RULES AND GUIDELINES FOR I.T INTERNS

Introduction

The internship program at Saqi ICT and Media Company is designed to provide practical training, skill development, and professional exposure to students and fresh graduates.

To ensure a productive and safe learning environment, all interns are required to adhere to the company's rules and guidelines.

These rules promote discipline, professionalism, teamwork, and respect for company resources, while helping interns maximize their learning experience and achieve their career objectives.

1. Professional Conduct

Interns must maintain discipline, integrity, and respect for all staff, clients, and fellow interns.

2. Payment fees terms

Full payment is required with in the first two weeks of your program

Dress in decent and professional attire at all times.

Be punctual and adhere strictly to the working hours assigned.

Interns must keep all office furniture clean and tidy. Writing, marking, or using leaked ink on, chairs, or any office furniture is strictly prohibited

3. Attendance & Time Management

Interns must sign in daily during the designated hours, either in the morning session (9:00 AM – 1:00 PM) or the afternoon session (2:00 PM – 5:00 PM). Failure to comply will be recorded and may affect evaluation.

Late arrivals without a valid explanation will be recorded, may affect your performance evaluation, and incur a charge of 1,000 UGX.

Upon arrival, interns should wait for others, help keep the place clean, and remain patient.

Absenteeism must be reported in advance with valid reasons.

Late coming without explanation will be recorded and may affect evaluation.

4. Work Ethics & Responsibility

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Interns must complete tasks assigned by supervisors diligently and on time.

Maintain confidentiality of all company data, projects, and client information.

Company property (computers, cameras, software, etc.) should be used responsibly and for official purposes only.

5. Learning & Participation

Be proactive in learning and ask questions where clarification is needed.

Participate actively in group projects, discussions, and training sessions.

Interns are encouraged to practice self-study and research to enhance skills.

6. ICT Usage Policy

Internet and Wi-Fi should be used strictly for academic, research, and professional purposes.

Social media browsing during work hours should be avoided unless it is work-related.

Unauthorized installation of software or apps on company computers is strictly prohibited.

7. Reporting & Supervision

Interns must maintain a logbook of daily/weekly activities for supervisor review.

Progress reports may be requested by the supervisor at any time.

Interns are required to be physically present on all supervision days.

Interns should seek guidance from their supervisors before making technical or project decisions.

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8. Health & Safety

Interns must follow all safety procedures within the workplace.

Report any accidents, injuries, or unsafe practices immediately.

Avoid eating or drinking near ICT equipment.

Interns must maintain cleanliness of all restroom facilities at all times.

9. Communication & Teamwork

Use polite and professional language in all communications.

Respect diverse opinions and contribute positively in team collaborations.

Mobile phones should be kept on silent during training or client meetings.

10. Disciplinary Measures

Violation of company rules may result in a warning, suspension, or termination of the internship.

Severe cases of misconduct (e.g., theft, data leakage, harassment) will be reported to relevant authorities.

11. Completion of Internship

At the end of the internship, interns must submit a final report/logbook for assessment.

A **certificate of completion** will only be issued to interns who successfully adhere to all guidelines and complete required tasks.

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A certificate of completion will only be issued to interns who fully adhere to all guidelines and complete the required tasks. A printing fee of **2,000** UGX will be charged.

Acknowledgment & Signature

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the rules and guidelines set forth by Saqi ICT and Media Company for interns. I understand that failure to comply may affect my evaluation and participation in the internship program.

Name of Intern: _____

Signature: _____

Date: _____

Supervisor's Name: _____

Supervisor's Signature: _____

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