

**RULES AND REGULATIONS**

1. Interns must attend regularly and be punctual.
2. Inform your mentor in advance if you are going to be absent.
3. Behave professionally at all times.
4. Respect all team members and company rules.
5. Complete tasks on time as assigned by your mentor.
6. Submit daily updates or reports without delay.
7. Use company resources only for internship-related work.
8. Do not share company information with anyone outside.
9. Attend all training sessions and meetings.
10. Your performance will be evaluated before issuing a certificate
11. Always take feedback positively.
12. The company can end the internship at any time if rules are not followed.
13. Always wear your ID card while at the workplace
14. Keep your workspace clean and organized
15. Dress neatly and appropriately every day
16. Avoid taking too many breaks during working hours.
17. Do not extend your lunch break beyond 1 hour.
18. Be polite to all
19. Don't use mobile phones during work hours unless necessary.
20. Avoid unnecessary noise or disturbances in the office.
21. Maintain a positive attitude and willingness to learn.
22. Follow safety and hygiene guidelines strictly.
23. Do not bring outsiders into the workplace without permission
24. Maintain honesty in reporting progress and outcomes.