1. Introduction 1.1. This Internship Poli internships and work s 1.2. The Company undert internships and work in line with best practic be nominated who sh support and provide re 1.4. In accordance with t employees, interns a respect each other a prejudice, intimidation 2.1. Work shadowing is a observe Company en job. travel expenses will b on experience. tasks under supervision personal responsibility 2.4. An individual undertal be a worker or an emp 2.5. The terms of the work 3.1. Internships provide pr

any's approach to offering

IRC rules and to ensure that re managed appropriately and

placements, a supervisor will intact with the individual, give rmance.

ent to fairness and equality, shadowing placements will nent free from discrimination, ent, including bullying.

experience where individuals understand how they do their

unpaid, although reasonable an insight rather than hands-

cements may perform basic hed duties for which they carry

lacement is not considered to

ill be confirmed in writing.

dividuals (interns) by means of

will benefit them and the

ompany employee on day-to-

sks under supervision and esponsibility for undertaking;

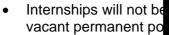
- 1.3. In respect of internsh

2. Work shadowing

- 2.2. Work shadowing is v
- 2.3. Individuals undertakir

3. Internships

- short-term, structured,
- 3.2. The following points a
- Interns should be offer Company;
- Interns should work cld day activities;
- During the internship, t have assigned duties t



- Interns must be paid minimum wage. Payr contributions;
- Interns must provide
- [A fixed term contract internship period] OR worker contract will b

4. Induction

- 4.1. The individual's superincluding relevant integration [team], an explanation for completion.
- 4.2. Induction will also ac confidentiality.

5. Confidentiality

Any interns or individuals Company's confidential in responsibilities to mainta

6. Health and safety

- 6.1. A health and safety internship or work sh be taken to control o
- 6.2. The health and safet measures will be sha work shadowing place.

7. References

- 7.1. Upon completion of a supervisor shall mee performance and to
- 7.2. A letter of reference purpose of the intern

This policy has been appro

Name: <<lr>

Position: <<lr

Date: <<D

Signature:

o cover substantive work, e.g. a an intern;

quivalent to the national and national

work in the UK; and sued in respect of the not employees, and a casual

providing an induction, pany, the department **OR** be undertaken and timescales

ich as health and safety and

ements, with access to the be informed of their

ndertaken before the start of an s should identify measures to

hy associated risk control ndertaking the internship or

adowing placement, the nduct a final review of lacement.

dividual, summarising the and the skills developed.

n Resources Manager>>

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