

INTERNSHIP AGREEMENT

This **INTERNSHIP AGREEMENT** (the "Agreement") shall be effective on the _____ day of _____ 2025 by and between:

BURN Manufacturing Kenya Limited, a company incorporated under the laws of Kenya, under registration number CPR/2012/80289 and having its registered office at Hill View, Spring Valley Road, Westlands, Nairobi, Kenya, P.O. Box 523-00606 ("Transferee"); and

Brabyns Yabwetsa an individual of ID/Passport No. _____ and Postal Address P.O Box _____ (hereinafter referred to as the "**Intern**").

BURN and the Intern, hereafter collectively referred to as the "Parties" and each individually referred to as a "Party", agree on the following:

RECITALS:

- A. BURN is a company specializing in the manufacture and distribution of clean-burning, high-efficiency biomass-burning cookstoves, electrical cooking appliances, and cooking accessories designed for emerging markets.
- B. BURN wishes to procure the services of the Intern, and the Intern wishes to provide the Services to BURN under the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual agreements, covenants, and representations contained herein, the receipt and sufficiency of which are acknowledged by each Party, the Parties hereby agree as follows:

1. Definitions

"Confidential Information" means but is not limited to; designs, operations, plans, opportunities, finances, research, technology, developments, know-how, personnel, documents, including without limitation, licenses, sublicenses, correspondence and agreements, trade secrets, data, computer programs, specifications, manuals, business plans, software, marketing plans, proprietary ideas and inventions, ideas, patentable ideas, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, commission structure, clients, marketing, current or future business plans and models, and other information disclosed or submitted, orally, in writing, or by any other media, to either of the Parties.

"Intellectual Property" means any and all now known or hereafter known tangible and intangible rights associated with works of authorship, including but not limited to copyrights, moral rights, and mask-works; trademark and trade name rights and similar rights; trade secret rights; patents; designs, algorithms, frameworks, and other industrial property rights; all other intellectual and industrial property rights (of every kind and nature and however designated) (including logos and rights to remuneration), whether arising by operation of law, contract, license, or otherwise; and all registrations, initial applications, renewals, extensions, continuations, divisions, or reissues thereof now or hereafter in force (including any rights in any of the foregoing);

"Start Date" shall mean the start of the contract as indicated in clause 3 below.

"End Date" shall mean at the end of the contract as indicated in clause 3 below.

"Working Days" shall be defined as Monday through Friday exclusive of negotiated holidays and weekends.

2. Description of services to be provided

1.1 The Intern will provide the following services of **Web Developer Intern** to the Client. The roles and responsibilities will be as follows:

- Assist in the development and maintenance of web applications.
- Collaborate with the development team to design and implement new features.
- Write clean, efficient, and well-documented code.
- Participate in code reviews and provide constructive feedback.
- Troubleshoot and debug issues in a timely manner.
- Stay up to date with the latest web development trends and technologies

2.2 The Intern will be supervised by the **Head of Technology** while carrying out the work.

3. Term

The Parties agree that this Agreement shall be effective on **17th December 2025** and shall automatically terminate at the close of business on **31st March 2026**. The Parties to this Agreement may extend the provisions and terms of this Agreement provided that said extension is entered into in writing and is duly executed to reflect the agreement of the parties thereto.

4. Working Hours

The working hours of Working Day shall be from 8.30 am to 5.30 pm, with a forty-five (45) minute lunch break from 1:00 pm – 1:45 pm. The designated workstation shall be at the Client's offices at Hillview- Spring Valley Road, off Lower Kabete Road, Nairobi, Kenya.

5. Payment and Payment Terms

In consideration of the services provided by the Intern, the Client agrees to compensate the Intern as follows:

- **A Gross salary of Thirty thousand Kenya shillings (KES. 30,000) per full month worked.**

The payment shall be subject to five percent (5%) withholding tax, subject to Kenya Revenue Authority (KRA) rates.

The Intern shall submit a valid **ETIMS Compliant invoice** to the Client for the days worked within thirty (30) days. The invoice shall be payable five (5) days upon receipt of the invoice by BURN. The Client shall not be liable to compensate the Intern for any days not worked as agreed within the duration of this Agreement.

6. Leave:

Leave must be applied for in writing in the form and manner prescribed by the client and may only be taken after approval by the direct supervisor or his delegated authority.

- **Annual leave** – the Intern will earn 1.75 days per month worked for the length of the contract agreement.
- **Sick leave**- After two (2) consecutive months of service, the Intern shall be entitled to sick leave of not less than seven days with full pay and thereafter to sick leave of seven days with half pay, in each period of twelve consecutive months of service. The Intern shall produce a certificate from a registered medical practitioner to support Sick Leave which is signed and stamped from the hospital.

- **Compassionate leave-** 5 days per year for a nuclear family member and 1 day per year for an extended family member

7. Termination

This Agreement may be terminated by either Party by giving **seven (7) day's written notice** to the other Party. The Client will pay the Intern all dues for the days worked.

This Agreement shall terminate automatically if the Intern fails to report to work for a period of **more than three (3) Working Days** and where the Intern failed to communicate to his or her direct supervisor or the delegated authority any valid reason for such absence.

In addition, the Client at its own discretion shall terminate the Agreement with no notice upon the occurrence of any of the following circumstances:

- a) The Intern is suspected of stealing from the Client.
- b) The Intern is found to be involved in an incident of fraud.
- c) The Intern is not carrying out the services agreed in Clause 2 of this Agreement.
- d) The Intern is intoxicated at work.
- e) The Intern is found to be engaged in conduct constituting gross misconduct.
- f) The Intern is abusive, either verbally or physically, towards any of the Client's employees

8. Health and Safety

The Intern agrees to abide by all the health and safety protocols and procedures of the Client. These include wearing protective equipment for all work in the factory, obeying signage and instructions and generally following the BURN Health & Safety policies and procedures. The Intern shall report to his or her supervisor should any incidents occur the person(s) involved shall report the incident to the Intern's supervisor.

9. Adherence to BURN policies and procedures

Whilst the Intern is performing services for the Client, either at the Client's premises, or elsewhere, the Intern is bound by all the policies and procedures of the Client. This includes, but is not limited to, the sexual harassment policy, security policy, information technology policy, quality policy and other general policies and procedures provided by the Client during the continuance of this Agreement.

10. Confidentiality

10.1 The Intern undertakes, without prejudice to any general duty of confidentiality, not to disclose during the continuance of this Agreement or afterwards, any of the trade secrets of the Client or any information which is confidential to the Client's business. The trade secrets include the following, which list shall not be regarded as exhaustive: man-hour tariffs, logistic techniques, proposal contents and client contacts.

10.2 The Intern further undertakes immediately after the termination of his or her services to hand over to the Client all documentation and data in his /her possession belonging to the Client, whether in hard copy, contained on computer disc or any other recording medium, including documents made by him or her in the course of the provision of services as set down in this agreement. The aforementioned implies that any copy, abstract, or any précis of any document belonging to the Client made by the Intern, or any other person shall itself belong to the Client.

10.3 This Clause shall survive for three (3) years from the receipt of such Confidential Information.

11. Intellectual Property

The Employee agrees that the BURN shall own and Employee shall and hereby transfers and assigns all right, title, and interest including patent rights, copyrights, trade secret rights, trademark rights, and all other intellectual property rights relating to any and all inventions, works of authorship, designs, know-how, ideas and information authored, created, contributed to, made or conceived or reduced to practice, in whole or in part, by Employee during the period in which Employee is or has been employed by or an affiliate, subsidiary of BURN or any other member of the BURN Group that either

- a) relate, at the time of conception, reduction to practice, creation, derivation or development, to any member of the BURN Group's businesses or actual or anticipated research or development, or
- b) were developed on any amount of the BURN's or any other member of the BURN Group's time or with the use of any member of the BURN Group's equipment, supplies, facilities or trade secret information.

12. Miscellaneous

12.1 The Parties agree that if any provision or part of a provision of this Agreement is found by a court, arbitrator, or other authority of competent jurisdiction to be void or unenforceable, then that provision or part of a provision is to be deemed deleted from this Agreement and the remaining provisions to continue in full force and effect. The Parties shall in this event agree upon a valid and enforceable provision the provision or part of the provision found to be void and unenforceable.

12.2 This Agreement constitutes the entire Agreement and understanding of the Parties with respect to its subject matter and supersedes any prior agreement, understanding or arrangement between the Parties. No representation, undertaking or promise shall be taken to have been given or be implied from anything said or written in negotiations between the Parties prior to this Agreement except as expressly stated in this Agreement.

12.3 This Agreement may be executed and delivered by facsimile or electronically and the Parties agree that such facsimile or electronic execution and delivery will have the same force and effect as delivery of an original document.

12.4 The Parties agree that the following provisions of this Agreement shall survive the termination of this Agreement: Clause 9, 10, 12.1, and all other provisions of this Agreement that by their nature extend beyond the Termination of this Agreement.

13. Governing Law and Dispute Resolution

13.1 The validity construction and performance of this Agreement shall be governed by the laws of the Republic of Kenya.

13.2 If any dispute, controversy, or claim arises out of or in relation to this Agreement within ten (10) Business Days following the delivered date of a written request by either Party, the Parties shall meet, negotiate, and attempt in good faith to resolve the Dispute quickly, informally, and inexpensively prior to exploring other dispute resolution methods.

IN WITNESS WHEREOF, the Parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations and have duly affixed their signatures set forth herein.

Burn Manufacturing Kenya Limited

In witness whereof, the Parties have duly executed this Agreement



NAME: **Samuel Murekefu**
Management Representative, BURN

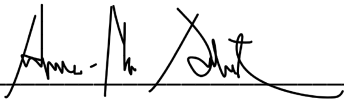
DATE: 16/12/2025

Brabyns Yabwetsa , Intern

DATE:

As Witnessed

For Burn Representative



NAME: **Anna Marie Silvester**

DATE: Dec 16, 2025

For Intern:

NAME:

DATE: