# INTERNSHIP AGREEMENT

BETWEEN

*Between*

**The NGO Forum on Cambodia**

Represented by **{{ employer\_representative\_name }},** {{ employer\_representative\_title }}

**Address**: {{ employer\_address }}

**Tel**: {{ employer\_phone }}, **Fax**:{{ employer\_fax }}, **Email:** {{ employer\_email }}

Hereinafter called “The Employer”

*And*

**{{ intern\_title }} {{ intern\_name }}**

**Address:**  {{ intern\_address }}

**Tel:** {{ intern\_phone }}, **Email:** {{ intern\_email }}

Hereinafter called “The {{ intern\_role }}”

Explanatory note: This agreement clarifies the responsibilities of both the NGO Forum and the internship, to ensure a smooth working relationship. The NGO Forum most appreciates the unpaid service given by internship and hopes that the work experience obtained will be of lasting benefit to the internship.

Start date: {{ start\_date }}

Duration: {{ duration }}

Full Time from {{ start\_date }} to {{ end\_date }}

Hours of work: {{ working\_hours }}

Allowance: The allowance of the full-time internship is ${{ allowance\_amount }} US Dollars.

Supervised by: {{ supervisor\_info.title }}; {{ supervisor\_info.name }}

Duties: See attached job description

Benefits: a) Completion Certificate will be provided after the period ends.

b) Providing The National Social Security Fund includes legitimate compulsory, comprehensive protection and provides the long-term social security to the workers and their dependent.

Applicable policies: See attached “Policy on Internship”, and “Extract from Personnel Policy”

Notice period: The contract may be cancelled with one week’s written notice by either party.

By signing this agreement, the parties show that they understand and accept the contents of this agreement.

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{{ intern\_title }} {{ intern\_name }} {{ employer\_representative\_name }}

(Date) (Date)

# Extract from Personnel Policy

**Clauses Applicable to Internship**

**1.5 Confidentiality**

Interns are required to observe the confidentiality of any of the NGO Forum policies, papers and files which could possibly cause harm to the NGO Forum should they be disclosed to people outside the organisation. When in doubt about whether a document may be shared with other people, interns should first seek the permission of the NGO Forum Representative.

**1.6 Publications and Representation to Media**

Permission must be obtained from the NGO Forum Representative before publishing any reports, letters or other documents.

Permission must also be obtained from the NGO Forum Representative before making any comments to the media. The Representative may, where appropriate, give (or withdraw from) interns a blanket approval to represent the NGO Forum to the media on certain clearly defined issues within the intern’s area of responsibility.

**1.7 Restriction on work and activities outside NGO Forum (Conflict of Interest)**

The interns shall not engage in any activities which would detract from the proper performance of his or her duties or which could compromise or detract from the image and philosophy or effective functioning of the NGO Forum in any way.

The interns shall not assume any other job that might, in the judgment of the employer, interfere with his or her duties with the NGO Forum or be in conflict with the NGO Forum philosophy.

* 1. **Minor Misconduct**

In cases of minor misconduct, employees shall receive warnings and the normal procedure shall be a verbal warning for the first offence, a written warning for the second offence, and finally a dismissal letter for the third offence. The dismissal letter shall state clearly the date of separation. Minor misconduct includes but it is not limited to the following offences deemed unaccepted at the work place:

* Disrespect or disregard for the NGO Forum policies and regulations
* Consumption of alcohol/drugs while on duty
* Gambling while on duty
* Leave without notice/habitual or chronic absences
* Unsatisfactory or poor work performance
  1. **Dismissal for Gross Misconduct**

The NGO Forum on Cambodia may terminate the employee’s contract without notice and without compensation in cases of gross misconduct. The following offenses constitute gross misconduct and are cause for immediate dismissal:

* Theft or intentional damage to the NGO Forum property
* Intentional abuse, misuse or misrepresentation of the NGO Forum name or position
* Theft or misappropriation of NGO Forum funds or other resources
* Falsifying or tampering with official records or documents
* Accepting/offering bribes or other offenses involving graft/corruption, including taking of commissions for personal gain.
* Violence, threats of violence or abuse against any the NGO Forum personnel.
  1. **Cambodian Law**

Interns shall respect and abide by all applicable laws and regulations in Cambodia.