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1.0	Internship Program <p>1.1 Objective of internship program is to provide opportunities for students from higher learning institutions to gain real-life work experience in a Company/Division/Department which is relevant to their course of study.</p> <p>2.2 GHCD will review and process the applications received from higher learning institutions and will subsequently arrange for suitable placements for the interns.</p>
2.0	Duration of Training <p>2.1 The duration of training will depend on the requirements by the higher learning institutions.</p> <p>2.2 Normally it will be between three (3) to six (6) months.</p>
3.0	Working Hours <p>3.1 The intern is required to undergo the internship program in accordance to the Company's working hours (either at the HQ or site office), as well as the Company's rules and regulations.</p>
4.0	Allowance <p>4.1 The intern will be paid allowance during the internship program with the Company.</p>
5.0	Travelling Allowance <p>5.1 In the event that intern is requested by the Company to perform duties outstation during the internship with the Company, the intern will be paid as follows:</p> <ul style="list-style-type: none"> a) Subsistence Allowance of RM30.00 per day (Breakfast – RM5.00, Lunch – RM10.00 and Dinner – RM15.00). b) Accommodation Allowance of RM150.00 with receipt or RM30.00 without receipt. c) Mileage claim using private vehicle for official duties, if Company's car is not provided. The rate are as follows: <ul style="list-style-type: none"> • RM0.70 per km by car • RM0.30 per km by motorcycle

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6.0	Annual Leave 6.1 The intern will not be entitled for any annual leave. 6.2 In the event that the intern is unable to report duty due to emergency cases, intern is required to apply for unpaid leave, which will be deducted from the allowance.
7.0	Medical Leave 7.1 The intern will be entitled to paid Medical Leave in the event that the intern is ill.
8.0	Clinical / Medical Benefits 8.1 The Company will not provide any clinical/medical benefits to the intern.
9.0	Report 9.1 Upon completion of the internship program, the intern would need to provide a report to the respective higher learning institution, which may require the endorsement of the HOD.