



General Office Rules, Regulation and Benefits (Interns)

Working Rules:

1. You will work in a team. So, showing respect to everyone is mandatory. Respect to everyone's opinion is highly expected and keep your good relation with everyone.
2. Most of the time you will work remotely.
3. Task will be assigned with a specific deadline by your department head via e-mail and you need to ensure the work done within the deadline you given. (If you take any work but couldn't meet deadline, let the team leader know before 2 days of deadline that you need some days more to complete).
4. If you are unable to do assigned work within deadline, reply the email which sent you assigning your task mentioning specific and authentic reason of not doing the task.
5. In urgency, some work may be assigned on a day-to-day basis. If you are able to do the work, don't forget to meet deadline. But taking task and not submitting work is a serious level of misconduct which harms organization work flows.
6. Always give ideas for the improvement of our agriculture sector, discuss with your team-mates and take action in collaboration with your department. We really appreciate your efforts.
7. Your work and performance will be mentioned in a monthly team report.

Meeting Rules:

1. In every month there will be 1 intern meeting and 1 administrative meeting online. Date and time of meeting will be provided through e-mail. Participation in meeting is mandatory for everyone.
2. If you couldn't present in any particular meeting, write an e-mail with proper reason.
3. Your active participation is highly expected in meeting.

Leave rules:

If you are sitting for semester final exam or need a leave for someday to do your most urgent work, let us know through e-mail so that you will not be assigned in any work to do in your leave period.

Benefits:

AgSS is a non-profit agricultural organization so it's a volunteer work. But you can take so many things from it for your professional development.

1. Networking Opportunity
2. Certification
3. Opportunity to become an executive
4. Leadership Skill
5. Communication Skill
6. Mentorship
7. Recognition and recommendation
8. Scholarship Guidelines with proper mentor
9. Life skill Training
10. Mutual Learning
11. Gifts

Service Period:

Your internship service period in AgSS will be for **8 months**. This time will be counted from the date that will be mentioned in your Appointment letter. After the successful completion of internship in AgSS, you will be eligible to get all the '**Benefits**' mentioned before.

After competing 8 months your service period, you will be offered an **Executive** position in AgSS based on your performance as an intern.

Disciplinary Action:

1. In an intern meeting of every 15 days, your performance will be shown to you so that you can improve in your weak point.
2. In a monthly administrative meeting, your performance report will be shown to you so that you can evaluate yourself of your work and will be clear that you are performing well or not.
3. In each two month, best performer will get promoted through AgSS facebook page & group.

The one, who do not show sincerity and discipline in his/her performance, will be kept in 'observation period' for 2 months after first two months evaluation report.

4. If he/she show discipline in performance in observation period, he/she will be evaluated in new scale.

If it will not be happened means remaining indiscipline in performance in observation period, he/she will not be entitled to any benefits.

5. After getting an appointment, if you leave job without any notice, you will not get any benefits from AgSS
6. Remember, you are the representative of AgSS. If you do any indisciplinary action and behavior against the rules of AgSS, the HR department have the full authority to terminate your job period.
And also AgSS will not bear any responsibility of your work which are not clearly related with AgSS.

Consent:

☐ I declare that I am totally agree with the rules and regulations that is mentioned here.

☐ The authority will not take any responsibility for my any work against the society.

[Give a tick mark in box]

Your Name:

Date:

Signature: