



TERMS OF INTERNSHIP OR PLACEMENT

This document describes the terms governing all internships and placements undertaken at Sunlabob Renewable Energy Ltd, Vientiane, Lao PDR.

1. Mutual benefit (applicable only to interns carrying out a placement as part of their programme of study)

The relationship between Sunlabob and interns is one of mutual benefit. Sunlabob will ensure that the internship provides interns with the possibility to enhance their educational experience through related practical work assignments.

In practice, interns should expect to spend a portion of their time contributing to the ongoing projects at Sunlabob. The nature of this work will depend on the intern's specific skills and competencies. A minimum of 50% of time will be allocated for academic study. This fraction can be increased based on the relevance of the intern's research to Sunlabob's current projects.

2. Timing and Duration of Internship Assignments

Timing for internships is flexible and can be at any time in the year. Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of Sunlabob. However, they will normally last no less than 13 weeks and no more than 12 months. Please note that 13-week internships will generally require specialist skills, which address the immediate needs of ongoing projects.

3. Intern's Expenses

Interns are not financially remunerated by Sunlabob. However, a per diem of USD15 will be paid for each day spent on field visits. Outside visa costs (subject to the conditions detailed in Section 4 below), all costs connected with internships are borne by the intern or the supporting institution. These include costs and arrangements for travel, accommodation, and living expenses. Costs incurred by an intern in the discharge of his/her functions shall be reimbursed by Sunlabob under the same rules as costs reimbursed to staff members.

4. Visa

For internships lasting a minimum of 6 months, visa procedures and costs are borne by Sunlabob.

For the purpose of obtaining a visa, interns are required to provide the following:

- a photocopy of their passport
- a letter from their sending institution stating the dates of their placement
- their travel arrangements (i.e. date, time, and point of entry into Laos)

NB: Upon completion of their placement, interns will be required to provide a copy of the visa contained within their passport and return their ID booklet (issued at the start of the placement).

5. Medical / Health Insurance

Sunlabob accepts no responsibility for the medical insurance of interns, or for costs arising from accidents and illness incurred during the internship. Interns must ensure they have adequate medical insurance coverage for the duration of their stay.

6. Hours of Work, Entitlement to Time Off, and Sickness Absence

Hours of work are from 08:00 to 17:00 Monday to Friday; with a 1-hour lunch break (12:00-13:00).

In addition to national holidays which fall during the period of the internship, interns are entitled to 15 working days' holiday per year. Holiday entitlement for those working less than a year will be pro-rata for the number of completed calendar months worked, rounded to the nearest full day. The timing at which holiday may be taken is subject to the approval of the intern's supervisor and sufficient notice (at least twice the length of intended leave) must be given.

In cases of sickness, interns must contact and inform the company of their absence on the first day of absence, and maintain daily contact if possible.

I have read and understood the terms and conditions detailed above, and agree to accept and abide by them.
Signed: Dated: