

Suggest adding 'interns' to a new category of our policy: "F INTERSHIPS" or perhaps under existing E EMPLOYEES with the recategorization: E PERSONNEL (PAID AND UNPAID) > E.1 COMPENSATED EMPLOYEES and E.2 UNPAID INTERNS. This would let us add the category 'volunteer' later on if needed.

## E.2 UNPAID INTERNSHIPS

The Board shall make available openings for unpaid internships on its corporate Web site. All applicants shall be interviewed by a representative of the Board, and the representative shall recommend all qualified candidates to the Board for approval. Potential interns shall sign a Letter of Agreement acknowledging the nature of the unpaid internship; the Letter of Agreement shall include the following.

Applicants for an unpaid internship shall submit their name, contact information, resume/curriculum vitae, and a statement of interest to the Secretary of the Board.

### E.2.2 LETTER OF AGREEMENT

Every unpaid internship shall be established with a Letter of Agreement initialed and signed by the applicant. A representative of the Board shall also sign the Letter of Agreement, and the Letter shall be stamped with the corporate seal.

Letters of agreement must specify the following.

- 1) That the internship is entirely voluntary and that the intern's position can be resigned at any time.
- 2) That the intern will be assigned no tasks reserved for regular employees.
- 3) That the intern is not guaranteed a paid job at the end of the internship.
- 4) That the intern will not be entitled to wages during the internship.
- 5) That the intern will receive training, experience, and support from the Corporation and its representatives. The Corporation agrees to do this even if it somewhat impedes daily operations.
- 6) That the intern and not the Corporation will primarily benefit from the internship.
- 7) That the intern will adhere to relevant corporate policies, procedures, and rules governing professional behavior.
- 8) That the Corporation or one of its representatives will offer a formal evaluation of the intern's performance. (This does not exclude the chance that periodic evaluations can be conducted more often.)
- 9) That, in general, the intern will gain experience and develop skills relevant to the chosen field.
- 10) That the intern will abide by corporate policy on the treatment of intellectual property rights for anything the intern may create or help create during the internship.

Further stipulations may be added to individual internship contracts.