

January 30, 2024

TERMS OF EMPLOYMENT

Dear Mohan Kumar Jha,

On behalf of Next Hikes, I am happy to offer you the position of Intern with our company. We were impressed by your qualifications and enthusiasm, and believe that your skills and dedication would be a valuable addition to our team.

1. You shall learn the work entrusted to you with due diligence and care.
2. You shall not divulge our business secrets to any person without our written consent. If you do so, not only will your training/production period be terminated immediately, but we may also proceed against you claiming damages.
3. You shall abide by the rules and regulations of the company as laid down from time to time. You are also expected to carry out your responsibilities to the satisfaction of your superiors. It is important that you keep yourself updated on the rules and regulations of the company, and ignorance of the same will not be accepted as a valid excuse.
4. Here are some Do's and Don't you need to follow:-

Do's:

- Respond promptly to emails and messages.
- Provide weekly updates on work progress in the training sessions.
- Use professional language in all communications.
- Adhere to the agreed-upon work hours and deadlines.
- Notify in advance if unable to meet deadlines.
- Actively participate in training sessions and discussions.
- Seek assistance or clarification when needed.
- Respect and maintain the confidentiality of company information and datasets provided.
- Use only Emails as the mode of communication with your mentor.

Don'ts:

- Minimize personal tasks during training sessions and work hours.
- Do not install or use unauthorized software or tools.
- Respect software licenses and usage policies.
- Avoid unprofessional language or behaviour in communication.
- Refrain from engaging in inappropriate online activities during work hours and training sessions.
- Consistently missing deadlines without prior notice is not acceptable.
- Disrespect of data privacy and security guidelines.
- Avoid making any kind of WhatsApp or Telegram groups with your peers.
- No plagiarism should be found in the intern's work.

5. The company shall have the right to withhold or suspend the employee from work without other equivalent benefits, or after proper inquiry, dismiss your services in any of the following clauses, and you shall not be entitled to any compensation of whatever nature.

- **Repeated Violation:** Consistent disregard for the established terms and guidelines despite warnings and counselling.
- **Unprofessional Conduct:** Conduct that is deemed unprofessional, inappropriate, or damaging to the company's reputation.
- **Breach of Confidentiality:** Unauthorized disclosure of confidential information belonging to the company or its clients.
- **Failure to Meet Performance Expectations:** Persistent inability to meet performance goals and objectives outlined in the internship agreement.
- **Misuse of Company Resources:** Unauthorized use or misuse of company equipment, software, or resources.
- **Serious Violation of Policies:** Any serious violation of company policies and procedures.

Before termination, the company may issue warnings and provide an opportunity for the intern to rectify their behaviour. However, termination may be immediate in cases of severe misconduct.

For the intern to be eligible for certification of completion.

- Maintain at least 80% attendance every month in the weekly training sessions.
- Projects should be completed before the given deadline.

- All the projects should be completed before the deadline.
- The intern should score at least 55% marks in each project.

6. If an intern fails to meet any of these eligibility criteria, the company reserves the right to withhold or deny the certificate of completion. This decision will be made at the discretion of the company, taking into consideration the specific circumstances and the severity of the non-compliance.

7. Based on your performance during the internship period, there is potential for consideration for a full-time position upon successful completion of the internship. The decision to extend an offer for a full-time role will be at the discretion of the company, taking into account your demonstrated skills, commitment, and overall contribution to the team.

8. Interns are encouraged to communicate any challenges or concerns that may impact their ability to meet the certification eligibility criteria. The company may, at its discretion, provide warnings and opportunities for interns to rectify their performance before making a final decision regarding the distribution of certification.

By accepting the internship, interns acknowledge their understanding of these stipend eligibility conditions and agree to abide by them.

From **Nexthikes IT Solution**



Authorized Signatory.

Position: Data Science Intern

Starting Date: 04th Feb 2024

Duration: 12 Months

Work Timings: Flexible

If you have further questions, please contact [**info@nexthikes.com**](mailto:info@nexthikes.com)

Congratulations on your appointment and welcome to Nexthikes. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

We are excited about the potential opportunity to work with you and look forward to your positive response. Once again, congratulations on your selection for this internship position. We are confident that your contributions will have a significant impact on our company and provide you with a valuable learning experience.

Thank you for considering Next Hikes as the next step in your professional journey.