

PANSUN GROUP

Internship Policies and Procedures

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING YOUR APPLICATION

Policy Statement

Pansun Group appreciates the contributions of Unpaid Interns in fulfilling its mission of education and research. This policy provides general guidance within which departments may establish specific procedures pertaining to Volunteers and Unpaid Interns.

Policy Details

- Definition of Unpaid Internship
- Who May Volunteer or Participate in Unpaid Internship and Duration
- Requirements and Responsibilities Pertaining to Volunteers and Unpaid Interns
- Prohibited Activities
- Training
- Termination
- Procedures for Placing a Volunteer or Unpaid Intern

Definition of Unpaid Internship

Individuals who wish to volunteer for the purposes of educational or professional interest as part of a formal or informal educational program must meet the following criteria:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives minimal or no immediate advantage from the activities of the intern and on occasion its operations may be temporarily impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent on the internship.

If all of the factors listed above are met, an employment relationship does not exist, and minimum wage or overtime provisions do not apply to the unpaid intern. Further, the individual is not eligible for any benefits, including employment or workers' compensation.

Who May Participate in Unpaid Internship and Duration

Anyone, including retirees, students, alumni, or others may perform internship activities.

Normally, a student must be 18 to join as intern. Individuals under the age of 16 may not be considered.

The initial period for internship should be no longer than 6 months. The relationship may be extended for an additional 6 month terms with appropriate departmental review and approvals.

Requirements and Responsibilities Pertaining to Unpaid Interns

Unpaid Interns are subject to and must abide by all applicable Company, School, Institution, University and department policies, procedures and rules, including but not limited to those relating to health and safety, confidentiality, intellectual property, protected health information, non-discrimination, computer use, ethics, conflict of interest, criminal background check, drug use and anti-violence.

It is the responsibility of the sponsoring supervisor to review these policy and procedure details with the intern.

Foreign nationals must have the appropriate visa and authorization to engage in internship activities, as certified by the UAE Law.

Prohibited Activities

Unpaid Interns cannot replace or be substituted for current employees or perform work that would otherwise require another individual to be employed. Interns are generally limited to educational training and normally are rendered on a part-time and temporary nature.

Unpaid Interns are also prohibited from performing the following activities:

- Operating heavy equipment, including vehicles
- Working with stored energy (e.g. electricity)
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the University
- Being present in a clinical setting or working with Protected Health Information (PHI), except in accordance with Pansun Group companies' policies and procedures, or respective associate company Health System policies and procedures as applicable
- Performing any activities not approved or outlined by the minimum safety guidelines established by the Abu Dhabi Occupational Safety and Health Centre (OSHAD)

Training

Unpaid Interns must satisfactorily complete all applicable training and orientation appropriate to the role prior to commencing activities. Depending on the nature of the service, training may include, health and safety precautions, customer service requirements and/or any other.

Termination

Unpaid Interns are expected to conduct themselves consistent with standards of professional behavior common to all Pansun Group staff. Unpaid Intern opportunities approved under this policy may be terminated at any time without cause or prior notice. Email accounts, keys, ID badges and other equipment issued to a unpaid intern remain the property of Pansun Group Companies and must be returned upon termination.

Procedures for Placing a Volunteer or Unpaid Intern

When selecting and engaging a Unpaid Intern, it is the organization's responsibility to be certain the individual has adequate experience, qualifications, orientation, training and supervision appropriate to the volunteer or intern role or task they will be expected to perform.

Unpaid Interns:

1. Each potential intern must complete the application package that will include processes, procedures, forms and expectations specific to the assignment.
2. Acceptance of a volunteer is subject to a satisfactory reference check. A criminal background check must be satisfactorily completed prior to the assignment. The background checks should normally be coordinated through Pansun Group Human Resources, but may also include alternate background check sources.
3. If the individual is returning or starting a new assignment, and, if a break in assignment is 6 months or more, all forms and processes set forth above must be completed or updated.
4. A current volunteer whose duties materially change or who wishes to begin a new intern assignment must complete all forms and process set forth above.

Sponsoring / Supervisory Institution :

1. Sponsoring Institution will be responsible for completing and collecting the application form, and obtaining proper clearances and approvals (both within their department and from any external departments required) prior to the Unpaid Intern's first day.
2. Sponsoring Institution are prohibited from providing Unpaid Interns physical files or shared drive access to electronic files.
3. Sponsoring Institution will ensure that the Unpaid Intern is properly trained on all required policies (including the Intern policy), procedures, safety equipment, and that the Unpaid Intern is following/using them. Department specific policies and procedures will be addressed as appropriate.
4. Sponsoring Institution will ensure that the Unpaid Intern's activities are monitored at all times, either by the Sponsoring Institution of record on the Unpaid Intern activities form or an appropriate adult delegate. Under no circumstances will a Unpaid Intern be left unsupervised with materials deemed hazardous.
5. Sponsoring Institution or their delegates will be responsible for collecting the Unpaid Intern's ID badge and other property by the end of the last day in the workplace.
6. Sponsoring Institution or their delegates will be responsible for requesting the deactivation of the Unpaid Intern's access to the organization's property upon completion of activity.
7. The supervisor and/or department will be responsible for retaining all forms and documents for a period of three years from the date the intern ends the assignment.