SOP Lil humans

SOP No.	Lilhumanie	Issue Date	Version	Revision Date
HR-006	Athmika R, AI Intern Lead	19/01/2026	001	MM/DD/YY

Employee Process

Purpose
This Standard Operating Procedure (SOP) provides a structured framework to guide the AI Intern Lead in performing leadership and technical responsibilities effectively, maintaining discipline, and ensuring that all AI-related activities align with the goals, values, and standards of **Lil Humans**. It promotes accountability, consistency, and professional excellence.

Scope
- The AI Intern Lead engaged with Lil Humans
- All AI, machine learning, data analysis, and automation projects
- Supervision and coordination of AI interns and junior contributors
- Office working hours, attendance, and time management practices
- Task planning, performance tracking, and reporting
- Workplace conduct, communication protocols, and professional behaviour
- Use of company systems, tools, data, models, and organizational assets
- Performance evaluation, discipline, and exit procedures

Roles / Responsibilities
- Lead and coordinate AI-related tasks and projects under management guidance
- Assign, review, and monitor tasks of AI interns and junior team members
- Design, develop, test, and improve AI/ML models or automation solutions
- Ensure adherence to technical standards, ethical AI practices, and documentation
- Review outputs for accuracy, quality, and alignment with project objectives
- Provide guidance, mentoring, and technical support to interns
- Track progress and submit regular reports to the reporting authority
- Collaborate with cross-functional teams to integrate AI solutions
- Maintain confidentiality of datasets, models, and internal information
- Ensure compliance with company SOPs, data security, and professionalism

SOP Instructions

Office Timings
- Working hours are **9.30 PM to 2 PM**, Monday to Saturday
- Attendance must be marked accurately as per company process

Attendance and Leave
- Leave must be applied in advance through approved channels

- Unauthorized or frequent absence may lead to disciplinary action

Work Performance
- Ensure timely completion of assigned AI tasks and intern deliverables
- Maintain quality, accuracy, and ethical standards in AI development
- Implement feedback and corrective actions promptly
- Report progress, risks, and challenges regularly

Communication
- Use official communication channels only (Email / WhatsApp groups)
- Maintain a professional and leadership-oriented communication tone

Discipline and Conduct
- Demonstrate leadership, accountability, and respectful conduct
- Enforce SOP compliance among interns and team members
- Follow confidentiality, data security, and responsible AI usage policies

Reporting Issues
- Escalate technical, ethical, or HR-related issues promptly to management or HR

Exit / Completion
- Ensure proper handover of AI models, documentation, and intern progress
- Return company assets and revoke system access as required

<u>Note:</u>
• **1st Monday Meeting:** Team heads to collect and share weekly updates.
• Take approval via WhatsApp group; **Missed Approvals**: HR will note it.
• **Inter-Team Support:** Communicate via email and keep CC:
imayag@gmail.com, paviraghavendran@gmail.com, prasanth2306s@gmail.com

If In Doubt – Ask Your Hierarchy/HR