

INTERNSHIP POLICY

Reconciliation and Development Association (RADA)

1. Purpose and Scope

The Reconciliation and Development Association Internship Program is designed to offer applicants a structured practical learning opportunity. The practical learning opportunity aims to collaborate with institutions of higher learning to give interns hands-on experience in areas where RADA works in Community Development for approved students.

2. Eligibility and Recruitment

2.1 Eligibility Criteria.

- 2.1.1 Applicants should currently be at university level. (Bachelors, Masters or PhD)
- 2.1.2 A letter of latest recommendation attesting to student enrolment from a recognised university is required.
- 2.1.3 An application letter from the student of interest detailing the request, period, and domain of internship focus desired.

2.2 Recruitment Process.

- 2.2.1 Every year in March, RADA's website and social media pages will be used to announce that internships are open.
- 2.2.2 Prospective candidates shall be required to bring a hard copy of a Curriculum Vitae, a handwritten Application Letter addressed to the CEO/President, RADA, Nkwen, Bamenda, and a Copy of their National ID Card, submitted to the Secretariat of the organization between 15th and June 25th.
- 2.2.3 Shortlisted individuals will be called to start their internship program as early as June and as late as October at the latest.

3. Internship Structure.

3.1 Duration: The internship lasts a minimum of one month and a maximum of four months from June 1st to December 31st each year.

3.2 Commitment: The student in question shall fill out the Internship Agreement form, agreeing to the Terms of Reference for their internship including internal policies as well as the goal, objectives and activities of their presence at RADA for the period of their internship

3.3 Working Hours: Interns are expected to work 8 hours daily, from 8 a.m. to 4 p.m., irrespective of their departments or domains of interest.

3.4 Responsibilities: Interns will assist with project research, community outreach, event planning, and other tasks as assigned by their supervisor and continue in their internship agreement at RADA. They will also be able to attend relevant meetings and participate in training sessions organised by RADA. They will also engage in specific work related to their areas of interest if permitted and possible within the context of their internship at RADA

4. Supervision: Each intern will be assigned an immediate supervisor to guide their work, provide feedback, and support their professional development.

5. Compensation and Benefits.

5.1 Compensation: This internship is unpaid. Interns are required to provide their own transport, accommodation, and food. Any paid internship options will be announced as they become available. If this is the case, this will be explicit in the letter accepting the intern.

5.2 Benefits:

5.2.1 Access to RADA's educational resources, workshops and networks

5.2.2 A chance to acquire practical skills in RADA's work and initiatives.

5.2.3 Networking opportunities with specialists working in various domains of impact and projects can give one a jumpstart on professional careers and networking.

6. Legal and Compliance Issues.

6.1 Employment Status: Interns are not employees of RADA and are not entitled to employee benefits, including health insurance, paid leave, or pension contributions.

6.2 Compliance: The internship complies with relevant labour laws and regulations, ensuring interns gain meaningful experiences without displacing regular employees.

7. Performance and Evaluation.

7.1 Performance Monitoring: Interns will have regular check-ins with their Immediate supervisor to discuss progress and receive feedback.

7.2 Evaluation: At the end of the internship, each intern will receive a performance evaluation highlighting their strengths and areas for improvement. This evaluation will be based on their contributions to RADA's projects, professional behaviour, and overall engagement.

8. Conduct and Discipline.

8.1 Professional Conduct: Interns are expected to adhere to RADA standards of behaviour and behave professionally throughout their internship period while respecting its objectives and values.

8.2 Attendance: Interns are expected to show up at work regularly from Monday to Saturday. Any permission must be forwarded to the supervisor beforehand.

8.3 Disciplinary Action: If an intern engages in any wrongdoing, such as leaking confidential information or being late for work consistently, termination from the program might happen. All interns shall also sign an **internal Conflict of Interest and Non-Disclosure agreement with the organisation.**

9. Ending an internship.

9.1 Voluntary Termination: Any intern intending to quit before the end of their internship should give two weeks' notice in writing.

9.2 Involuntary Termination: RADA has the discretion to stop the internship prematurely if there are issues of misbehaviour or non-fulfilment of standards, or misconduct that violates RADA's internal policies. The intern will receive written notice about this, together with a rationale for this decision.

10. Confidentiality and Intellectual Property.

10.1 Confidentiality: Interns must keep any sensitive information encountered during their internship private. This could include project details, community member information, and organisational strategies. Details shall be provided in the Confidentiality and Non-disclosure agreement.

10.2 Intellectual Property: RADA will own whatever the intern makes during their placement, including research papers, reports, creative work and other forms of expression. Interns are advised to include such work in their portfolios but mention that RADA is still the owner and ask their supervisors for permission. The intern undertakes to maintain confidentiality in treating RADA information

11. Health, Safety, and Wellbeing.

11.1 Workplace Safety: At the start of the internship, interns will receive an orientation on health and safety procedures. They must adhere to all safety guidelines and report concerns to their supervisor.

11.2 Wellbeing: RADA is committed to supporting interns' mental and physical well-being. Resources for stress management, counselling, and other support forms will be available.

The responsibility to implement this policy lies on the Human Resource and Operations Department under the General Supervision of the CEO/President.

Prepared by the Management of RADA:

Reviewed and Approved by the President/CEO

Reviewed and Ratified by the Board.