

CONFIDENTIAL

TERMS AND CONDITIONS OF INTERNSHIPS AT Smart Nation and Digital Government Office (SNDGO)

1) Attendance and Attire

1.1 The Intern is expected to attend the whole internship period including all its related activities. If the Intern is unable to attend any part of the Programme or any of its related activities, she should obtain her supervisor's prior approval.

1.2 The Intern is expected to be punctual during the Internship.

1.3 The Intern should be in office attire during the Internship unless informed otherwise.

2) Undertaking to Safeguard Official Information

The Intern will be required to sign an "Undertaking to Safeguard Official Information" form.

3) Leave of Absence

The Intern is not eligible for any paid leave during the Internship. However, if the Intern needs to go on leave to attend to personal matters, she should obtain prior approval from her supervisor. Her internship allowance will be deducted accordingly for the period of absence.

4) Allowance, Travel Expenses and Benefits

4.1 The Intern will receive an internship allowance of **S\$600 per month** or pro-rated thereof. Her internship allowance will be deducted accordingly for absence from the Programme including any of its related activities.

4.2 The Intern may be reimbursed for transport expenses incurred during the Internship Period for attending Programme activities, subject to compliance with taking the acceptable mode of transport and transport claim procedures.

4.3 Other than the internship allowance and reimbursement of transport expenses mentioned in clauses 4.1 and 4.2 above, the Intern will not be entitled to any other payment, expenses (including but not limited to food, accommodation, local and overseas travelling expenses), medical or other benefits, and insurance coverage, and the Intern shall not be entitled to claim any such payment or benefit from the Government.

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5) **Ownership of Intellectual Property Rights**

All intellectual property ("IP") rights created by the Intern during the Internship shall vest in the Government. For the avoidance of doubt, any IP in any results, report, data or information generated or produced by the Government or another person (including the Intern) on behalf of the Government shall be owned by the Government.

6) **Indemnity**

The Intern undertakes to indemnify and hold harmless the Government from any and all liability to any person which may arise or have arisen by reason of, as a result of and/or in connection with the Internship.

7) **Termination of Agreement/Internship**

The Government or the Intern may terminate this Agreement/the Internship by giving 1 weeks' notice in writing to the other party. The Government need not give any reasons for the terminating this Agreement/the Internship.

8) **Contract (Right of Third Parties) Act**

A person who is not a party to this Agreement has no right under the *Contracts (Right of Third Parties) Act* to enforce any term of, or enjoy any benefit under, this Agreement.

9) **No Employer-Employee Relationship**

This Agreement is not intended and does not create any employer-employee relationship between the Government and the Intern, and the Intern shall not be deemed to be an employee of the Government.

10) **Jurisdiction and Applicable Law**

The Government and the Intern agree that this Agreement shall be deemed to be made in Singapore and shall be governed by the laws of Singapore and the courts of Singapore shall have exclusive jurisdiction to decide all disputes arising from this Agreement.

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UNDERTAKING TO SAFEGUARD OFFICIAL INFORMATION

My attention has been drawn to the Official Secrets Act (Chapter 213, 2012 Revised Edition) and in particular to Section 5 thereof which relates to the safeguarding of official information.

2. I understand and agree that all official information acquired by me in the course of my internship, whether with SNDGO or with other government agencies, is of strict secret and confidential nature, and is not to be published or communicated by me to any other person in any form whatsoever at any time except in the course of my internship, whether during or after my internship, without the previous sanction of the Permanent Secretary (SNDGO).

3. I further understand and agree that any breach or neglect of this undertaking may also render me liable to prosecution under the Official Secrets Act.

<p>..... (Signature of Intern)</p> <p>13 September 2021 (Date)</p>	<p>Yap Cheng Jun Matthew Identity Card No.: S9904684H</p> <p>..... (Full name in BLOCKS and NRIC No.)</p> <p>SNDGO/ Adoption and Engagement Directorate</p> <p>..... (Agency/ Department)</p>
<p>..... (Signature of Witness)</p> <p>Manager, Human Capital (Designation)</p> <p>13 September 2021 (Date)</p>	<p>GUEK SHU MIN</p> <p>..... (Full name in BLOCKS)</p> <p>for and behalf of the Government of the Republic of Singapore c/o Adoption and Engagement Directorate, Smart Nation and Digital Government Office</p> <p>..... (Agency / Department)</p>