

## Ethical Finance Hub Internship Placement Charter

### Respect

In accordance with EFH's commitment to fairness and equality, industry partners and interns agree to respect each other and maintain an environment free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

Industry partners agree to treat interns with the same degree of professionalism and duty of care as regular employees. They should not be seen as 'visitors' to the organisation, or automatically assigned routine tasks that do not make use of their skills. Interns should be supported and trained appropriately for the tasks that they are asked to complete and given as much access to learning and development opportunities as possible.

### Equal Employment Opportunity

Internship opportunities will be publicised by EFH to enable fair and equal access to all candidates. Industry partners agree to select interns on the basis of their skills to perform the project and tasks as set out in the job specification.

### Employment Rights

The term "intern" confers no legal status on its own so under this scheme industry partners agree to assign interns under the "worker" category. Please see [Government guidance](#) on employment rights for "workers".

### Health and Safety

Industry partners should already be managing the risks in their workplaces and must assess whether or not they need to do anything additional for a new intern joining them. Under health and safety law, interns are employees and should be treated no differently to other staff members. Industry partners should therefore use existing arrangements for assessments and management of risks to ensure a safe internship. Please consult the [HSE](#) for further guidance.

### Insurance Policies

Industry partners should have an employers' liability insurance policy that covers internships and if so there is no need to obtain any additional employer's liability insurance if you take on work experience students. If appropriate, the industry partner agrees to public liability insurance policy that covers interns.

### Induction

The industry partner will commit to nominating a supervisor responsible for providing an induction, including relevant information about the organisation / team, an explanation of the project/tasks, learning outcomes and timescales for completion. Inductions will also need to address practical issues including; health and safety, confidentiality, access to IS systems. The supervisor should provide ongoing feedback to the intern, be their advocate and mentor during the period of internship, and conduct a formal performance review to evaluate the success of their time with the organisation.

### Office / IT Access

The industry partner agrees, for the duration of the internship, to provide the intern with any necessary security credentials required to access the interns place of work. Industry partners agree to make every effort to provide a suitable desk space for interns.

Furthermore, industry partners agree to provide IT hardware / software and access to appropriate internal IS systems to allow the intern to complete their work.

### Confidentiality

Industry partners have a duty to ensure interns are aware of and understand the organisations confidential information or data policies.

## Remuneration

Industry partners commit to paying interns the current Living Wage in Scotland of £9.00 per hour as well as agreeing to cover reasonable receipted travel or other 'out of pocket' expenses. Payments should be made in line with the industry partners existing payroll process with PAYE tax and Class 1 NICs deducted from earnings.

Paid leave will be accrued on all hours worked, based on a pro rata entitlement of 27 working days per annum. Leave is accrued on a month-to-month basis and interns can only take the leave that has been accrued in consultation with industry partners.

Interns are entitled to Statutory Sick Pay (SSP) if absent due to sickness or injury, provided they meet the criteria in the current SSP regulations. SSP is paid in the same way as normal wages and is subject to tax and national insurance deductions. Any payment in addition to SSP is at the discretion of the industry partner.

## Workdays / hours

Industry partners will agree the duration, working hours and days with the intern in advance of the programme (likely to be on the job advert). Interns will typically be contracted to work 8 hours (including 0.5 for a lunch break) per day within the hours of 0800 to 1800. Whilst appreciating that workloads can fluctuate industry partners commit to being fair employers and will not unreasonably expect interns to work outside the aforementioned parameters without prior consent and additional compensation.

## Termination

If, for whatever reason, the industry partner believes that completing the internship is untenable the EFH team should be notified immediately. A meeting / call will then take place between the industry partner and EFH (and where appropriate the intern) to try to resolve the issue and agree a plan for continuing the internship. If this is not achievable the industry partner agrees to provide 3 weeks' written notice to the intern.

Interns will be requested to provide 2 weeks written notice should they wish to leave the programme.

## EFH Fee

Industry partners pay an agreed administration fee to the EFH. EFH has a fixed fee model scaled by headcount of the industry partner:

	1-20 Employees	21-99 Employees	100+ Employees
EFH Fee	£500	£750	£1,000

EFH will invoice 50% of the agreed fee upon appointment of an intern with the balance paid at the end of the internship.

## Industry partner commitment

As the industry partner, I am aware that interns provide a useful service for our organisation. I confirm that I will abide by the principles outlined in the Ethical Finance Hub Internship Placement Charter (a copy of which will be given to the intern) and it is therefore my responsibility to endeavour to ensure a successful internship.

INDUSTRY PARTNER	ETHICAL FINANCE HUB
NAME	NAME
_____	_____
SIGN	SIGN
_____	_____
DATE	DATE
_____	_____