

HCL TSS Internship Policy

Objective

The objective of the Hands on Specialized Training programme (Internship) is to provide a learning and development-oriented environment that exposes an intern to the complete spectrum of activities within the organization in the field of his/her interest that may revolve around but not limited to project management, cost optimization, process improvement and many more in functions like Information Technology, Business Process Outsourcing, Human Resource, Legal, Finance etc.

The aim of the Internship programme is to impart the education and develop the knowledge base & skill sets (both technical and behavioral) of an intern to the levels of competency required to perform his/her duties and responsibilities effectively in the future within a business framework. The internship program is aimed to develop potential recruits for the organization as well as to expose them to allied businesses in the industry. The program also aims to enhance the brand image of organization across campuses and to create a pool of talent for the industry as a whole.

Applicability

This Policy is applicable to all full time interns (across all cohorts sourced through HCL TSS program) for PAN India locations.

Policy Details

DEFINITIONS:

- **"Company"** refers to HCL TECHNOLOGIES Limited, India;
- **"Employee"** refers to a person who is on the payrolls of the Company including but not limited to permanent/ part-time/fixed term/ expatriates working on work visa issued by appropriate authority, if any;
- **"HR"** refers to the HR Partner for an intern;
- **"Mentor/ Guide"** refers to any other Employee of the Company or its affiliated companies, who by nature of his duties, exercises authority or supervision or control over an intern during the course of this internship.

POLICY DETAILS:

- The internship program is designed by HCLTech to provide an intern with skill sets and mentored development within a stipulated duration of the internship. The internship is not an offer for employment by the Company and doesn't create any employer and employee relationship during or post completion of the program unless confirmed otherwise in writing.
- An intern's position shall always be that of a 'learner', while the Company shall hold the position of a 'teacher' or 'instructor'.
- A Scholar from HCLTechSS will join the Company as an intern post successful completion of classroom training.
- **Hands on Specialized Training/ Internship:**
- During the internship, an intern would be required to attend the Training Centre/Project during the normal working/training hours of the project. The training might happen in shifts as permitted by law. An intern who is between the age of 14 and 18 years cannot be assigned to any training between 7:00 pm to 8:00 AM.
- The maximum training duration will be 8 hours per day for interns who have completed 18 years of age. For interns who have not completed 18 years of age, below guidelines need to be adhered to:

- **HR managing the interns will be responsible for ensuring compliance to the below regulations:**

State	Daily Hours	Weekly Hours
Maharashtra	a) 6 hours (in case the Candidate has not completed 17 years of age) b) 9 hours (in case the Candidate has completed 17 years of age)	48 hours (in case the Candidate has completed 17 years of age)
Andhra Pradesh	7 hours	42 hours
Telangana	7 hours	42 hours
Uttar Pradesh	a) 6 hours (in case the Candidate has not completed 17 years of age) b) 8 hours (in case the Candidate has completed 17 years of age)	-
Tamil Nadu	a) 7 hours (in case the Candidate has not completed 17 years of age) b) 8 hours (in case the Candidate has completed 17 years of age)	a) 42 hours (in case the Candidate has not completed 17 years of age) b) 48 hours (in case the Candidate has completed 17 years of age)
Karnataka	Not more than 5 hours in a day	25 hours
Kerala	Not more than 6 hours in a day with a break of 1 hour	30 hours

- It is advisable and assumed that the classroom training's curriculum is focused on helping an intern perform effectively during & post internship in his/her career at large and is a mix of technical and behavioral trainings.
- An Intern should attend, and complete assigned online/ instructor led behavioral and technical trainings suited to his/her Line of Business and scope of internship. It is mandatory that an intern be assigned webinars/ online trainings that enhances his/her knowledge and skill set.
- **Duration:** The duration for internship will be as per the internship letter which will not be extendable in any case unless authorized otherwise in writing. Any intern who has not attained the age of 18 years at the time of Full-time employment will continue to remain in Internship until they turn 18 (even if s/he has exceeded the prescribed Internship period). All the conditions as laid down above will continue to remain applicable. **The internship letter of any intern who has not attained 18 years of age should be signed by the legal guardian of the intern as well.**
- **Continuous learning:** After the internship successful completion and commencement of service at HCLTech, an Employee will continue to be trained hands on for the next one year of joining to improve on through multiple interventions, online, class room training and assignments.

- **Mandatory Training:** An intern is required to complete the below mentioned trainings once during his/her internship tenure:
 - Anti-Bribery and Anti-Corruption/Code of Business Ethics and Conduct training (ABAC/COBEC)
 - Information Security (Info Sec) Training
 - Anti-sexual harassment training
- **Reimbursement of Expenses:** An intern will be reimbursed his/her monthly out of pocket expenses as specified in their internship letter.
- **Accommodation/ Transportation:** During internship, accommodation will not be provided by the Company. Interns will be eligible to use company provided transport facility as per the Transport Policy applicable to them.
- **Time Off and Holidays:** An intern will be entitled to all weekends, public holidays as per the published Holiday calendar for location s/he is placed in, accessible through www.myhcl.com. They will also be eligible to take 1-day time-off per month in case of personal/ medical exigencies after due approval from his/her Mentor/ Guide.
- **Assessment:** Every intern will undergo an assessment at the end of internship tenure based on which he/she may be offered a full time employment with the Company. An intern cannot be offered a full-time employment with the Company unless they have attained 18 years of age. The internship is not a promise of employment and an offer of full time employment will solely be based on merit, business need and evaluation of internship.
- **Internship Certificate:** An intern will be issued an internship certificate post successful completion of his/her internship.
- **An intern cannot work overtime.**
- **At all times during the internship, the focus should be on enriching the intern's knowledge and skill set.**

Guidelines for Interns:

- The company expects an intern to undertake, attend and complete his/her internship with high standards of integrity and to maintain appropriate standards of behavior at all times.
- An intern shall also be required to do internship training in any other place of work at the premises of the Company or its customers / business partners. An intern is required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that they come to possess by virtue of his/her association during their internship.
- An intern is expected to acquaint himself/ herself with the Governance related Company policies which are available at the Company's online portal.
- If at any time in the opinion of the Company, an intern is found to be guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, or any other conduct considered by to be deterrent to the Company's interest, the internship will be terminated without notice.
- All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that an intern may make or conceive, either solely or jointly with others, during the period of internship, shall be deemed to be the exclusive property of the Company.
- An intern will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in his/her use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from him/her.

Exceptions

Any exception to this Policy should be approved by Training COE Lead

Joining Formalities and Orientation (Day 1)

- On day 1 of attending the internship, the intern will complete the following formalities of internship:
- Receive and sign hard copy of Internship Letter.
- Orientation on business environment, organization culture, policies and safety.
- Orientation within respective department.
- Meeting with Guide and Mentor so as to get a project brief.