

# Zaalima Development Pvt. Ltd.

## Internship Project Collaboration Guidelines

To ensure a **respectful, productive, and inclusive** environment during our group projects, all interns must follow these guidelines. Failure to comply may result in disciplinary actions, including **legal measures** or **permanent dismissal** from the internship program.

### 1. Respect and Professional Conduct

- **Mutual Respect:** Treat all colleagues and team members with respect, dignity, and professionalism. Discrimination or harassment based on race, gender, sexual orientation, religion, or any personal characteristic will not be tolerated.
- **Professional Behavior:** Maintain a professional demeanor in all interactions. Avoid any form of **harassment, bullying, or inappropriate behavior** that could create a hostile work environment.

### 2. Participation and Collaboration

- **Active Engagement:** Take an active role in discussions, contribute ideas, and volunteer for tasks. Your participation is crucial to the success of the project.
- **Responsibility:** Complete your assigned tasks on time and maintain high-quality standards in your work. Your contributions reflect on you and your team.
- **Open Communication:** Keep communication transparent. Provide updates on your progress, ask for help when needed, and be willing to assist others.
- **Conflict Resolution:** Address conflicts professionally. Seek resolution through discussion and compromise. If unresolved, escalate the issue to a **supervisor or mentor** for guidance.

### 3. Accountability and Consequences

- **Understanding of Consequences:** Non-compliance with these guidelines can negatively impact team dynamics and lead to disciplinary actions. Based on the severity of misconduct, consequences may range from a **formal warning** to **legal action** or **removal from the internship program**.
- **Reporting Issues:** If you witness or experience misconduct, **report it immediately** to your supervisor or the designated contact person. All reports will be treated **confidentially** and addressed promptly.

*By fostering a **culture of respect, accountability, and collaboration**, we can create a **positive and productive** internship experience at **Zaalima Development Pvt. Ltd.** Let's work together to make every project a success! 🚀*

