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1. Introduction

- 1.1. This Internship Policy describes the Company's approach to offering internships and work shadowing placements.
- 1.2. The Company undertakes to ensure that all internships and work shadowing placements are managed appropriately and in line with best practice.
- 1.3. In respect of internships, a supervisor will be nominated who shall have responsibility for the placement, contact with the individual, give support and provide regular feedback on performance.
- 1.4. In accordance with the Company's commitment to fairness and equality, all work shadowing placements will be managed in a way that ensures the placement is free from discrimination, harassment and bullying, including bullying.

2. Work shadowing

- 2.1. Work shadowing is a learning experience where individuals observe Company employees to understand how they do their job.
- 2.2. Work shadowing is voluntary and unpaid, although reasonable travel expenses will be reimbursed to provide an insight rather than hands-on experience.
- 2.3. Individuals undertaking work shadowing placements may perform basic tasks under supervision and shall not have personal responsibility for undertaking any duties for which they carry responsibility.
- 2.4. An individual undertaking work shadowing placement is not considered to be a worker or an employee.
- 2.5. The terms of the work shadowing placement will be confirmed in writing.

3. Internships

- 3.1. Internships provide practical experience to individuals (interns) by means of short-term, structured placements.
- 3.2. The following points apply to all internships:
 - Interns should be offered a placement that will benefit them and the Company;
 - Interns should work closely with a Company employee on day-to-day activities;
 - During the internship, the intern shall have assigned duties to undertake under supervision and shall not have personal responsibility for undertaking any duties for which they carry responsibility.

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- Internships will not be used to cover substantive work, e.g. a vacant permanent position or to replace an intern;
- Interns must be paid at least the minimum wage. Payment includes contributions;
- Interns must provide a valid passport for work in the UK; and
- [A fixed term contract issued in respect of the internship period] OR Interns will not be employees, and a casual worker contract will be issued.

4. Induction

- 4.1. The individual's supervisor, providing an induction, including relevant information about the company, the department OR [team], an explanation of the role to be undertaken and timescales for completion.
- 4.2. Induction will also address issues such as health and safety and confidentiality.

5. Confidentiality

Any interns or individuals who are given access to the Company's confidential information must be informed of their responsibilities to maintain confidentiality.

6. Health and safety

- 6.1. A health and safety assessment should be undertaken before the start of an internship or work shadowing placement. Supervisors should identify measures to be taken to control or eliminate risks.
- 6.2. The health and safety measures will be shared with the intern or work shadowing placement.

7. References

- 7.1. Upon completion of the internship or work shadowing placement, the supervisor shall meet with the intern to conduct a final review of performance and to discuss the placement.
- 7.2. A letter of reference shall be issued to the individual, summarising the purpose of the internship or work shadowing placement and the skills developed.

This policy has been approved by the Board of Directors.

Name: <<Insert Name>>

Position: <<Insert Position, e.g. Human Resources Manager>>

Date: <<Insert Date>>

Signature:

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