



INTERPOL INTERNSHIP GENERAL CONDITIONS

Article 1: Subject of the General Conditions

The present General Conditions set forth the terms and conditions governing the internship undertaken by _____, from _____ to _____, at the General Secretariat located in <Lyon, SRBs, etc>.

Article 2: Status of the Intern

The Intern shall not be considered as a member of the INTERPOL staff and thus shall not be subject to the Staff Manual.

Article 3: Remuneration, social security and civil liability

The status of the Intern does not allow him to receive any salary from INTERPOL. However, INTERPOL will pay the Intern an amount of 550 euros per month (on a pro rata basis in case of absence). No further payment of any kind shall be made to the Intern who shall bear all expenses related to the internship.

INTERPOL accepts no responsibility for costs arising from illness or accident incurred in the course of the internship. The Intern will either continue to benefit from his/her existing social security coverage or subscribe to such coverage, including health and accident insurance.

INTERPOL's civil liability insurance covers any damage the Intern may cause to a third party in the exercise of internship duties. Personal civil liability remains the responsibility of the Intern.

Article 4: INTERPOL's duties

INTERPOL will ensure that the internship provides the Intern with the possibility to enhance his/her educational experience through related practical work assignments.

An INTERPOL internship co-ordinator will be assigned to supervise the Intern. The INTERPOL internship co-ordinator will provide the Intern with a work plan outlining the duties to be performed and associated abilities.

Article 5: Intern's duties

The Intern shall not undertake any tasks without the authorization of the internship co-ordinator.

During the internship, the Intern shall comply with all applicable INTERPOL regulations, rules, instructions, procedures and policies, in particular with regard to security and safety, and follow the instructions and guidelines received by INTERPOL staff co-ordinating the internship.

The Intern shall refrain from any conduct that would adversely reflect on INTERPOL and shall not engage in any activity that is incompatible with the aims, objectives and interests of INTERPOL.

The Intern shall respect the impartiality and independence of INTERPOL, and shall neither seek nor accept instructions from any authority external to INTERPOL during the internship.

The Intern undertakes to exercise the utmost discretion in all matters of official business of INTERPOL and not to use, under any circumstances, any information about INTERPOL acquired during the internship, or to communicate it to a third party, or to publish it, even after the end of the internship, except with the formal agreement of INTERPOL. Should the intern be found in breach of this obligation, the Organization reserves the right to terminate the internship and to engage in any applicable legal proceedings.

Article 6: Practical conditions of the internship

Practical conditions of the internship will be governed by INTERPOL's internal rules and policies, namely, INTERPOL's Internship Policy (*Appendix I*).

Article 7: Amendment of General Conditions

The present General Conditions may only be amended in writing and the amended Conditions must be signed on behalf of INTERPOL and by the Intern.

Article 8: Termination of the internship

Non-compliance with the obligations laid down in the present General Conditions may lead to immediate termination of the internship, notified in writing.

The internship may also be terminated by either INTERPOL or the Intern at any time and for any reason whatsoever, by informing in writing, with a notice period of two weeks.

Declaration by the Intern

1. I accept the internship which has been awarded to me by INTERPOL and understand the following:
 - (a) INTERPOL will only pay an internship allowance; I will meet all expenses connected with my internship;
 - (b) INTERPOL accepts no responsibility for costs arising from accidents and/or illness incurred during my internship; I will provide proof of my enrolment in a health insurance plan;
 - (c) I am personally responsible for obtaining necessary visas and arranging my accommodation and travel to and from the duty station where the internship will be performed;
 - (d) INTERPOL shall not be liable for any material or physical damage that the interns may cause to third parties, except in such cases where such damage was a result of the performance of duties as instructed by INTERPOL officials.

2. I accept the following obligations with respect to the INTERPOL internship programme:
 - (a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
 - (b) To refrain from any conduct that would adversely reflect on INTERPOL and from any activity which is incompatible with the aims and objectives of INTERPOL;
 - (c) To respect the impartiality and independence required of INTERPOL and not seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;
 - (d) To keep confidential any and all unpublished information made known to me by the accepting office or department 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 INTERPOL, not to publish reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship, except for those reports produced strictly for academic purposes, which shall be submitted to INTERPOL prior to delivery to the competent academic authorities;
 - (e) I am aware that I will be responsible for carrying out all administrative formalities requested by the national authorities concerning my legal status during my period of residence in <country>;
 - (f) To provide INTERPOL with a copy of all materials prepared during my internship;
 - (g) To provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;
 - (h) To return my identification pass at the end of the internship.

3. I have read the attached General Conditions of my internship and I agree to abide by them.

Signed in two copies in..... on.....

Intern