

TERMS AND CONDITIONS

INTRODUCTION:

FTS(FailureToSuccess) is a Non-Profitable Community delineates the factor that success comes with failures and it's an indispensable part of life. We at FTS focus on normalising failures attempts to encourage everyone to mean the broken pieces and build a constructive structure out of the demolished area and celebrate the journey of failure to success and make sure that failure and success goes hand and hand.

RECRUITMENT PROCESS:

You all are requested to follow the stages of recruitment which are:

Stage 1. One should be well versed with the [organization](#), [job descriptions](#) and [for specifications along with the terms and conditions of recruitments and employment](#).

Stage 2. One should know how to screen and [attract the right candidates through your social media accounts](#) (LinkedIn, Instagram, Twitter), mostly on LinkedIn and Instagram or WhatsApp.

Stage 3. One should know how to select the appropriate candidates, and [to develop communication skills among one self](#). (*Induction- Recruiting Process*)

Stage 4. Selection Process:

- **Communication:** [Regular communication](#) with your respective mentors and team leads via email, WhatsApp or voice call [depends upon the urgency through which one needs to share the updates of the work given](#).
- **Confidential Information:** [The information shouldn't be shared with anyone outside the organisation](#) regarding employees (skills and qualification) regarding the interns and the core members details.
- **Timing:** [Flexible work hours](#).

- **Conflicts of Interest:** If any conflicts arise among the team mates or between the team lead and working member *one needs to get back immediately to his/her mentor.*
- **Prohibition Period Policy:** One who joins a core team (Firstly time period will be of *30 days*), if you are working quite well, then you will be *confirmed as core team member.*
- **Issues of Perks:**
 - ✓ *Offer letter: One must work at least for 7days in order to issue the offer letter.*
 - ✓ *Certificate & Letter of Confirmation: One must complete the whole tenure to receive the certification.*
 - ✓ *Letter of Recommendation: One must receive the Letter of Recommendation based on his/her performance.*

RECRUITMENT POLICY:

The *recruited interns will be handled by their respective mentors and team leads and need to handle the application details with utmost confidentiality*, it's the duty of the HR and recruitment department to safeguard the same. If one performs well in his/her tenure for the first 7days, only he/she will receive the offer letter and his/her presence will be confirmed.

TERMINATION POLICY:

- If an employee/intern is not performing according to the rule and regulations of the organisation, *after three warnings from the Head of the community/HR, he/she will be terminated from the organisation, without any further chances.*
- If an employee/intern is removed (*any kind of misbehaviour, inappropriate activity, disclosure of any kind of confidential information*) from his/her tenure, *he/she isn't applicable for any kind of certification from the organization.*

CODE OF CONDUCT:

1. The code of conduct shall be applied for every individual who's enrolled under the FTS internship program.
2. Any intern who commits any form of misconduct of the terms and conditions mentioned shall face disciplinary action mentioned below.

Disciplinary Action Under Code of Conduct:

- That an intern who commits misconduct in the first instance, may be given a warning or a notice requiring explanation for the misconduct.
 - Despite of being given a warning if the intern continuous to commit his/her misconduct shall be terminated from the internship program for a definite or an indefinite period from the organization on an immediate basis.
3. If the intern wishes to resign then, the resignation letter (stating clearly the reason for the same, must be mailed to the relevant authority at least 7 days prior to the date of discontinuation or on a 48hrs, notice on emergency). FTS reserves right to determine where the situation of the said intern is an emergency or not.
 4. All the interns should act honestly ethically with integrity and conduct themselves in professional manner, compelling all the applicable the rules & regulations in order to maintain the reputation of the organization.

PERKS & BENEFITS ONCE ADHERING TO ALL THE RULES & REGULATION OF OUR ORANIGATION:

1. A chance to work directly with the core team.
2. Offer Letter (Letter of Internship).
3. Internship Completion Certificate.
4. Letter of Recommendation as per the performances.
5. Declaration of the best performer on their weekly based activity.
6. Personalized FTS goodies as per the performances.
7. Stipend and incentives to paid interns (totally based on target).
8. Mentorship throughout the internship.
9. LinkedIn Recommendation to the best performers.
10. Skills endorsement based on overall performance throughout the tenure.
11. Personalized feedback from their mentors.
12. Can be promoted to the core team based on overall performance after an accurate interview.

By accepting the terms & condition, I give assurance that I'll always abide by the rule & regulation of the organization and will uphold the dignity and reputation of the organization, failing to which may result in losing this opportunity.

Ananya Upadhyay

Name: **ANANYA UPADHYAY**
Designation: **FOUNDER AND CEO**

Name: _____
Designation: _____

Thanks & Regards,

FTS (Failure To Success) Family

FTS LinkedIn: <https://www.linkedin.com/company/fts-failure-to-success>

FTS Instagram: https://instagram.com/ftsofficial_90?igshid=e5xt1s2uoakg

Email: ftsofficial90@gmail.com

FTS

WE ARE READY TO LISTEN YOU