

Internship in Brighton Memorandum of Understanding

Between

(Intern name)

& (Company name)

Web:

Number:

Contact person:

Country:

Email:

Agency

Hereafter referred to as the applicant or/and student and/or intern.

Hereafter referred to as the company.

Unpaid internship placement agreement

Confirmation of placement

1. The applicant confirms the acceptance of an **unpaid** voluntary internship with (insert company) for the period: (insert proposed dates)
2. The company will offer the applicant unpaid experience in the field of: (insert area of voluntary work)

The job description is included as appendix 1

Understanding of role agreement in relation to the intern:

1. Throughout the placement the intern volunteers to be positive, flexible and willing to learn. They should be presentable and professional. The intern also asserts they will try to use any time spent in the company effectively to show initiative, enthusiasm and commitment to completion of the work tasks and projects given.
2. At times the intern may be offered less interesting tasks but the intern understands that all work will help improve the interns knowledge of both UK and international business practice.
3. If the intern feels there is a concern or problem about a company it should be reported to IIB immediately before taking any action so IIB can try and intervene to promote best business practice..
4. The intern should have realistic expectations about the companies offered programme in terms of the voluntary role and what they can contribute to a company in the short period of the internship, recognising that the cultural experience of exposure to British working practices is an important element in the internship experience
5. The intern volunteers to observe any reasonable requirement of the company and its representatives particularly concerning any instruction given, dress code and rules of the work place. This includes being at work at the time agreed with the company and adhering to the normal working hours as given by the manager/supervisor. Reasonable break times and lunch periods will be offered by the company supervisor, though these may not be enforced. If the intern is unable to attend work for any reason (eg illness) then they voluntarily undertake to inform their company supervisor and IIB Ltd as soon as possible. If time off is to be taken the intern volunteers to let their manager know first.

6. An Intern agrees not to abuse the facilities in the host company. Unauthorised personal telephone calls, incoming or outgoing, are not allowed without permission. Any problems or difficulties arising during the placement should be addressed to IIB as well as to the company.
7. Interns should try to use their initiative and if it is not understood what is being asked, then before undertaking the task further clarification or assistance should be sought.
8. The intern agrees to look after the interests of the host company and exercise the greatest discretion regarding facts and information that become part of his/her knowledge during the placement. They should not, in any manner whatsoever, disclose to any unauthorised person any documents or information not already made public. They will continue to be bound by this obligation after the end of the placement.
9. An intern shall not during their placement maintain any professional connections with third parties which could create a conflict of interest or the appearance of a conflict of interest. The present agreement has been concluded on the basis of information about current or previous connections with a third party supplied by the applicant. Failure by the applicant to disclose such connections during the selection process shall entitle the host company to end the voluntary placement agreement.
10. Non compliance of above by the intern may lead to immediate cancellation of the agreement by the host company, in this case Internship In Brighton is not obliged to find a suitable replacement for the intern, nor necessarily offer any refund or compensation.

Understand of role agreement in relation to the Company

1. The Company will treat the intern as a voluntary worker.
2. A mentor and/or supervisor will be appointed for the duration of placement to help the intern fully engage with their job and related tasks as successfully as possible. Regular monitoring will take place and the set tasks adjusted to suit the intern's ability when needed/if necessary (experience, language skills etc). All tasks and related projects will be as clearly explained to the intern.
3. The company will initiate intern training and induction to all its relevant company policies, rules, rights and obligations, along with suitable health and safety policy induction and guidance.
4. The company will agree with the intern their suggested working hours and days, which may be altered by either party to suit the requirements of the each party. Maximum working hours should not exceed 40 hours per week.
5. The company (or IIB for the company) will issue a letter or certificate at the end of the intern's stay, confirming the intern's placement and giving a summary of details of their performance.
6. An intern should carry out tasks to the best of his or her ability. Should their performance be regularly considered insufficient or below the standard at which a company can make any useful use of them the company is entitled to terminate the agreement. In this event the company should contact Internship In Brighton before making such a decision to discuss possible options and useful ways forward.
7. The company should generally agree all holiday time and other special leave if any, requested by the intern.
8. The company may pay for the intern's travel, lunch or any other expenses providing the correct receipts are provided by the intern but they should notify IIB of this intent to do so before the intern starts - or if it ceases.

9. At the end of the stated period of internship the company may if they wish offer a paid or permanent job to an intern at which time this agreement and all obligations contained within it will cease. This must not be agreed or offered during the period of the internship however.
10. The company will inform IIB of any major changes to the status of the company or the interns planned job description in advance. These include a location change, office restructuring or expected insolvency.

I, the intern, by responding to this e mail hereby acknowledge and accept the agreement above.

Signed:

Date:

I, (insert name), on behalf of xxxx (the company) hereby acknowledge and accept the agreement made above.

Signed

Date:

Appendix 1 : Proposed placement description