

# **Intern Policy**



## **1. OBJECTIVES**

- 1.1 Offer students and young professionals the experience of working into diverse fields.
- 1.2 Offer a standardized process whereby the interns benefit from the experience;

## **2. APPLICATION FOR INTERNSHIP**

- 2.1. Applications for Internships are received throughout the year.
- 2.2. Applicants are required to fill the Statement of Interest Form.

## **3. SELECTION PROCESS OF INTERNS**

- 3.1. Human Resource Department shall receive applications and coordinate the selection process.
- 3.2. Specific requirements listed in the Intern Requisition Form are matched with the skills and qualifications mentioned in the Statement of Interest forms available with the Human Resource Department.
- 3.3. Short listed applicant(s) are invited for an interview to finalize the selection. A Human Resource representative and / or the Employee who has requisitioned for the intern shall interview the applicants.
- 3.4. Unpaid Training internship= Free Training, Certificate, LOR with Gifts. Work from Home Internship.
- 3.5. Paid Internship = Work from Office.  
Stipend of Rs 10,000 per month, Certificate, LOR with gifts.

## **4. ORIENTATION OF INTERNS**

- 4.1 Human Resource Department shall conduct / coordinate the orientation session for interns within a week of joining.
- 4.2 All Intern/s are required to attend the orientation session which should cover company's history, mission, vision for the future, standards of conduct and ongoing initiatives.

## **5. ATTENDANCE / OFFICE TIMINGS**

- 9.1 The office timings for interns may be flexible and must be agreed in advance and mentioned in the contract issued. In such cases any stipend payable shall be adjusted accordingly.
- 9.2 Interns will be required to sign in the attendance register to be maintained by the Administration Department.
- 9.3 Interns may be given an Identity Badge.
- 9.4 Interns are allowed to work 20hrs/week as per the policy.

## **6. TERMINATION / EXPIRY OF INTERSHIP CONTRACT**

**11.1** The internship contract may be terminated by either party with 2 days' notice.

## **7. INTERSHIP CERTIFICATE**

**7.1** An Internship certificate will be given to interns that complete the internship as per contract and guidelines and to the satisfaction of the supervisor.

**7.2** The Human Resource Department will issue the certificate.

**7.3** Only Hardcopy of internship certificate shall be provided.

**7.4** Each Task deadline is 7 days.

1 Task = 1 Week.

2 Months = 8 tasks should be completed then only you will get your certificate.

Mandatory for all interns: -

He/she will be dis-continue from internship after taking 4 to 5 days leave without informing.

If you want to take leave, you have to inform to your TL and drop a mail to [prabeen@yoshops.com](mailto:prabeen@yoshops.com)

You have to always active in this official group.

## **8. DISCLAIMER FORMS**

**8.1** Yoshops does not accept any liability for acts of third parties, accident, sickness or losses of any kind, however caused, arising from activities done as part of the Internship Contract.

## **8. Non-compliance and Consequence**

**9.1** Yoshops prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.

Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Non-compliance or frequent inconsistencies in adherence to this policy will lead to disciplinary action as appropriate by HR and the Manager and termination of the internship.

## **9.2 Confidentiality Agreement**

An intern is prohibited from sharing confidential information such as intellectual property or proprietary information or company's internal data owing to which strict action would be taken against him/her.