

Appendix 1

Interconnection Program unpaid internship agreement

1. PURPOSE OF THE AGREEMENT

The parties agree to an unpaid workplace internship. Two types of internships are possible as part of the Interconnection Program: a three-day "observation internship" and a "practical internship" of up to four weeks.

The agreement provides for the Company to host the Intern* (a qualified newcomer) for a workplace internship according to the following terms:

- 1.1 The purpose of the workplace internship is to promote integration of qualified newcomers to the Quebec job market in their field of expertise. The workplace internship also allows the Company to expand its recruitment pool to qualified, skilled immigrants;
- 1.2 The general terms of the workplace internship are described in the mentor's and intern's guides.

2. RESPONSIBILITIES OF THE COMPANY

- 2.1 The Company commits to providing the Intern with an appropriate, safe working environment for the internship;
- 2.2 The Company will designate one person responsible for the internship within the company, who will coordinate the Intern's activities and provide the necessary supervision;
- 2.3 The Company commits to providing the Intern with the Company's rules, regulations, policies and procedures;
- 2.4 The Company is not obliged to offer the Intern a job at the end of the workplace internship.

3. RESPONSIBILITIES OF THE INTERN

- 3.1 The Intern agrees to participate in the workplace internship to the best of his or her abilities and as a function of the resources available. Nevertheless, none of the intern's activities shall give rise to professional liability.
- 3.2 The Intern must respect the Company's operating rules, usual practices and rules of ethics that Company employees are subject to. The Intern formally commits to respecting the confidentiality of information he or she has access to during the workplace internship. The Intern also commits to respecting the property and resources made available by the Company;
- 3.3 The Intern recognizes that anything produced (documents, programs, web pages, electronic projects, etc.) as part of the workplace internship remains the exclusive property of the Company;
- 3.4 The Intern commits to being present and respecting the internship schedule. If an emergency or major issue prevents the Intern from completing the internship, he or she must advise the person responsible at the company and the Interconnection Program personnel;
- 3.5 Although the Intern must behave as a regular employee of the Company, his or her participation in the workplace internship does not grant privileges or benefits defined as such in the terms and conditions of employment of a regular employee;
- 3.6 The Intern formally agrees not to make illegal copies of documents or software.

4. CIVIL LIABILITY INSURANCE

- 4.1 The company's general civil liability insurance covers the Intern's actions or initiatives in the event of negligence on the part of the Intern.

5. RESPONSIBILITY FOR ACCIDENTS IN THE WORKPLACE

- 5.1 Pursuant to *An Act respecting industrial accidents and occupational diseases*:
 - Interns who perform an unpaid internship as part of the Interconnection Program are considered to be in the employ of Emploi-Québec and under its responsibility.