

# Internship Contract Agreement

This Internship Agreement (“Agreement”) is made and entered into as of the date of signing by and between:

Intern’s Name:

Intern’s Address: 123 Intern Street, Cityville, State, 12345

(Hereinafter referred to as “Intern”)

and

Company’s Name: InnovateX Technologies Pvt. Ltd.

Company’s Address: 456 Corporate Blvd, Metro City, State, 67890

(Hereinafter referred to as “Company”)

This Agreement sets forth the terms and conditions under which the Intern will participate in an internship program at the Company.

## 1. Purpose and Scope of Internship

The Company agrees to offer the Intern an internship position, which is intended to provide a valuable learning experience. The purpose of the internship is for the Intern to gain hands-on experience in the field of Software Development, including but not limited to the following tasks and responsibilities:

- Assisting with bug fixing, feature development, and code reviews.
- Participating in team meetings and collaborating with team members.
- Learning about version control systems, Agile development, software testing.
- Performing administrative or clerical duties as necessary.

## 2. Internship Duration and Schedule

The internship will commence on June 15, 2025 and will conclude on August 30, 2025, unless terminated earlier in accordance with the terms of this Agreement. The Intern agrees to work a minimum of 20 hours per week during the internship period.

## 3. Compensation

This internship is a paid position. In the case of a paid internship, the Intern will receive a stipend or hourly wage of INR 15,000 per month paid on a monthly basis.

- Academic credit (if applicable).
- Access to resources and networking opportunities.
- The opportunity to gain practical experience in the field.
- A letter of recommendation upon successful completion of the internship.

The Intern acknowledges that the internship is not an employment relationship, and no other benefits, such as health insurance, paid leave, or retirement benefits, will be provided.

## 4. Confidentiality and Non-Disclosure

The Intern acknowledges that during the internship, they may have access to confidential or proprietary information belonging to the Company. The Intern agrees to:

- Maintain the confidentiality of all confidential and proprietary information received during the course of the internship.
- Not disclose such information to any third party without the prior written consent of the Company.
- Use the confidential information solely for the purpose of performing their duties during the internship.

This confidentiality obligation extends beyond the termination or conclusion of the internship and will remain in effect for as long as the information remains confidential and proprietary.

## 5. Intellectual Property

Any work product, inventions, designs, discoveries, ideas, or other creations developed or contributed by the Intern during the internship (hereinafter referred to as “Work Product”) shall be the exclusive property of the Company. The Intern agrees to assign any and all rights, titles, and interests in such Work Product to the Company, including the right to use, modify, and distribute the Work Product without compensation to the Intern.

## 6. Supervision and Mentorship

The Company agrees to provide the Intern with appropriate supervision and mentorship. The Company will designate a supervisor or mentor who will be responsible for guiding the Intern throughout the internship. The supervisor will provide feedback on the Intern's performance, assist with learning opportunities, and ensure that the Intern is gaining the skills and knowledge necessary for their professional development.

## 7. Expectations and Responsibilities

The Intern agrees to:

- Perform their duties to the best of their ability and in a professional manner.
- Maintain punctuality and adhere to the agreed-upon internship schedule.
- Follow the policies and procedures of the Company, including workplace rules, dress code, and any applicable safety protocols.
- Communicate effectively with their supervisor and team members.
- Complete any required documentation, reports, or projects assigned during the internship.
- Participate in meetings, training, and other activities as required.

The Company agrees to:

- Provide the Intern with meaningful work experience.
- Offer a supportive learning environment.
- Provide clear instructions and expectations regarding the Intern's tasks.
- Ensure that the Intern receives constructive feedback on their performance.
- Offer opportunities for the Intern to engage with employees and gain exposure to various aspects of the company.

## 8. Professional Conduct and Ethics

The Intern agrees to uphold professional standards of conduct during the internship. This includes treating all Company employees, clients, and partners with respect and professionalism, refraining from discriminatory, harassing, or unethical behavior, and acting in accordance with the Company's code of conduct and workplace policies.

The Intern acknowledges that any breach of these standards, including violations of Company policy, could result in the immediate termination of the internship.

## 9. Termination of Internship

Either party may terminate the internship at any time, with or without cause, by providing written notice to the other party.

If the Intern decides to terminate the internship, the Intern will provide the Company with a notice of at least 7 days before the termination date.

## 10. Health and Safety

The Company will ensure that the workplace complies with applicable health and safety laws and regulations. The Intern agrees to:

- Follow all safety guidelines and procedures established by the Company.
- Immediately report any health or safety concerns to their supervisor or the designated health and safety officer.
- Be mindful of their own health and safety while performing internship duties.

The Intern acknowledges that the Company is not responsible for any injuries or illnesses that occur during the internship unless such injuries or illnesses are caused by the Company's negligence.

## 11. No Employment Relationship

The Intern acknowledges and agrees that this internship does not constitute an employment relationship, and that the Intern is not entitled to any of the rights or benefits afforded to employees of the Company, including but not limited to health insurance, paid time off, or other benefits typically associated with employment. This internship is intended solely for educational purposes.

## 12. Miscellaneous Provisions

- **Entire Agreement:** This Agreement constitutes the entire understanding between the parties with respect to the internship and supersedes any prior discussions, understandings, or agreements between the parties, whether oral or written.
- **Amendments:** This Agreement may be amended only by written agreement signed by both the Company and the Intern.
- **Severability:** If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- **Assignment:** The Company may assign or transfer its rights and obligations under this Agreement to any affiliate or successor entity, but the Intern may not assign this Agreement without the prior written consent of the Company.
- **Waiver:** No waiver of any provision of this Agreement shall be deemed to be a further or continuing waiver of such provision or any other provision.

## 13. Acknowledgment and Acceptance

### Company Representative:

Name: Jane Smith

Title: HR Manager

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

Date: June 10, 2025

### Intern:

Name:

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

Date: June 10, 2025