

Kitech Internship Policy

1. Internship Duration & Working Days

Interns are required to complete a minimum of 26 working days during the internship period. The workweek for interns will be based on company operational hours. Any variation in working days should be approved by the supervisor or team lead.

2. Responsibilities and Task Completion

Interns will be assigned specific tasks by the Team Lead (TL) or Supervisor. These tasks must be completed within the designated time frame. Interns are expected to work diligently and professionally to meet deadlines and deliverables set by the TL. The quality and efficiency of completed tasks will be assessed regularly by the TL, and feedback will be provided.

3. Stipend

Interns will receive a stipend only upon completing the full 26 working days as specified in the internship duration. If an intern fails to complete the required 26 days, no stipend will be provided.

4. No Employee Benefits

Interns are not entitled to employee benefits such as health insurance, paid time off (PTO), retirement contributions, or any other benefits typically provided to full-time employees. The internship is designed for educational and developmental purposes, and compensation or benefits beyond the agreed stipend (if applicable) will not be provided.

5. Confidentiality and Data Security

Interns must adhere to the company's confidentiality agreements. Any work produced during the internship is considered the property of Ki tech. Interns must ensure that all company data, intellectual property, and sensitive information remain confidential both during and after the internship.

6. Professionalism and Behavior

Interns are expected to maintain a professional attitude and behavior while in the workplace, including respectful communication and cooperation with all colleagues. Punctuality is important; any tardiness or absences must be reported to the Team Lead in advance, and repeated issues may result in termination of the internship.

7. Evaluation and Feedback

Interns will receive constructive feedback periodically from their Team Lead or supervisor. Performance evaluations may be conducted at the end of the internship. Upon successful completion of the internship, the intern may receive a certificate of completion from Ki tech, summarizing the work performed and the skills gained.

8. Termination of Internship

Ki tech reserves the right to terminate the internship if the intern fails to meet the required performance standards, violates company policies, or behaves unprofessionally.

Interns may also choose to discontinue the internship early; however, they are expected to notify the supervisor with reasonable notice.

Let me know if you'd like me to make any further revisions!