

# Internship Agreement Policy



## 1. AGREEMENT

Welcome and thank you for accepting an internship position with ABC Company. The purpose of this Agreement is to ensure you understand the terms of your internship and your rights and duties as an intern.

## 2. YOUR INTERN DUTIES

From [date] through [date], you will come to ABC Company's workplace and perform the duties listed in the job description attached to this Agreement. You agree to follow all ABC Company rules, including but not limited to the requirements of its occupational health and safety policy (OHS Policy).

## 3. FITNESS FOR DUTY

You hereby certify that you are in good and mental health and able to fully participate in your internship and make informed, objective *decisions*. You also certify that you are or will be covered by appropriate personal accident and personal liability insurance coverage before you start the internship, and that you are ready, willing and able to personally pay for all costs and liabilities that may incur by virtue of participation in the internship.

## 4. COMPENSATION

You understand that this is an unpaid internship and that you will not receive monetary compensation for the work you perform. In the event that ABC Company determines that your internship does not comply with requirements for an exemption from the wage requirements of the [province] employment standards laws, ABC Company will either restructure our arrangement to ensure compliance with the exemption or pay you a wage that we will negotiate and that will be no less than the current minimum wage for [province]. [Optional, depending on province] You will also be entitled to the non-wage benefits and protections of the employment standards law.

## **5. NO ASSURANCE OF FUTURE EMPLOYMENT**

Your internship and work activities you perform for ABC Company are not intended as a promise of future employment with the Company and they shall in no way affect the job security of any other ABC Company employee, whether full or part-time.

## **6. SAFETY SUPERVISION & TRAINING**

ABC Company will provide you the training, supervision, information and support you need to perform your assigned duties and ensure your work experience is as safe, productive and rewarding as possible. As part of that obligation, ABC Company will provide you site and work specific safety training and not allow you to perform your duties unless and until you complete that training successfully and demonstrate that you understood and are capable of applying your training to actual work conditions. ABC Company will also ensure that you receive and are trained how to properly use all required personal protective and other safety equipment, at no expense to you. Although you will be under ABC Company direct supervision, your University/Institution may contact us to arrange a site visit at a mutually agreed upon date and time.

## **7. FIRST AID & NOTICE OF INJURY**

In the event that you are injured while performing your internship duties, ABC Company will ensure that you receive prompt and appropriate first aid services are promptly provided and immediately report the injury to the University/Institution and, if necessary, the [province] Workers' Compensation Board in accordance with regulatory requirements.

## **8. WORKERS' COMPENSATION**

ABC Company will determine if your internship is subject to [province] workers' compensation laws and, if so, ensure you have the appropriate coverage, either through ABC Company or your University/Institution.

## **9. TRANSPORTATION & TRAVEL**

You are solely responsible for your transportation to and from the ABC Company worksite, as well as for any international travel documents, vaccinations and passports required to travel to perform your internship duties, unless ABC Company specifies otherwise.

## **10. ACADEMIC EVALUATIONS**

If your University/Institution requests it, ABC Company will evaluate you in the performance of your assigned duties and provide verification that you have performed those duties for purposes of ensuring you receive the academic or vocational credit to which you're entitled.

## 11. CONFIDENTIALITY

ABC Company will keep the protected personal information it collects from you for purposes of this internship private, confidential and secure and not use or disclose it except where permitted or required by applicable privacy laws.

## 12. TERMINATION

This Agreement will terminate on the date set forth in Section 2 above. However, ABC Company reserves the right to terminate the Agreement sooner in the event you violate the terms of the Agreement, ABC Company policies and rules or engage in behaviour that otherwise constitutes just cause for termination or in the event of unforeseen circumstances that frustrate the purposes of or make the fulfillment of this Agreement impossible.

ABC Company Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position Title \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_