

## INTERNSHIP TERMS AND CONDITIONS

1. I accept the internship, which has been awarded to me by ITC and understand the following:
  - a) ITC will not pay me for my internship; all expenses, including the cost of travel, personal insurance and accommodation, as well as all living expenses, will be borne by me or my sponsoring institution.
  - b) I am personally responsible for obtaining the necessary visas and arranging my travel to and from Geneva.
  - c) I possess adequate medical insurance for the duration of the internship.
  - d) While working at ITC, I will not be considered an official or a staff member. However, I understand that I am expected to fulfil my working obligations like any other ITC official and will follow the working hours of ITC.
  - e) ITC 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.
  - f) I will not be permitted to travel on official business.
  - g) I 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.
  - h) I will provide notice to my supervisor or other official designated by him/her of any illness or other unavoidable circumstances that might prevent me from attending work or completing my internship.
  - i) I will complete an evaluation questionnaire at the end of the internship and submit it to ITC Human Resources.
  - j) There is no expectancy of employment at the end of the internship. I may apply to any ITC job openings, but shall be considered as an external candidate.
  - k) Unsatisfactory performance may lead to the termination of the internship at the initiative of ITC, subject to an appropriate notice period of at least one week.
  - l) I will reimburse ITC for financial loss or for damage to ITC-owned equipment or property caused by me, if such loss or damage occurred outside the performance of services with ITC, or arose or resulted from my gross negligence or wilful misconduct or violation or reckless disregard of applicable rules and policies.
  - m) In case of personal emergency, I shall be granted an early termination of internship. ITC Human Resources shall approve the release at the request of my supervisor and confirm the new end date in writing.
  - n) ITC bears no responsibility for loss or damage to my personal property that may occur during my internship.
2. I undertake the following obligations with respect to the ITC internship programme:
  - a) To observe all applicable rules, regulations, instructions, procedures and directives of ITC;

- b) To refrain from any conduct that would adversely reflect on ITC or on the receiving division/section/unit and will not engage in any activity which is incompatible with the aims and objectives of ITC; with particular reference to ITC/EDB/2015/07<sup>1</sup> on prohibition of discrimination, harassment, including sexual harassment and abuse of authority, ITC/EDB/2012/06<sup>2</sup> on special measures for protection from sexual exploitation and sexual abuse and ITC/IC/2012/22<sup>3</sup> on detailed disciplinary measures and procedures.
  - c) To respect the impartiality and independence required of ITC 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 ITC;
  - d) To keep confidential any and all unpublished information made known to me by the accepting division/section/unit during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of ITC, not to publish any report or papers on the basis of information obtained during the programme, both during and after the completion of my internship;
  - e) To provide the receiving division/section/unit with a copy of all materials prepared during my internship;
  - f) To provide immediate written notice of illness or other circumstances which might prevent me from completing the internship;
  - g) To return my identification pass to my supervisor on the last day of the internship.
3. Failure to comply with the requirements under Section 5.3 of ITC/AI/2016/04 as well as those contained in the present Internship Agreement, including any serious breach of the duties and obligations may result in the immediate termination of the internship by ITC.
4. An internship may be terminated or its period reduced at any time by ITC if this is deemed to be in the interests of either ITC or the intern.

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

Date	Printed name of intern	Signature

Date	Printed name of HR Officer	Signature

Div. Section: \_\_\_\_\_ Period: \_\_\_\_\_

*This form shall be signed and returned to ITC Human Resources,  
54-56, Rue de Montbrillant – CH -1202 Geneva, Switzerland*

<sup>1</sup> As may be amended.  
<sup>2</sup> As may be amended.  
<sup>3</sup> As may be amended.