



**Quadrate Tech Solutions Private Limited**

972/A, Kanthi Mawattha, Wattala, Gampaha, 11300

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## **Internship Enrollment Agreement**

Employee Name \_\_\_\_\_

Address \_\_\_\_\_

NIC Number \_\_\_\_\_

Email Id \_\_\_\_\_

Mobile Number \_\_\_\_\_

Account Number \_\_\_\_\_

Name of Bank \_\_\_\_\_

Branch Name \_\_\_\_\_

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### **Period**

The Internship begins on \_\_\_\_/\_\_\_\_/20\_\_\_\_ and  
ends on \_\_\_\_/\_\_\_\_/20\_\_\_\_ (optional)

### **Objective**

The purpose of the internship is to give the professional skills and competences as well as organizational and personal knowledge regarding the field in which he/she is studying/studied.

### **Place of internship**

Place of work \_\_\_\_\_

# General Terms & Conditions

- The company is obliged to instruct the intern about rules and regulations in the company, including safety regulations, work and communication routines
- The Intern is obliged to follow these rules and regulations applying to the rest of the employees
- Intern supposed to keep the project details such as idea, source code, project architecture and relevant data of the any given project, if overrule of this condition will terminate the agreement immediately without any further notice
- Every week the employee and the company will evaluate the internship and revise the project works if necessary
- The Intern must inform the in charge about any major changes in projects described in the agreement
- You should be aware that your employment at Quadrate Tech Solutions Private Limited is part of an internship program and is expected to last no longer than the dates indicated above unless management decided to extend the agreement with or without alteration with mutual acceptance
- However, modifies your status as an express “at-will” employee. Under “at-will” employment you are free to resign at any time, for any reason, with a week notice.
- Similarly, the company is free to conclude its employment with you at any time with a week notice.
- The “at-will” employment status cannot be modified or amended except by written agreement signed by both you and a representative of the company

## Remuneration & Benefits information

Intern will be provided professional mail id and all the premium training materials with personal guidance from our tech experts, Intern will be eligible for premium certification courses based on their interest and weekly performance review by technical in charge leads

With company mail Id, Intern will be eligible for following premium tools & services

- 5 TB one drive cloud storage with office 365 cloud package
- 50 GB Mail storage with outlook
- Active Directory Basic
- Microsoft Teams
- Microsoft Kaizala Pro
- Flow for Office 365
- Power Apps for Office 365
- To-Do (Plan 2)
- Azure Active Directory Basic
- Microsoft Planner
- Microsoft Sway
- Yammer for Academic
- Office for the web
- Skype for Business Online
- SharePoint
- Exchange Online
- Many other enterprise tools provided by Microsoft for companies & Academies

For 180 days from the joining date intern will be required to work without any remuneration, afterwards intern will be entitled to work project-based remuneration scheme, on each project employee will be paid certain percentage from the project budget which will be decided by project manager

After completion of 180 days of joining date employee will be entitled for interview to join as a full-time employee or employee's profile will be forwarded to all our affiliated companies with our detailed performance evaluation report which will bring guaranteed interview opportunity

## Working hours

Employee will be required to work minimum 40 hours per week on his/her flexible schedule, but should attend for online/on premises meetings scheduled by company authorities & leads on time

## Confidentiality

The employee is obliged to follow any instructions and regulations given by the in-charge person in the company or by the company management during the internship.

1. The knowledge, which the employee requires on internal relations in the company, e.g. business, special knowhow and performance cannot be shared with other people and companies out of the Quadrate Tech Solutions Private Limited
2. If the intern develops methods or inventions during the internship that are considered a direct result of the cooperation with the company and of interest for the company, the company is entitled to these methods or inventions. The employee's rights are like those of an employee about the current law on employee inventions.
3. After the internship has ended, the employee must complete an internship report for the management/company to evaluate. The report will be part of the company's archive. The company is entitled to a copy and to use the findings internally in the company.
4. The examiner is also included by the confidentiality and cannot pass on any information about the company that he/she has acquired during the employee's internship or through the report.
5. The intern can only publish the report or parts of it after a written agreement with the company.

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## Ending internship

If the contract has failed to be fulfilled, all involved parties can annul the contract immediately. Termination of the contract must be in writing to the other parties. The resigning party equally must inform the internship office in writing.

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_