

INTERNSHIP AFRICA

TERMS AND CONDITIONS

Our framework Terms and Conditions laid down here by is intended to spell out and define the contractual obligations established between the Client, Host Company, Partners and Internship Africa.

Please read these terms and conditions carefully before engaging our services and us.

Your access to and use of this service is solely conditioned on your acceptance and compliance with these terms.

Internship Africa retains all right to reject any application that deems unsuitable at its own discretion.

All clients of Internship Africa are required to act in accordance with the rules and regulations laid down in this contract.

These framework Terms and Conditions are deemed to be accepted by the Client upon request and shall be made available either in person, by telephone or email and shall be effected only by the signing or acceptance of the Terms and Conditions.

Definitions:

- Agency: Internship Africa.
- Client: All our student and non student clientele.
- Host Company: The Company where the internship/attachment will take place.
- Partners: Firms, institutions, subsidiary and associated companies, clubs and societies and associations seeking to engage the services of the agency.
- Contract: The agreement between the host company and the client / student.

The Terms and Conditions are as follows:

1. REGISTRATION OF CLIENTS

- Upon accessing the Internship Africa website, the client agrees to read the terms and conditions before moving on with the registration.
- Should the client accept the terms and conditions of Internship Africa, the client agrees to provide all the necessary information as well as any other information deemed fit by the client.
- Companies under contract with Internship Africa are not permitted to accept student internship/attachment applications that do not go through the Internship Africa placement process.

2. ACCEPTANCE OF CLIENTS

- Once a Client is accepted by a Host Company, all introductions and applicant details will be treated with utmost confidentiality and be supplied to the Host Company on the understanding that it will keep the information confidential and not disclose it to any third party without the Agency's prior written consent.
- The Agency will not make any introduction or supply of applicant to the company until the Host Company has furnished the Agency with the following information:
 - a) Details confirming its personal and corporate identity and the nature of its business.
 - b) The proposed start date for a Client and the likely duration of the work.
 - c) The position the Host Company is seeking to fill, together with a summary of the type of work the applicant would be required to do, the location and hours at which he would be expected to work, details of any potential health

and safety risks and any steps the company has taken to limit such risks including copies of any and all relevant risk assessments undertaken by it in respect of the position it is seeking to fill.

- d) Details of the experience, training, qualifications and any authorizations required to be possessed by the applicant.
- e) Any expenses payable by or to the Client.
- f) The minimum rate of remuneration and benefits to be offered and the intervals at which payment would be made, and the length of notice an applicant in such a position would be required to give or entitled to receive on termination of their engagement.
- g) Written confirmation from the Host Company which must be signed by an authorized representative confirming that it is fully aware of all the legal and/or professional requirements to be satisfied before the Client can be supplied or engaged in their service, together with confirmation that the supply of applicants by the agency to the company will not be detrimental to the company's interests.

3. INTERNSHIP AFRICA RESPONSIBILITIES

- Internship Africa wholly agrees to act as an intermediary between the Client and the Host Company and to the best of their abilities, place and link all Clients to the appropriate Host Company.
- In case any Client recruited through the Agency leaves the Host Company on his/her own accord before his/her service tenure is completed, the agency shall

find for the company a replacement to fill the exact position and continue working for the remaining days of the tenure.

The Agency in this regard shall bear the complete cost of such engagements.

- The Agency endeavors to ensure the suitability of any Client introduced to the Host Company. The Host Company shall be responsible for obtaining work and other permits, for the arrangement of medical examinations and/or investigations into the medical history of any applicant, and satisfy any medical and other requirements or qualifications required by law.
- The Agency shall not be held liable under any circumstances for any loss, damage or expense suffered or incurred by the company arising from or in any way connected with the Client supplied to company.
- The Agency shall not be held liable for any loss, injury, damage, costs expenses or delay howsoever caused (whether direct, indirect or consequential) arising directly or indirectly from the introduction or supply of any applicant to the company. The agency shall again not be held liable for any such loss, injury, damages, costs expenses or delay arising from or in any way connected with:
 - (a) Failure of an applicant to meet the company requirements
 - (b) Any act or omission of an applicant whether willful negligent, fraudulent, dishonest, reckless or otherwise.

Provided that nothing in these terms shall be construed as purporting to exclude or restrict any liability of the agency to the company for death or personal injury resulting from the agency's negligence.

4. CLIENT RESPONSIBILITIES

- It is the Client's responsibility to acquire any form of public liability or medical insurance.
- The Client is responsible for ensuring that he/she holds all necessary licenses, permits and consents for any work required.
- In the event where the Client begins to be experiencing any problem whilst engaged in the internship/attachment program, the Client must immediately inform Internship Africa in writing by email, with a clear explanation of the problem. In such an event, Internship Africa will discuss the problem and ways in which it can be solved with the client. Only what is recorded in a written form either by email or by letter will be taken into account.
- In the event where the Host Company terminates the Internship/Attachment program of the Client due to situations or conditions the Host Company finds inappropriate, Internship Africa reserves the right to pay any sort of refund to the Client and reimburse any expense incurred during the process. Such conditions could be but not limited to the following ;(verbal or physical abuse, racist behavior or comments, abuse of drugs, alcohol or indecent exposure, misconduct, insubordination or any other behavior deemed unacceptable by the Host Company.
- The Client is responsible for seeing to and ensuring his/her own safety during the internship/attachment program.

5. THE HOST COMPANY

- Internship/Attachment remuneration is the duty of the Host Company.
- The Host Company decides which department or work type the Client's needs to operate.
- The company shall be responsible for ensuring that it holds any necessary license, permits and consents for any work an applicant is required to do and in relation to any place where the work is to be carried out.
- The Host Company is responsible for ensuring compliance with all health and safety and other legislation relating to any assignment and the supervision direction and control of any applicant supplied to the company.

Any insurance cover should be arranged directly by the Host Company.
- The Host Company agrees, forthwith upon demand, to provide the Agency with complete and accurate written details of any Clients total remuneration and it hereby warrants that any such details it provides are and will be complete and accurate.
- In the event of the Host Company wishing to engage one of the Agency's Temporary Workers on a temporary basis, the Agency's terms and conditions relating to the supply of Temporary Workers by it, acting as an employment business, will apply.

6. CHANGE OF HOST COMPANY

Any request from the Client to change the Host Company based on personal assessments and opinions shall not be granted. However, change of Host Company requests will be granted in the case of:

- Sexual or moral harassment.
- Racial or religious defamation.
- Collapse of Host Company.
- Breach of laws of the state or Internship Africa.
- Bankruptcy.

The Client must endeavor to obtain or acquire any or all information related to his/her internship during the interview with the Host Company.

7. SUBSCRIPTIONS

Internship Africa reserves the right to change prices. However, subscriptions will be charged for any Client engaged as a consequence of, or resulting from an introduction to the company.

TERMS OF PAYMENT

- A two (2) year subscription fee of GHS99.00 shall be paid upon registration and application.
- After the two (2) year period, a fee of GHS70.00 shall be charged per application.
- Mode of payment shall take the form of Visa/Master card, MTN mobile money, Vodafone cash and AirtelTigo money.

8. CONFIDENTIALITY

Any party involved with Internship Africa under this agreement agrees to not disclose or make public under any circumstance any information obtained in the course of running its operations inter-relatedly.

These Terms and Conditions shall be governed and be construed in accordance with the laws of Ghana and the clients submits to the non – exclusive jurisdiction of the courts of Ghana in relation to any claim or matter arising out of these Terms and Conditions.

NB:

- **NO VARIATION OF THESE TERMS AND CONDITIONS IS VALID OR BINDING UNLESS APPROVED IN WRITING BY A DIRECTOR OF THE AGENCY.**
- **INTERNSHIP AFRICA LIMITED IS ASSOCIATED WITH AND OPERATES AS A SUBSIDIARY OF GOLDSTATE AFRICA LLC, A CONGLOMERATE.
BY SO DOING, ANY OR ALL INFORMATION OBTAINED OR ACQUIRED BY INTERNSHIP AFRICA IN THE RUNNING OF ITS OPERATIONS CAN BE SHARED THROUGHOUT THE NETWORK OF THE GOLDSTATE AFRICA CONGLOMERATE.**