

# Work at the heart of **change**

accenture

Hello Ashutosh Kumar Dwivedi,

The wait is over! We're all set to kick-off our two-month Internship Program.

At Accenture, we take pride in working with talented students like you, while providing you with a learning environment (including live projects), which will enhance your skills and help shape your career.

We are pleased to confirm and offer you an internship with Accenture as per below terms.

- Date of joining: May 19th, 2025
- Base Location: Mumbai
- Internship Duration: 2 Months
- Stipend per month (including tax): INR 16100 per month.

Please note that Accenture at its sole discretion may suspend the above Internship duration. Accenture, after discussion with you, may also consider extending the internship duration.

*Base location is the Accenture office location that an intern will be assigned to.*

**Please review the Terms & Conditions below & confirm your acceptance of the same.**

- Adherence to terms of the offer and non-disclosure agreement is essential for the internship.
- To provide an enriching training experience, Accenture reserves the right to determine the location of training and training venue. Accenture may, on its discretion but under no continuing obligation, ask you to train from its other offices as well as in certain Client locations/premises.
- During Internship and at all times at the training venues, you are required to adhere to safety, health & security guidelines policies of Accenture or Client. You understand that such adherence is essential for your safety and of others and hence a reasonable condition.
- During the tenure of internship and otherwise, you shall comply with the terms of confidentiality and non-disclosure as mentioned in these terms below. Any breach of these terms shall entitle the Company to take necessary actions including but not limited to termination of your internship. You are bound by these confidentiality provisions at all times to ensure compliance of Accenture's data security and privacy policies as well as that of our clients if applicable. The condition of this confidentiality obligations applies to you at all times even while you are in a remote location and not in the base location. (Please keep us informed of your remote location at all times).
- Non-Disclosure Agreement (NDA) is required to be signed by you to ensure compliance of Accenture's data security and privacy policies. The NDA will be shared with you in a separate email for your acknowledgement.
- No code snippet or technical details could be provided for project, presentation or documentation.
- No Accenture in-house floor visit could be allowed to any college guide or external person for the purpose of Intern's/student's project preparation or analysis.
- No further allowance or expenses shall be provided or reimbursed apart from the stipend for internship mentioned above. Commute to office and back should be managed by you.



- You are expected to be punctual, disciplined and professional in your approach to all your activities while dealing with Accenture work.
- You shall adhere to Accenture policies and processes (including but not limited to relating to confidentiality, intellectual property, data retention, social media)
- You are required to adhere to leave provisions and avoid unnecessary absenteeism.
- A breach of these terms shall result in immediate termination at the discretion of Accenture.
- Ethical usage of Accenture resources is expected at all times and a breach may result in actions including but not limited to termination of internship.
- This internship offer is subject to satisfactory completion of your verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your internship. If, at any time, Accenture believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Accenture and/or its agents in conducting such verification and/or background and/or reference checks, or there has been any conflict of interest, Accenture may, in its sole discretion, without prejudice to its other rights, have the right to forthwith terminate this internship and also initiate appropriate legal proceedings against you.
- If at any stage, it comes to light that there has been any conflict of interest in this offer of internship to you, Accenture may, in its sole discretion, without prejudice to its other rights, have the right to terminate this internship immediately.
- This internship opportunity is not an offer of employment and does not create any employee-employer relation as such between yourself and Accenture.
- You are only entitled to receive the amounts mentioned above as your monthly stipend and monthly allowance only and are not covered under any statutory contributions.
- The Internship, procedures and processes involved, trainings, location of trainings, or exposure to information or processes does not create any relationship by implication or otherwise as that of employer and employee and the Internship shall not grant any claims to our rights/status as an employee to the Intern.
- For training purposes, you may be provided with some material and equipment, including devices/laptops. Usage of such equipment and prompt return shall be only for Internship purposes, and you shall ensure protection of such material & equipment at all times including ensuring there is no unauthorized, unlawful use with such equipment/materials.

#### **Non-Compete:**

During the internship, you shall not act in a manner which is in breach of your obligations contained in these terms and conditions and provide any services to any third parties that are not authorized by Accenture or provide services that could affect Accenture's interests, business, confidential information, intellectual properties or goodwill. After your internship ends while you may be free to join a business organization, your obligations in terms of confidentiality and intellectual property will continue to apply.

#### **Internship Learning Program**

As a unique learning experience, Accenture will provide an integrated learning program as part of your internship. The training modules are enabled across the internship duration with a reasonable time to learn and complete these trainings. For the completion of the internship and clearing the training assessments as mentioned below, you are required to complete the training provided during the internship and undergo a review and assessment as mentioned more in details below.

Closer to your program completion, you will be assessed and reviewed based on your collective performance in our training and internship program. Post completion of your internship, you may apply to Accenture for any suitable opportunity, for which you will be separately assessed for your clearance of Accenture's hiring procedure (including background and fitment checks) and your meeting eligibility criteria for the opportunity you are being reviewed for.



Please note this internship opportunity does not guarantee any offer of employment with Accenture which is a separate process and subject to additional assessments.

### Leaves during Internship

For the purpose of an effective learning and understanding of the concepts that will be provided to you through this internship, your continuous presence (remote or otherwise as contemplated by Accenture) is essential for the internship program.

However, we do understand that in certain circumstance you may require a leave and accordingly the following leaves can be requested during the internship program.

1. **Exigency/Unplanned Leave:** Any emergency situation or unforeseen event that compels you to miss work, where you are incapable of working due to unavoidable reasons. This can be availed post due approval by supervisor and necessary substantiation. Issues like accidents, bereavement, critical illness or emergency medical reasons may fall in this category. However, these cannot be more than the period of Internship.
2. **Casual leaves:** Any other absence/leave should not exceed more than 5 days across your internship duration, taken with prior approval from your reporting manager. In case this absence/leave extends to more than approved casual leaves, discontinuation of internship can occur at the discretion of the company. We expect these leaves to be taken only when essentially needed so as not to interrupt the internship program.

Before embarking on either of these leaves, you are expected to inform your supervisor/ reporting manager and seek their approval. Do keep your Internship Program team informed as well. Please reach out to program owners to seek any clarification on the above.

### Stipend Process

- In order to receive your stipend, you are requested to open an account with any one of these banks: HDFC, ICICI, HSBC, Standard Chartered, IDFC, CITI, Axis, Deutsche, SBI & Kotak
- Time Report (TR) sheet will be sent to you for updating; this needs to be correctly updated and sent back by 13th and 26th of each month.
- Any delay or incorrect information provided will lead to a delay in the stipend payment which will then be carried forward for payment in the subsequent month.
- Other than payments mentioned above, you are not entitled to any further payments including statutory benefits and contributions and tax compliance (if any) is your individual responsibility.

Please review these details and confirm acceptance to [vivin.vincent@accenture.com](mailto:vivin.vincent@accenture.com) within the next two days.

Over the next couple of weeks, we will be in touch with you to help you smoothly transition into your new role.

Good luck as you embark on this exciting internship journey!

Regards,  
Accenture Campus Recruitment Team

I have read and agree to the above terms and conditions of my internship:

Full Name: Ashutash Kumar Dwivedi

Signature: *Ashutash Kumar Dwivedi*

Date: 01st May 2025