

# INTERNSHIP POLICY

POLICY NO: HR/2020/07	
Status: <b>APPROVED</b>	Implementation date: 22 November 2020
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AMENDMENT/ REVIEW	
Status: -	Implementation date: -
Board Resolution No: -	Approved date: -

## 1. Introduction and objective

This policy is developed to provide guidelines to accept and process internship requests submitted to Transparency Maldives (TM) and to provide direction on the outcomes and commitment expected from both the organization and interns during the course of the internship.

TM is committed to creating opportunities for students and graduates to gain work experience through involvement in TM's various projects in the field of good governance, anti-corruption, and human rights. TM's internship policy further aids in promoting awareness on TM's work among students, especially young people/youth, fosters participation of young people in this area, and facilitates networking opportunities for students interested in pursuing careers in this field.

## 2. Eligibility criteria for interns

The following may apply or request to work as an intern at TM.

- a) Students who have completed their secondary or higher secondary school and are looking to explore areas of interest to pursue higher studies and career fields.



A24

- b) Students who are undergoing their undergraduate/ postgraduate study in a field relevant to TM's area of work, including but not limited to, Humanities, Arts, Social Sciences, Law, Management etc.
- c) Students who have completed their undergraduate/ postgraduate study in a field relevant to TM's area of work, including but not limited to Humanities, Arts, Social Sciences, Law, Management etc.

Students who do not meet the above educational criteria's but are interested in obtaining general administrative work experience may also request for internship opportunities and TM will consider such requests on case-to-case basis.

Both locals and foreigners can apply to work as an intern and TM.

### **3. Types of internship**

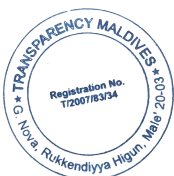
TM offers the following two types of internship:

- a) Unpaid internship – Interns work to obtain learning and working experience, along with exposure and networking, and TM is not required to provide any form of payment in return. Students interested in unpaid internship can apply at any time of the year and TM will cater to requests on need basis.
- b) Paid internship – TM will advertise paid internship opportunities and interested applicants will be selected on merit basis. Paid internships will be open only for students who have completed their graduate/postgraduate studies and can take the form of part-time employment if TM decides to do so.

### **4. Intern's responsibility**

TM expects the following commitment from interns:

- a) Demonstrate willingness to participate fully and actively in all tasks and duties assigned by TM.
- b) Conduct their discipline and behavior in a manner that will not be detrimental to the image of TM.



- c) Familiarize with TM's rules, policies and procedures as provided during induction/ orientation.
- d) Maintain confidentiality of all information, including unpublished information and information gathered through discussions, meetings, etc, during and after the internship.
- e) Handle with care all assets provided to interns by TM and report any incidence of loss or damage to supervisor or designated HR and finance personnels.
- f) Complete an evaluation at the end of the internship and provide feedback on the internship experience to TM.
- g) Complete clearance form and handover all items, materials and access to resources given to the intern by TM at the end of the internship.

All interns working at TM will be bound by TM's Code of Conduct during the internship duration.

## 5. Applying for internship

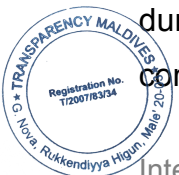
Students who wish to work as an intern are required to submit their interest by completing the application in Annex 7 and email the completed application to [hr@transparency.mv](mailto:hr@transparency.mv).

Students who have completed their undergraduate/ graduate studies are also encouraged to submit a copy of their educational qualification and transcript along with the application form, which will assist TM to identify projects and work areas that will best complement the intern's area of study.

## 6. Internship duration

The minimum duration period for internship at TM is 3 (three) months and the maximum 6 (six) months. In case of specific projects, interns may be selected for the required duration of projects as requested by relevant project managers.

However, applicant's wishing to commence their internship for a shorter or longer duration may request their desired duration and TM will take such request into consideration.



## 7. Processing internship requests

Once TM receives an internship request, designated HR personnel at TM will consult with management to see which projects or teams require interns. Since interns are essentially trainees, management should consider if their supervisors time and resources can be devoted to internship supervision and teaching, along with their other responsibilities.

An intern can be placed under supervision of more than one manager/supervisor and can be assigned work from more than one team. Before making a decision, managers can choose to briefly interview interns to assess their suitability. Designated HR personnel will facilitate managers in the process.

Applications received in response to TM's advertisement to open paid internships will be screened and interns who meet the eligibility criteria outlined in TM's advertisement will only be shortlisted. Interns will be subjected to assessment and interview before a final selection is made.

Interns selected by TM will be presented with a formal offer (Annex 2), together with a Terms of Reference (TOR) (Annex 3). The TOR will be drawn up by HR in consultation with respective manager(s)/ supervisor(s), outlining their duties, scope and work allocation during the course of the internship. The TOR should be signed by TM and intern within the first week of the commencement of the internship.

Depending on workload, resources and time, if TM is not able to cater for internship request within 1 (one) month following the request date, designated HR personnel will inform the applicant and close the request.

## 8. Internship supervision and work allocation

Respective manager(s)/ supervisor(s) will allocate work to interns, provide them with necessary orientation and introduction on their first day and introduce interns to their team members. If there are more than one manager/ supervisor assigned to the intern, the manager/ supervisor will coordinate among themselves on work allocation and supervision.





Respective managers/ supervisors are required to keep a close watch on interns, monitor their development and whenever possible, provide feedback for improvement. At the end of the internship, managers/ supervisors will be required to provide written feedback to the intern's conduct, performance, work ethics and discipline.

## **9. Maintaining confidentiality**

Before commencing internship at TM, all interns are required to sign a confidentiality statement (Annex 1), declaring confidentiality of all information they come across TM as interns, during and after the internship.

Any breach of the confidentiality declaration would lead to an instant termination of the internship.

## **10. Working hours**

The working hours of interns will be same as for TM staff. Managers/ supervisors should plan and distribute work to ensure that interns do not have to work overtime. However, if interns wish to volunteer their services after working hours to TM, they may do so with approval from managers/ supervisors.

Although internship is not a form of employment, TM will nevertheless respect the provisions of employment of minors outlined in the Employment Act of the Maldives. As such, minors will be granted internship after receiving written approval from their legal guardian and will not be required to work as an intern during school hours or after 11pm at night. No minor will also be placed in working conditions that may have detrimental effect to their health, education, safety or conduct.

## **11. Materials and items provided by TM**

TM will provide the following materials for interns during their internship. All materials and items provided by to interns by TM should be returned to TM at the end of their internship.

- a) Laptop (if requested by intern)
- b) Workstation (unless working from home)



c) Official email/ user account

Access to TM files and folders will be determined and granted by manager(s)/supervisor(s) and must be removed once the internship is completed.

## **12. Providing training opportunities**

Interns will have access to all research and resource materials of TM and will be provided with the opportunity to participate in the trainings conducted by TM. In addition, based on managers/ supervisors' recommendations, TM can also provide interns to participate in external trainings along with TM officials.

## **13. Travelling**

Managers/ supervisors are in general not encouraged to provide interns the opportunity to travel outside Male' on TM' activities and projects unless the managers/ supervisors feel that such activities require intern's assistance and will also be a learning opportunity for the intern.

In such cases, the respective manager/ supervisor should notify designated HR personnel through email. If the intern is assigned work by more than one manager/ supervisor/ team, all relevant personnel should also be updated so that they can re-arrange the interns assigned workload and tasks.

If minors working as interns are included in travels, TM will respect the provisions outlined in Section 10 of this policy.

## **14. Assigning administrative tasks with HR or financial implications**

While part of TM's internship is to acclimatize interns to general tasks and duties of an office environment, managers/ supervisors should try to maintain a reasonable balance between content related and administrative works of the projects where interns are involved.

Interns will not be allowed to undertake HR works as this has the potential of providing them with access to TM staff members' personnel files and confidential information.

Similarly, interns should not be assigned duties that has financial or insurance implications (including procuring items and services, travel arrangements) as it



exposes interns to potential liability risks in case where mistakes could negatively affect both the intern and the organization. In the event where interns are assigned work from these areas, respective managers/ supervisors or the employee who assigned the task to intern are required to closely supervise and monitor and will carry the responsibility of ensuring that all the procedures are adhered to accurately.

## **15. Leaves entitlement**

Interns can request for leave as per 'Attendance and Leave Policy' of TM.

Interns will be entitled to 2 days of leave each month and any unused days can be carried forward to the next month.

## **16. Sickness**

In case of sickness, interns should inform their manager/supervisor and HR and should take leave as per 'Attendance and Leave Policy of TM.'

Interns will be entitled to 2 days of sick leave each month. Interns taking sick leave for more than 2 consecutive days should submit a medical certificate from a licensed medical practitioner, specifying the nature of illness and recommended duration of sick leave.

## **17. End of internship**

At the end of the internship, interns will be required to complete an evaluation form of their internship experience (Annex 4). They will be also required to complete a clearance form to handover any items and access to materials provided by TM (Annex 5).

Managers/ supervisors will also be asked to complete a written evaluation and provide feedback to interns (Annex 6). A copy of the feedback form should also be provided to HR.



## **18. Extending internship duration**

An intern may request to extend the duration of their internship before or closer to the end of their term. Requests must be made to hr@transparency.mv with a specified duration for extension.

Based on TM's workload, time, resources and the intern's performance, TM will cater to such requests. Once an extension is given, the intern is urged to commit and complete the duration given under the extension.

## **19. Providing reference**

Upon request, HR can prepare a standard letter of reference to interns, based on the feedback information received from managers/ supervisor.

If interns wish to obtain a reference letter directly from their supervisors, they can request HR and HR will facilitate the process, in consultation with supervisors.

## **20. Implementation of the policy**

This policy will be implemented following approval of the policy by Board and after circulation of the policy to all TM employees.

Any subsequent changes brought to the policy will be approved by the Board and disseminated to all employees.

This policy, together with subsequent change to this policy, will also be published in TM's website.



## **Annex 1: Confidentiality agreement**

Name:

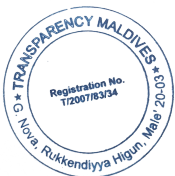
Internship start date:

Duration:

I agree to treat all information or material obtained in the service/ internship of TM, or through my engagements with TM, verbal or written, with confidentiality, and will not use such information or materials without written consent of TM, to further a private interest or in a manner detrimental to TM, throughout and after my departure from TM.

Sign:

Date:



A24

## **Annex 2: Sample offer letter/email**

Dear (name),

I am pleased to offer you an internship at Transparency Maldives. Details of your internship and conditions are as follows:

**Position:** Intern – (Project name)

**Start date:**

**End date:**

**Work hours:**

**Reporting supervisor:** (Designation, Project name)

**Internship responsibilities:** Outlined in the enclosed Terms of Reference (TOR)

**Office Location:** (state Office address)

To accept this offer, please reply to the email sent with this letter.

We look forward to welcoming you as an intern to Transparency Maldives.

If you have any queries, please contact me at the contact details listed below.

Sincerely,

(Name)

(Designation)



A24

### **Annex 3: Sample TOR**

#### **TERMS OF REFERENCE**

**Name:** (name)

**Position Title:** Intern – (Project name)

**Location:** Malé, Maldives

**Reports to:** (Designation, Project name)

**Period:**

#### **1 – Organisational Background**

Transparency Maldives (TM) is the national chapter of Transparency International in the Maldives. Formed in 2007, TM is a locally registered non-partisan organisation that seeks to promote good governance and anti-corruption in the Maldives. TM undertakes research, advocacy, legal reform work, nationwide education campaigns and public commentary on a range of areas including democratic governance, human rights, migrant worker rights, gender equality, and climate finance governance.

#### **2 – Position Summary**

The intern will work closely with the ..... project team.

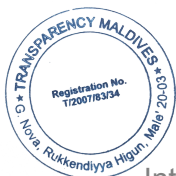
Specific key tasks include:

- List of tasks

#### **3 – Learning Opportunities**

The intern will have the opportunity to:

- Understand Transparency Maldives' general work and focus areas.
- Develop research, administrative, communication, and time management skills.
- Opportunity to engage with professionals.
- Opportunity to apply academic knowledge to practical use.
- Opportunity to communicate and engage with new people and practice networking skills.



A24

#### **Annex 4: Student Evaluation of TM Internship**

1. Please read the following statement and rate your opinion as per the scale below.

	Strongly Agree	Agree	Disagree	Strongly Disagree	No comment
The work I was given was a valuable experience in relation to my studies.					
The work I was given enabled me to apply the knowledge and skills I learnt/ I am learning through my university/ college.					
I was allowed to take initiative to work beyond the basic requirement of my internship scope.					
This experience gave me a realistic preview of this career field.					
I was given adequate training or explanation of projects.					
There were ample opportunities for learning.					
The work I performed was challenging and stimulating.					
I had regular access to my supervisor and received constructive feedback.					
I had a good working relationship with my coworkers.					
I feel that I am better prepared to enter the world of work after this experience.					
Overall rating of my internship experience					

2. What was your favourite experience of the internship?
3. What was your least favourite experience of the internship?
4. Briefly list new skills, techniques and knowledge gained through your internship at TM.
5. Is there anything that was not covered that should have been covered in the internship program?
6. Would you recommend this internship to other students?  
a) Yes    b) No
7. Any additional comments:

THANK YOU





## Annex 5: Sample clearance form

### Final Clearance Form

THIS FORM IS TO BE SUBMITTED BY ALL LEAVING EMPLOYEES/ INTERNS/ VOLUNTEERS

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

Designation: \_\_\_\_\_ Project: \_\_\_\_\_

First day of employment: \_\_\_\_\_ Last day of employment: \_\_\_\_\_

The departing employee/intern is requested to return the completed Final Clearance Form to Human Resources as early as possible before the last day of employment/internship/volunteer.

**Please obtain sign-off for all items listed, and do not fill in the table yourself.**

Team	Name	Signature	Date
<b>Management</b> <ul style="list-style-type: none"><li>- All written material and equipment that belongs to TM has been returned</li><li>- Important emails are forwarded</li><li>- Handover is finalized</li><li>- Hold email account activated until _____.</li><li>- Forward all emails until account is active to _____ (Internal only!)</li><li>- Google Docs and OneDrive Docs are handed over and ownership changed</li></ul>			
<b>Admin</b> <ul style="list-style-type: none"><li>- Equipment (PC, pendrives, etc.) returned</li><li>- All out of office messages are disabled</li><li>- Office keys returned</li><li>- All Time Sheets have been submitted and are complete.</li></ul>			
<b>Finance</b> <ul style="list-style-type: none"><li>- All financial obligations to TM are settled</li><li>- Travel cost reimbursements processed, all trips accounted for</li></ul>			

The signatures above are to confirm that the above-named employee/intern/volunteers has fulfilled all obligations in relation to the team/individual concerned. **This allows the final salary to be paid (NOTE: this is not applicable for unpaid internship/ volunteers).**

The employee hereby grants consent that after the last working day and also after the employment the Employer may access the professional e-mail account (...@transparency.mv), in order to secure all business and operational information relating to the Employee's professional occupation, e. g. in order to collect, store or print e-mails.

\_\_\_\_\_  
Employee/Intern

\_\_\_\_\_  
Date



A24

## **Annex 6: Internship Supervisor Evaluation Form**

Name of Intern:

Internship start date:

Internship completed date:

Supervisor(s):

Project(s):

1. Please evaluate this intern on the following items by checking the appropriate rating.

	Excellent	Good	Satisfactory	Needs improvement	Unsatisfactory
Arrived to work on-time					
Effectively performed assignments					
Desire and willingness to take on new assignments					
Oral communication skills					
Written communication skills					
Computer Skills					
Ability to learn					
Ability to adapt to a variety of tasks					
Ability to work with others					
Willingness to ask for help and guidance					
Overall quality of work					

2. What development have you observed in the intern's skills, knowledge, and performance?

3. In what areas does the intern need to improve?

4. Additional comments:

Sign:

Date:



**Annex 7: Internship application form**

Name:

Email:

Contact number:

**Academic Information**

Current College/ University/ School:

Enrolled course:

Semester/ Year:

Is this internship part of your course credits: (a) Yes (b) No

Please indicate duration available for internship:

(a) 3 months      (b) 6 months      (c) Others (please state):

Which area of TM's work are you interested in:

- a) Anti-corruption
- b) Elections
- c) Communications and advocacy
- d) Human Rights
- e) Climate governance
- f) Legal support/ ALAC
- g) Other (please state):

Are you willing to accept internship in an area identified by TM which is not listed above?

a) Yes      b) No

Thank you



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