# Internship Agreement

Between Nawazishein Foundation and the intern named below. Please read it, print it, sign every page, and upload it with your joining form.

## The parties

This agreement is made between Nawazishein Foundation, a company registered under Section 8 of the Companies Act 2013, with its office in Delhi ("the Foundation"), and the person named below ("the Intern").

Full name of the Intern

Address

Mobile number and email

## 1. The internship

1.1 The Intern is appointed as Operations & Growth Manager (Intern) at the Foundation.

1.2 The internship is for a period of three months, beginning on _____ and ending on _____, unless extended in writing by both sides.

1.3 The internship may be extended by mutual agreement. Any extension will be recorded in writing.

## 2. What the internship involves

2.1 The Intern will be on field in Delhi/NCR on Sundays, and will give a few further hours across the week for coordination, social media and administration.

2.2 The work includes leading field drives and volunteers, running the Foundation's social media, supporting donation records and donor communication, planning events, and assisting the founders in the Foundation's growth.

2.3 The Intern reports directly to the founders of the Foundation.

2.4 Attendance on field is recorded through the Foundation's attendance system. The Intern is responsible for checking in and out on each field day.

## 3. Stipend

3.1 The Foundation will pay the Intern a stipend of Rs. _____ per month.

3.2 The stipend will be paid by bank transfer to the account given by the Intern in the joining form, on or around the _____ day of each month.

3.3 The stipend is a scholarly allowance to support the Intern during the internship. It is not wages or salary, and it does not create an employment relationship.

3.4 Reasonable expenses approved in advance by a founder, such as travel for an event or supplies bought for a drive, will be reimbursed on production of a bill.

## 4. This is an internship, not employment

4.1 This agreement is for a learning internship. It does not create a contract of employment, and nothing in it should be read as making the Intern an employee of the Foundation.

4.2 Neither side is obliged to offer or accept employment at the end of the internship.

4.3 The Intern is free to pursue studies, other work or other commitments, provided they do not conflict with the duties in this agreement.

## 5. Conduct

5.1 The Intern will act honestly, respectfully and with care towards the communities the Foundation works with, its volunteers, donors and partners.

5.2 The Intern has read, signed and will follow the Foundation's Child Protection Policy and Code of Conduct, which forms part of this agreement.

5.3 The Intern has received and read the Foundation's Policy on Prevention of Sexual Harassment, which forms part of this agreement.

5.4 The Intern will not accept money, gifts or favours from any beneficiary, donor or vendor in connection with the Foundation's work, and will declare any offer to a founder.

5.5 The Intern will not represent the Foundation publicly, make commitments on its behalf, or speak to the media about it, without written permission from a founder.

## 6. Confidentiality

6.1 During and after the internship, the Intern will keep confidential all information about beneficiaries, donors, volunteers, finances and internal matters of the Foundation.

6.2 Personal details of the people the Foundation serves, including photographs, names, addresses and family circumstances, must never be shared, published or posted on personal accounts.

6.3 This obligation continues after the internship ends.

## 7. Work created during the internship

7.1 Content, designs, documents, photographs, videos and other material created by the Intern in the course of the internship belong to the Foundation.

7.2 The Foundation grants the Intern permission to show that work in a personal portfolio, with credit to the Foundation, provided it contains no confidential information and no identifiable image of a child without permission.

## 8. Photographs of the Intern

8.1 The Foundation may wish to use photographs and videos of the Intern at work in its posts, reports and website. The Intern may agree or decline in the joining form, and may change their mind at any time by writing to a founder.

## 9. Ending the internship

9.1 Either side may end this internship by giving seven days' written notice.

9.2 The Foundation may end the internship immediately, without notice, for serious misconduct, for any breach of the Child Protection Policy, or for dishonesty.

9.3 On the internship ending, the Intern will return any property, materials or records belonging to the Foundation, and hand over account access and work in progress.

9.4 Stipend for a part month will be paid in proportion to the days served.

## 10. Certificate and recommendation

10.1 On completing the agreed term, and with field attendance confirmed in the Foundation's records, the Intern will receive a Certificate of Internship.

10.2 An intern who continues to six months, with 24 confirmed field days, will also receive a Letter of Recommendation written by a founder.

10.3 Neither document will be issued where the internship ended under clause 9.2.

## 11. Personal data

11.1 The Foundation will keep the Intern's details and documents securely, use them only for its records, stipend payment and statutory requirements, and retain them for three years after the internship ends.

11.2 The Intern may ask to see, correct or delete their personal data by writing to the Foundation, subject to any records the Foundation is required by law to keep.

## 12. General

12.1 This agreement is governed by the laws of India, and the courts at Delhi will have jurisdiction over any dispute.

12.2 Any change to this agreement must be in writing and signed by both sides.

12.3 The Intern confirms that the information given in the joining form is true, and that they have no criminal record or pending case, including any offence relating to children.

## Signed

By signing below, both sides confirm they have read and accept this agreement. The Intern confirms they have also received, read and signed the Child Protection Policy and the POSH Policy.

Place: _____ Date: _____

| | |
|---|---|
| Intern<br>Signature and name | For Nawazishein Foundation<br>Founder, signature and name |

Before you sign

This is a plain-language agreement, not a trick. If anything in it is unclear or does not match what you were told, ask us before you sign rather than after. We would far rather fix a line now.