be tolerated.

Sharing confidential company data, internal documents, or intellectual property with external parties is strictly prohibited.

Violations of the code of conduct may lead to disciplinary action, including termination.

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10. Confidentiality & Data Security

Interns may have access to confidential or proprietary information during their internship.

Interns are required to:

- Protect company data

- Use information only for official purposes

- Follow data access and security guidelines

Use of personal storage devices or sharing credentials is prohibited.

Any data breach or suspected security incident must be reported immediately to the reporting manager or IT team.

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11. IT & Asset Usage Policy

Company-provided devices, software, and tools must be used strictly for official work purposes.

Interns must not:

- Install unauthorized software

- Share login credentials

- Access restricted systems without permission

Any loss, theft, or damage to company assets must be reported immediately.

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12. Communication & Reporting Structure

Interns report directly to their assigned reporting manager or mentor.

All official communication should be conducted through company-approved channels such as email or internal messaging platforms.

Interns are expected to attend team meetings, provide status updates, and respond to communication promptly during working hours.

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13. Grievance Redressal & HR Support

For HR-related queries, interns may contact the HR department through official channels.

Grievances related to:

- Workplace behavior

- Policy concerns

- Workload or scheduling
  should first be discussed with the reporting manager.

If unresolved, the issue may be escalated to HR for further review.

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14. Exit Policy

Interns wishing to discontinue the internship must provide a **minimum notice period of fifteen (15) days**.

At the time of exit, interns must:

- Complete task handovers

- Return company assets

- Revoke access credentials if applicable

Internship completion certificates are issued only after successful completion of the internship and exit formalities.

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15. Policy Amendments

XYZ Technologies reserves the right to modify or update policies at any time based on organizational requirements.

Any policy changes will be communicated through official company channels. Continued association implies acceptance of revised policies.

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