



TRAINEE GUIDELINES AGREEMENT **DIGITAL PLATFORMS DEVELOPMENT SECTION**

This agreement outlines the guidelines and expectations for all trainees at Sri Lanka Telecom PLC. By signing this document, you agree to adhere to the following guidelines during your training period.

1. Personal Details

Submit accurate personal information to your supervisor for Prohub and ensure you use your registered name in online meetings.

2. WhatsApp Group

Join the dedicated group for essential updates. All discussions must be training-related. Exit the group after completing the internship program.

3. Working Hours

Attend the office in person from Monday to Friday, 8:30 AM - 4:30 PM. Remote work is allowed with prior approval. Outstanding performance may lead to eligibility for a payment scheme.

You are required to visit SLT at least once a week. If you are unable to meet this requirement, please do not join as a intern with us.

4. Assignments

Complete tasks assigned by your supervisor and provided weekly progress updates to track your development.

5. Monitoring

Participate in online meetings to discuss tasks.

6. Knowledge Sharing

Engage actively in knowledge-sharing sessions facilitated by supervisors to enhance learning.

7. Dress Code

Maintain a polished and professional appearance with clean, suitable attire that reflects a professional environment.

8. Workplace Cleanliness

It is prohibited to throw trash around the workplace. Please keep your area clean.

9. Access Policy

Always use the back door and back elevator on the 4th floor of Building A.

10. Record Book

Complete the university-provided record book accurately and schedule regular meetings with your supervisor.

11. Leave Policy

If leaving early, inform your supervisor and fill out the "Permission to Leave Early" form to ensure proper documentation.

12. Internship Termination

Notify your supervisor in advance if you wish to terminate your internship to allow for necessary arrangements.

13. Final Submission

Submit the Final Submission Form at the conclusion of your training, summarizing your experiences and achievements.

I hereby acknowledge that I have read, understood, and agree to comply with the guidelines outlined in this agreement. I recognize that adherence to these guidelines is essential for my success as a trainee at Sri Lanka Telecom PLC and for maintaining a professional work environment.

Date

Signature