



## YOUTH EMPOWERMENT FOUNDATION

YEF/20/S07121

Joining Dated:25/01/2022

### Internship Offer Letter from Youth Empowerment Foundation

Dear Amrita Pal ,

We are delighted to offer you **Volunteering Internship** at Youth Empowerment Foundation. You would be responsible for promoting the NGO on digital platforms, helping NGO to reach beneficiaries, preparation of database of migrant workers, raising funds through online campaigns, educating underprivileged children & other related works assigned by our organization. The duration of internship is **one month** starting from the date of joining. We expect your personal accountability in all the projects, actions, advice and results that you provide as a representative of YEF. We would also ask for your commitment to deliver outstanding quality and results that exceed team expectations. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

You will receive a **certificate** on completion of the internship tenure, no stipend will be provided as this is unpaid internship.

We look forward to the opportunity to work with you in an atmosphere that is successful and rewarding.

Sincerely,

Rambabu Sharma  
President  
Youth Empowerment Foundation

## CODE OF CONDUCT

**By accepting the offer letter, the intern hereby agrees to adhere to all the rules stated below.**

The following are the rules under the code of conduct of the internship: -

1. The code of conduct shall be applied to every person, who is enrolled under the YEF Internship Program.
2. Any Intern who commits any form of misconduct or fails to comply with his/ her obligations or commits a breach of the terms and conditions mentioned herein, shall face disciplinary action mentioned under Rule 5 hereunder.
- 3. Misconduct includes but is not limited to:**
  - a. Sending unsolicited personal messages to the HRs and other team members of YEF;
  - b. Misuse of social platforms such as WhatsApp group or other facilities provided by YEF;
  - c. Calling the HR personnel and other members of YEF at odd hours of the day (between 10pm to 10am), thereby causing annoyance and being inappropriate;
  - d. Creating or promoting nuisance on the WhatsApp groups created for the purpose of communication pertaining to the internship;
  - e. Sending, on the group or in personal chat, messages that are perceived as inappropriate by the readers;
  - f. Indulging in misbehavior with the HR personnel or other Interns or any other team member at YEF;
  - g. Sharing contact numbers and other private details of fellow interns or other members of YEF, without their consent;
  - h. Sharing and promoting links, videos, images or messages of other organizations on YEF platforms, including WhatsApp groups, to gather likes, shares and subscriptions to those links, videos, images or messages;
  - i. Sharing promotional messages of organizations other than YEF with other Interns on group or personal chat, thereby causing inconvenience and annoyance to the receiver of the message;
  - j. Any other act that causes annoyance to the employees or intern of YEF

4. Any Intern who supports, cheers, promotes or instigates any other Intern to commit misconduct shall be deemed to have committed misconduct under this Code.

5. **Disciplinary action, under this present Code of Conduct, includes, but is not limited to:**

That an Intern, who commits misconduct in the first instance, may be given a warning or a notice requiring explanation for such misconduct;

a. That despite being given a warning, if the Intern, continues to commit misconduct, shall be suspended from the program for a definite or indefinite period, or expelled from the YEF Internship program on an immediate basis.

b. Any other action that YEF may deem fit with relation to the grievance caused or loss inflicted upon the organization on account of such misconduct.

6. Any Intern who witnesses the commission of misconduct from another Intern, shall report the same to the HR or Team Head or any other employee YEF, at the earliest.

7. YEF shall have discretionary powers to decide whether any impugned act of an Intern falls under Rule 3.

8. If the intern wishes to resign then the resignation letter (stating clearly the reasons for the same) must be mailed to the relevant authority at least 7 days prior to the date of discontinuation or on a 48 hrs. notice on “emergency”. YEF reserves the right to determine whether the situation of the said intern is an “emergency” or not.

9. All the non-public information revealed to the intern in professional capacity shall be treated as confidential by default and must not be revealed/shared to anyone without prior permission from the concerned authority of the organization; this rule is subject to:

a. Non-public information includes all data, links, etc. that is not published on the official website/social media handles of the organization and is thereby unavailable for public viewing. All data that can be accessed exclusively due to the association (like excel sheets, departmental sites for work, WhatsApp chat invites, etc.) of the intern with the organization shall also be treated as the same.

- b. The confidentiality shall extend beyond the internship period of the intern and shall remain until the said information is made public by the organization.
- c. The intern may face legal action if a breach of confidentiality is observed.

By accepting this internship offer letter, I give assurance that I will always abide by the CODE OF CONDUCT. Failure to this may result in losing this opportunity.

Sign \_\_\_\_\_

Amrita Pal