



## **APPRENTICESHIP TERMS & CONDITIONS**

### **1)Definitions**

1.1“Consultancy” shall mean Conart Engineers Ltd and assigns or any person acting on behalf of and with the authority of Conart Engineers Ltd.

1.2“Client” shall mean the person, firm, or corporate body described as such on the invoices, application for credit, quotation, work authorization, or any other forms to which these terms and conditions apply, and shall mean any person acting on behalf of and with the authority of such person or firm or corporate body.

1.3“Engagement” shall mean the engagement, employment, or use of the Candidate by the Client.

1.4“Introduction(s)” shall mean the introduction of a Candidate to the Client by the Consultancy. No prior specific instruction from the Client is required to effect an Introduction.

1.5“Services” shall mean all services supplied by the Consultancy to the Client whereby Candidates are recruited into a temporary, contract or permanent employment in line with these terms and conditions and include any advice or recommendations (and where the context so permits shall include any supply of Goods as defined above).

1.6“Candidate” shall mean an applicant for a temporary, contract, or permanent position of employment introduced to the Client by the Consultancy.

### **2)Acceptance**

2.1 Any instructions received by the Consultancy from the Client for the supply of Services and/or the Client’s acceptance of Services supplied by the Consultancy shall constitute acceptance of the terms and conditions contained herein.

2.2 Introductions are affected by the Consultancy and are deemed to be accepted by the Client upon the Client’s request for details of Candidates or interview with Candidates (whether by telephone or person).

2.4 Upon acceptance of these terms and conditions by the Client the terms and conditions are

irrevocable and can only be amended with the written consent of the Consultancy.

2.5 The Client undertakes to give the Consultancy at least fourteen (14) days notice of any change in the Client's name, address, and/or any other change in the Client's details.

**3) You accept the internship, which has been provided to you by Conart Engineers Ltd., and understand the following:**

3.1 Conart Engineers Ltd. will not pay you for your internship; all expenses, including the cost of travel, personal insurance, and accommodation, as well as all living expenses, will be borne by you or your sponsoring institution.

3.2 While working at the respective company. You will not be considered an official or staff member. However, you understand that you are expected to fulfill your working obligations like any other official and will follow the working hours of the respective company.

3.3 The respective company accepts no responsibility for costs arising from injury, illness, or death that has occurred during my internship; I will provide proof of my enrolment in a health insurance plan that covers the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship.

3.4 You will not be permitted to travel on official business.

3.5 You will accrue leave at a rate of two and a half (2.5) days per month. Subject to prior approval by my supervisor, this leave may be taken at any time during the internship. Leave accrued and not taken at the end of the internship will be considered forfeited.

3.6 You will provide notice to your supervisor or other official designated by him/her of any illness or other unavoidable circumstances that might prevent you from attending work or completing your internship.

3.7 There is no expectancy of employment at the end of the internship. You may apply to any of the respective client's job openings, but shall be considered as an external candidate.

3.8 Unsatisfactory performance may lead to the termination of the internship at the initiative of the respective client. subject to an appropriate notice period of at least one week.

3.9 You will reimburse the respective client for financial loss or for damage to the respective company-owned equipment or property caused by you, if such loss or damage occurred outside the performance of services with the respective company, or arose or resulted from my gross negligence or

willful misconduct or violation or reckless disregard of applicable rules and policies.

3.10 In case of a personal emergency, you shall be granted early termination of the internship. The respective company's Human Resources shall approve the release at the request of your supervisor and confirm the new end date in writing.

3.11 The respective company bears no responsibility for loss or damage to your personal property that may occur during your internship.

**4. You undertake the following obligations with respect to the Conart Engineers Ltd. apprenticeship program:**

4.1 To observe all applicable rules, regulations, instructions, procedures, and directives of the respective company.

4.2 To respect the impartiality and independence required for the requested company, and of the receiving division/section/unit and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to the respective company.

4.2 To keep confidential any and all unpublished information made known to you by the accepting division/section/unit during the course of your internship that you know or ought to have known has not been made public, and except with the explicit authorization of the respective company not to publish any report or papers on the basis of information obtained during the program, both during and after the completion of my internship;

4.3 To provide the receiving division/section/unit with a copy of all materials prepared during your internship;

4.4 To provide immediate written notice of illness or other circumstances which might prevent you from completing the internship;

4.5 To return your identification pass to your supervisor on the last day of the internship.

**An internship may be terminated or its period reduced at any time by the respective company if this is deemed to be in the interests of either.**

**I HAVE READ THE ATTACHED TERMS OF REFERENCE OF MY APPRENTICESHIP AND I ACCEPT TO ABIDE BY THEM.**

\_\_\_\_\_ Date Name of intern  
Signature

\_\_\_\_\_ Date Name of HR officer  
Signature



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