



**MavensWood**  
INVESTMENTS LTD

Date: 29-11-2022

Dear S.M.Rabiul Islam

I am delighted & excited to welcome you to the **Global Internship Program** of MavensWood Investments Ltd. At MavensWood Investments, we believe that our team is our biggest strength, and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with MavensWood.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please read and sign the offer as your acceptance of the terms of the offer letter.

Congratulations!

Tarak Nath Gorai  
Director and Operating Partner  
MavensWood Investments Ltd.

## **Annexure A**

You shall be governed by the following terms and conditions of service along with the Employee Handbook during your internship with MavensWood, and those may be amended from time to time.

1. You are being offered as a Wordpress Developer Internship and Tarak Nath Gorai would be your Reporting Manager and Mentor during the internship. As an intern, you would be responsible for tasks and responsibilities as shared in the Job Description of the application process.

2. Your date of joining is 30/11/2022 and the duration of the internship would be one Month, rolling contract for a maximum of 12 months.

This is a Monthly Rolling Contract, under which each party can ask the other to renew it, or “roll it over” on the monthly anniversary date of joining, for another calendar month; either party can decide not to renew and there is no obligation on either side to pay compensation in such a case.

After 12 months, upon mutual availability, the Intern may be offered a pre-placement position, subject to the availability of a suitable role and satisfactory performance and learning during the internship.

During the internship time, you are expected to devote your time and efforts solely to MavensWood projects, to learn, reflect and implement. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.

4. All the work that you will produce at or in relation to MavensWood will be the intellectual property of MavensWood. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Even for work-related purposes, if you are permitted to use your own machine, and have to store, copy, and save data and information, you need to take due care to protect your privacy and upon completion of the internship, you must delete them completely.

Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.

5. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. MavensWood operates on the zero-tolerance principle regarding any breach of data security guidelines. At the completion of the internship, you are expected to hand over all MavensWood work/data stored on your Personal Computer to your mentor and delete the same from your machine.

6. During the appointment and agreed hours/time you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

7. You will be working remotely for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.

8. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

9. MavensWood is a holding and venture company with investments in multiple start-ups and high-growth companies, and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.

10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are the core of what MavensWood, and its family of brands and portfolio companies stand for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.

12. You will be provided with a stipend of BDT 12,000/- per month for a fulltime equivalent role. You will also receive Not Applicable for this position.

We consider 40 hours per week as full-time equivalent work. Your time in the internship will be captured using the combination of manual or automatic time capturing tools and approved by your supervisor/mentor and used to calculate your stipend for the month on prorated basis.

The stipend would be paid in Indian Currency in arrears at the end of the calendar month through electronic Bank transfer or PayPal transfer.

13. This stipend also includes any reasonable expenses towards your work-from-home related costs, like incoming Phone calls, Pens and Notepads, Internet and Broadband, Computing device and Common software, Power etc, if any.

Any local or international travel if approved, required for business purposes would be reimbursed at the cheapest available travel mode. A separate travel reimbursement policy will be shared if you are required to travel.

14. Your initial contract is for 20 (Twenty) hours per week, which is normally spread evenly over the 5 days of the workweek. You would be expected to attend a regular core work time, for ease in collaboration with the global team. The actual start and end times can be discussed with your supervisor/mentor.

15. During the Internship you are entitled to a 12-day annual leave, for full-time equivalent. This leave will be prorated and accumulated based on the number of hours/ days of your internship and you can only avail yourself up to the maximum of the accumulated leaves only with prior approval from your supervisor/ mentor.

As an example, someone on a 40 hours per week Internship contract, will accumulate 1 day of leave per calendar month at the end of the full month. Any intern on a 20 hours per week will accumulate half a day of leave per month at the end of the full calendar month.

16. Based on your country of residence, you will be observing the national holidays, and where regional holidays are observed, state govt employee holidays would be considered a national holiday.


17. You are expected to have open communication with your supervisor/ mentor and be available for instant communication via phone, WhatsApp, Zoom or another internal messenger during the normal agreed internship scheduled time.

18. Unplanned leave of absence and no communication of your whereabouts during the agreed worktime affect very poorly in a remote working scenario for a global team, and you need to take extra care to remain in communication. Absence without prior approval or communication is not allowed. More than three such instances of absence without communication or not reachable, may lead to immediate termination of this contract.

19. Internship is a time to learn and reflect your course knowledge into practice. There may be instances that you would have to learn work tools that are beyond your immediate coursework related. You need to take an active interest in your development and self-paced learning on the topics that would be suggested by your supervisor.

I have negotiated, agreed, read, and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Signed on Behalf of MavensWood Investments Ltd

  
Tarak Nath Gorai  
Director and Operating Partner  
MavensWood Investments Ltd.

Signature of the Intern / Employee

Full Name: S.m.Rabiul Islam

Address: Bagerhat

Bagerhat Rakhalgachi

9300 Bangladesh

Dated: 29-11-2022

Email: smrabiulislam03@gmail.com

Sign Here



Signed at:  
2022-11-29 15:43:16

