

INTERNSHIP AGREEMENT

❖ OBJECTIVES OF THE DOCUMENT

This document is a formal agreement between **Passerelles numériques Cambodia (PNC)** and **Gandev** on the internship of the undersigned PNC second year student majoring in Web Programming (WEP).

It details a presentation of PNC training program, the conditions of the internship, the collaboration between PNC and the company in the intern's evaluation process, and explains the confidentiality and work etiquette expected from the intern.

This document must be agreed and signed by the following:

- **Company Name:** GANDEV **The Company Representative:** KONG Selakeo
Company Address: B2-009 Promenade de la grande allée Koh Pich, Phnom Penh

- **Passerelles numériques Cambodia (PNC)**
PNC Representation: Ms. Maud KOETSCHET, Deputy Director
PNC Address: #365, St. 371, Phum Tropeang Chhuk (Borey Sorla), Phnom Penh

- **The intern:** Senrin Sim

The Company, PNC and the intern shall abide by, and respect, this Internship Agreement.

❖ 1. PNC TRAINING PROGRAM

Since 2006, **Passerelles Numériques Cambodia (PNC)** unlocks the potential of underserved youths living in precarious situations by leveraging innovative education in key digital and soft employability skills. PNC provides an innovative, free 2-year IT training program in its center in Phnom Penh. It is aimed at vulnerable youths aged 18 to 23, at least 50% of whom are girls. **The company contributes to the success of this goal by welcoming an intern.**

After the two-year program, PNC students are young professionals with a **wide range of skills** enabling them to work as **web-developers**. The training is continuously updated to meet the market needs in terms of both **technical and soft skills**.

PNC training is recognized by the Ministry of Education, Youth and Sport and a **four-month (16 weeks) internship** is required for the students to complete their studies and obtain a **Certificate of Associate Degree**. The internship is evaluated by both **PNC (60%)** and the **company (40%)**.

The internship counts for 30 credits in the students' transcript. PNC believes that this internship is a **great opportunity** that will allow the students to **develop their technical skills, professional etiquette and network**.

❖ 2. CONDITIONS OF THE INTERNSHIP

2. 1. DURATION AND WORKING CONDITIONS

The **Passerelles numériques Cambodia (PNC)**'s internship program will last **for 4-month full time** starting from **01st August 2024** to **30th November 2024**.

The intern will follow **the working days and hours of the company**. The intern will not work on Sunday. PNC may organize events on Saturdays. In this case, the company will **allow the intern to take part**.

If the company/organization assigns the intern to **travel to provinces** (outside the Phnom Penh area), it must be during **regular work hours** and all related expenses must be fully **covered by the company/organization**. If any accident and serious health issue occurs during this period, full responsibility must be borne by the company/organization.

Remote work is avoided in order to allow the intern to fully benefit from the company work environment (teamwork, communication, support etc.). If the company wishes, the intern may **exceptionally** work remotely. A justified request must be made in advance to the intern and his/her tutor.

2. 2. INTERNSHIPS TASKS

The intern joins the company as a **Game Developer** position. During the internship period, the company/organization agrees to give, and the intern accepts, the tasks **detailed in the attached job description**.

Job Responsibilities

- Main responsibilities of the JD
 - ✓ Code in verse to create the game mechanics
 - ✓ Maintain games
 - ✓ Debug and optimize the games
 - ✓ use Unreal Engine

The Company will provide the intern with **a working environment and support services** reasonably necessary to complete his or her assigned tasks.

2. 3. INTERNSHIP ALLOWANCE

During the internship, **Gandev** will support **USD 100** allowance per month to **Passerelles numériques Cambodia (PNC)'s student**. This **USD 100** will be paid on the **[30]** of each month to the **intern directly via his or her bank account details below**:

- **Bank Name: Advance Bank of Asia (ABA) • Bank Account Number: 2533539 • Name: Senrin Sim**

100 USD of this allowance will directly support the students' living allowance and the other **70 USD** of this will contribute to the **social mission of PNC** in general as part of its sustainability projects. If the intern is assigned to complete a mission in provinces, any related cost will be fully covered by the company/organization.

2. 4. INSURANCE

PNC provides insurance **covering any accident or serious health issue** that may occur to the intern during internship period in **Phnom Penh only**.

The company/organization bears full responsibility for any accident or serious health issue that may occur while the intern is traveling to locations outside the Phnom Penh area on assignment by the company/organization.

2. 5. LEAVE REQUEST

During the four-month internship, the intern is allowed to request **[2]** days off. The intern will request leave **according to the company's policy**. The company's code of conduct must be attached to the agreement. The company shall **detail the leave request policy** here if the company does not have a code of conduct to attach.

The **intern will inform PNC in advance** about all the leave requests approved (days off, sick leave, exceptional leave).

2. 6. TERMINATION CLAUSE

The internship is the key stage in students' efforts to obtain their diploma, and **all three parties agree to ensure that it takes place under the best possible conditions over a period of 4 months**. The internship may be interrupted for the reasons listed below.

The **Company** reserves the right to terminate this Internship Agreement in the event of:

- The Intern's violation of any Company policy or code of conduct

- Big misconduct or negligence in the performance of the Intern's duties • Breach of confidentiality or non-disclosure agreements

PNC reserves the right to terminate this internship agreement in the event of:

- Misbehavior of staff member(s) of the company
- Lack of assignment and follow-up with the student
- Failure to comply with this training agreement

Force majeure for all parties: Where one Party is unable to carry out its obligations under this agreement due to circumstances **beyond its control** or which it could not have prevented, those obligations are suspended whilst those circumstances continue, provided the other Party is notified and the first Party uses its best endeavors to overcome the circumstances preventing its obligations from being carried out

Before taking any action that would lead to the internship termination, **PNC and the company commit to discuss** and **try to find solutions together** in order to **avoid the termination** of the internship.

2. 7. JOB OPPORTUNITY

In case the company is open to hire the intern after the internship as **full-time staff**, the **company and the intern will negotiate** with a view to reaching an agreement. PNC will not be responsible for student(s)' decisions during their negotiation with the company. Students are free to accept or decline the job offers from the company based upon their negotiation with the company. PNC will not interfere in the negotiations. However, PNC's mission is to help young people find a sustainable job with a good salary, so we encourage the company to offer candidates the best possible working conditions.

❖ 3. PNC AND THE COMPANY'S COLLABORATION IN THE INTERN'S EVALUATION

3. 1. DEFINITIONS AND CONTACTS

- **"Company Supervisor"**: refers to the staff of the company/organization who is assigned to supervise and manage the intern.

Company Supervisor

Name: THY Polen.....

Title: Game Developer

H/P: +855 15 895 834.....

Email:

- **"Tutor"**: refers to the trainer of PNC who is in charge of the intern's follow-up and support.

Tutor

Name:

Title:

H/P:

Email:

The company supervisor and the tutor are both invited to a meet-up and networking event at PNC before the start of the internship.

The supervisor is encouraged to contact the tutor if there are any problems with the intern.

3. 2. INTERN'S FOLLOW-UP

The **tutor and the supervisor share the responsibility of the intern's follow-up**. The tutor shall contact the Company supervisor **three times throughout the internship** to discuss the intern's performance and other related issues. The tutors and the supervisor decide together if they prefer to have a face-to-face conversation or a phone conversation. For the tutor, the objective of the conversation is to have a clear overview of the **intern's progress and challenges** in order to define the **correct strategy to guide the intern** which will affect the work of the intern in a positive way.

3. 3. SUPERVISOR'S EVALUATION

By **mid-November**, the supervisor will complete **an evaluation form**. The answers given then will count as **40% of the final evaluation** of the intern. The supervisor commits to send the evaluation back **before the end of November**.

All the comments made by the Company supervisor will also help PNC to **improve its training and prepare students for the workplace**.

3. 4. FINAL REPORT

The intern is required to produce a final report describing what he/she does in the company/organization during the internship. The report will be handed to PNC **within one week before the end of the internship and it will be scored**. The final report must **not contain any confidential information** about the company/organization. The **Company Supervisor** has the right to **examine the report** before it is submitted to the school.

3. 5. FINAL PRESENTATION

The intern(s) will do their final presentation at PNC at the end of internship. The Company Supervisor or a representative from the company/organization is **welcomed to join** the presentation of their intern(s).

❖ 4. CONFIDENTIALITY AND WORK ETIQUETTE

4. 1. CONFIDENTIALITY OF INFORMATION

The intern agrees not to disclose any information that the company would **consider as confidential**. Therefore, the final internship report will not contain any confidential information about the company.

4. 2. INTERN STANDARDS OF CONDUCT AND WORK PERFORMANCE

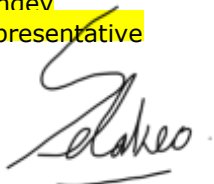
The intern should **adhere and respect the company's rules and regulations** in so far as they are clearly communicated to him or her. If it is available, **the code of conduct** of the company should be attached to this agreement.

The intern shall strive to meet the highest performance **standards** in the performance of his or her tasks and responsibilities.

Should the intern encounter any difficulties during the internship, the intern shall, in the first instance, consult the **Company Supervisor** to address such difficulties.

Signed for agreement in Phnom Penh, on 16/07/2024.....

Gandev
Representative



KONG Selakeo
Owner

Deputy Director

Intern PNC Representative



Senrin SIM

Maud KOETSCHET



**Passerelles
numériques**
A Gateway for Life

Passerelles numériques Cambodia
Street 371 Phum Tropeang Chhuk (Borey Sorla), Sangkat Tek Thia
Khan Sek Sok P.O. Box 511 Phnom Penh, Cambodia
Tel: +855 23.99.55.00
info.cambodia@passerellesnumeriques.org
