

Date: **13-06-2022**

## **Letter of Appointment for Internship**

**Mr. Ali Shan S/O Qasim** with date of birth recorded as **14-07-1996** with CNIC # **42101-7345696-5**.

It is our pleasure to inform you that upon valuation we have found your skills and competencies match our requirements. Accordingly, we offer you this opportunity to be a part of our company for a period of **8** weeks, commencing from **13-06-2022**. However, at the sole discretion of the Company, the duration of the internship may be extended or shortened with or without advance notice.

During this period, you will be designated as "**HR Intern**".

You will be paid PKR **16,000/- (sixteen thousand only)** every month until the end of the internship. Over and above this, you will be entitled to avail company transport, should you wish to avail it.

Details and scope of your job will be provided to you on your first day of internship at the company. Upon successful completion of your training, you will be issued a certificate by Appedology Pvt. Ltd. You will be required to submit a copy of the detailed Internship Report before completion of your tenure.

Your internship period with Appedology Pvt. Ltd. will involve dealing with sensitive and important information, records and such other matters of the company. You are, therefore, required to sign Appedology Pvt. Ltd. Code of Conduct and Confidentiality Agreement" attached to this letter.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

Best Regards,

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**Human Resource Department**  
**Appedology Pvt. Ltd.**

## **Code of Conduct and Confidentiality Agreement**

I, Mr. Ali Shan acknowledge that I have been given a unique opportunity to gain valuable professional experience. I have reviewed the work plan and feel confident that I will be able to fulfill the duties described, in a timely and professional manner. I acknowledge that during the course of this internship I will have access to certain proprietary information and processes, and I will not divulge them to anyone without expressed written permission from the Company. I also acknowledge that any work I produce, all intellectual property rights including but not limited to copyrights arising from it will belong to the Company.

- At the end of my internship:
  - I shall return any and all Company owned materials to Company in a timely manner.
  - I also acknowledge that this internship is to be considered as an experience and my performance will be evaluated based upon the following criteria:
    - Fulfillment of Internship Work plan
    - Development of skills and taking initiative
    - Evaluation of my supervisor(s)
    - Ability to perform in a professional manner
  
    - Punctuality
    - Meeting of deadlines
    - Interaction between supervisors and colleagues
- I have to maintain a proper dress code as per the company's policy.
- During the period of service with the company, I shall not indulge and / or take part in any activity resulting in formation of council and / or association or become a member being part of management staff which is found to be detrimental to interest of the company in any way. Such an action shall be deemed as infringement to service policies of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against me, as it may deem fit and appropriate.
- Any information relating to Appedology Pvt. Ltd. projects, operational data, business plans, strategies, Management or fiscal policies, which have not been announced, published or made public in any other way, also information and instructions that pass through me or come to my knowledge will be considered confidential, and require complete.
- The internship may be terminated at any time by either party.
- If I am found convicted by the Court of Law during the tenure of my internship with Appedology Pvt. Ltd. or any bad record in the past under the previous employer, or because of provision of misleading information at the time of appointment or concealed any material information or given

any false details in the application form, Company hold the right to take immediate action accordingly.

- If I am found in any un-ethical activity i.e. misbehavior with a co-worker or management, taking drugs, having Alcohol, theft/stealing of data or anything that belongs to the company, or found involved in any activity which impacts negatively on company's reputation, or causing a hostile work environment, sexual harassment or use of foul language, Company has a right for straight termination.
- Company hold the rights to change policies anytime without any prior notifications.

**Note:-**

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

***"If you have any concerns, please do contact HR. We are very pleased that you join Appedology Pvt. Ltd. and look forward to see you prosper in your career"***

Regards,

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Human Resource Department  
Appedology Pvt. Ltd.

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Internee Signature

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Date