



Jan 2024
Chennai, India

INTERNSHIP LETTER

Cloud Simmam Private Limited

Dear Intern,

We would like to confirm that your Internship for the **Intern - Junior Developer - Part time** position in CloudLion Simmam Private Limited.

Here are the following terms and conditions while working with our company.

1. Duration of part-time Internship will be from Jan 23rd 2024 to May 31st 2024
You will not be entitled or any other benefits from the company in the period of Internship.
2. During Internship, you are expected to abide Code of Conduct prescribed by the company for all the employees.
5. On successful completion of the Internship period, a final Evaluation will be conducted if you meet our expectations you will be offered a pathway to work with Cloud Lion in long term.

Work Schedule:

- Wednesday, Thursday, and Friday: 1:00 PM to 10:00 PM
- Monday and Tuesday: You will not be required to work as you requested.

Your working hours will be for 8 hours per day.

Check-in - India

Every employee is expected to check-in by 1 pm with a maximum of 30 minutes deviation. They should check in Zoho People (Our HR Management tool to keep track of check-in and check-out).

If an employee is checked-in, he should be available for Cliq call, Meetings (or) phone calls when requested.

Everyday, each employee is expected to be available for a minimum of 9 hours (including a 30 - 40 mins break (max)) and 8 hours of productivity. Ultimately completing the projects and tasks given would only be considered as productivity. Time taken to learn (and) self-growth of knowledge would be separate. That time should not be considered as productivity time.

If an employee is going on break (or) going out, he has to check-out.

If check-out is for special reasons and it is more than 2 hours and cannot be compensated the same day. Employees should apply for leave and inform the HR, not being able to work and update the availability channel. The category of leave will be later classified but any special reason, even if it is special, would be categorized as leave for operational purposes and keep it consistent.

If not checked-out, it would be assumed he/she was never available and considered as **wrong check-in**. This policy is to ensure we provide clear availability to other team members. We are a completely remote company and this ensures the availability to the team.

The check-in and check-out policy will be followed strictly to ensure the availability. If any violation, first time warning would be provided.

Leave Policy

Casual and Sick Leaves

The employee is qualified to get 12 working days as earned leave or annual leaves (Including Sick leave and Casual leaves) i.e., every month 0.5 sick leave and 0.5 casual leave gets added to their leave value.

Sick leaves should only be used for illness depends on the specific situation on themselves. If an employee takes sick leave more than a day, they need to submit medical proof. In certain cases, from time to time, even for a day's leave, HR might request proof with respect to the medical emergency. All these proofs are to be submitted to emergencyleaves@cloudlion.org

An employee shall not proceed on leave unless leave has been approved by HR and the respective Technical Incharge.

Permission Application - Policy

Permission is not permitted for any cases. Permission during work time is not encouraged by Cloud Lion.

Only in case of emergency cases, inform the HR through phone / text, inform them to apply through Zoho People. If the permission is for more than 2 hours, it would be considered as emergency leave and it would be applied from one of the category of leaves. Inform the technical lead and ensure to complete the tasks accordingly. Also, send a mail to the emergencyleaves@cloudlion.org. Inform everyone about your **availability in the Zoho Cliq Channel**.

Even in case of these special permissions, employees need to compensate for the hours within that week.

You are Entering the company at an interesting time, and we hope to see the grow with it.

Wishing you good luck for future endeavours.

Signature

MercySheeba

S.Mercy Sheeba

HR Director

Cloud Simmam Pvt Ltd

Date:

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Interns

Cloud SimmamPvt Ltd.

Date:
