

Internship Policy

Valtech Confidential

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1 Purpose

Valtech supports internship programs that provide growth and learning opportunities to students in college and universities. This policy provides guidance and processes for hiring and managing student interns.

Internships assist students in reaching their educational goals by giving them the opportunity to augment classroom instruction with exposure to a real-world employment setting. Student interns are involved in education or training programs designed to provide them with professional or technical experience, is conducive to their education and are academically oriented for their benefit.

2 Objective

An internship is a planned program to provide a student with a meaningful learning experience applicable to the student's field of study. This requires structured assignments coupled with appropriate supervision, evaluation and feedback. Learning objectives will be developed when considering a student internship opportunity. It is beneficial to have clear job duties that identify the learning objectives or a defined project scope that demonstrates how the learning objectives for everyone will be met.

3 Eligibility

All regular students from reputed Universities/Deemed Universities/Institution recognized by university grant commission (UGC) and who are pursuing graduation or post-graduation. Student must provide an authorized internship request letter from the college.

4 Stipend

The student will not be paid any stipend/financial benefits. Students must make their own arrangements for boarding/lodging, transportation, stationery etc.

5 Period of Internship

The period of internship shall be for a minimum of 01 month but not exceeding 03 months.

6 Procedure of Hiring Intern

- 6.1 **Define the Work Plan** - the hiring authority (Practice/Function Head) should define a work plan for the intern to provide meaningful experience applicable to the student's field of study. The internship development worksheet can assist in identifying appropriate work for interns within the organization
- 6.2 **Management Review of the Work Plan** -Prior to establishing an internship, management (Practice/Function Head) will review and discuss the work plan. A

supervisor/mentor will be assigned during this meeting by respective Practice/Function head

- 6.3 **Complete the Hire** - Once the work plan has been developed and reviewed, the Talent Acquisition team may proceed with hiring the intern

7 P&C and Intern's mentor responsibility upon hiring student intern

- 7.1 Provide Intern with Internship Appointment Letter
- 7.2 All student interns must attend New Hire onboarding program before beginning the internship. All necessary training documents and NDA must be signed.
- 7.3 The intern's supervisor/mentor should review the work plan and provide an overview of what the student will be doing.

8 Responsibility of Hiring Authority

The Hiring/Reporting manager must regularly review the duties performed by student interns to ensure that they are engaged in meeting their learning objectives. It is recommended that the student intern provide a presentation and/or written report at the end of the internship to demonstrate how the learning objectives were met.

9 Certificate

A certificate regarding successful completion of Internship shall be issued by the P&C team to the intern upon meeting below guidelines.

- 9.1 Successful completion of training and submission of project report.
- 9.2 Proper adherence of guidelines mentioned in NDA, Code of Conduct and Workplace Behavior, Disciplinary Procedure and Behavior protocol policy

The internship completion certificate will be issued at the sole discretion of the company.

10 Benefits/Facility to Interns within Valtech India Premises

- 10.1 Access to complimentary lunch in office
- 10.2 Eligible for Public holidays as per Valtech holiday calendar
- 10.3 Access to Recreation facility
- 10.4 Flexible working hours
- 10.5 Access to free Doctor consultation (Only in Bangalore)

11 Guidelines

The following terms & conditions shall be applicable for the intern

- 11.1 All Practice to accommodate 1 intern for every 50 employees in a year and Function would consider 1 intern in a year.
- 11.2 This does not confer any right whatsoever to claim appointment in Valtech.
- 11.3 Intern shall abide by all the rules, regulations, applicable procedures and policies of Valtech (provide brief of the policies by email or hardcopy to the intern and get it acknowledged since they will not have access to HRMS – Policies and Processes)
- 11.4 Intern shall maintain proper discipline, decorum, punctuality and will not commit any unbecoming omissions/commissions and any act, which may bring disrepute to Valtech.
- 11.5 In case of any loss or damage to company's property by an intern, the cost will be recovered from intern.
- 11.6 The intern will be required to submit project report of his/her assignment by end of internship
- 11.7 In case of any misconduct, indiscipline or disinterest on part of intern including absence without prior information, the internship will be subject to termination at any time without notice
- 11.8 It is neither a job nor assurance for a job in Valtech
- 11.9 Student interns are at-will employees
- 11.10 Valtech India may terminate the internship relationship without cause or prior notice
- 11.11 Valtech India may employ student interns to perform work which will not:
 - Result in the displacement of regular employee
 - Fill a vacant position.
 - Be used as a supplemental workforce to enhance or expand the normal tasks carried out at Valtech.

12 Exceptions

Any exceptions to the policy should have the approval of Senior Management.
(To be duly followed by P&C Team).

13 Policy Review

This policy will continue to be in force until and unless superseded by a revised policy. The Company reserves the right to amend, modify the entire policy or any part of it at any time.

14 Additional Information

The source of hiring the intern would be through reference/direct walk-in and National Apprenticeship Training Scheme. All the interns' reference can be sent to People & Culture function email id – in.peopleculture@valtech.com or to respective P&C BP.