**STYLE INTERNSHIP AGREEMENT**

**[This is a fixed term internship agreement, where the Firm agrees that the individual is an employee of the Firm and is therefore entitled to SSP, notice and holidays. If the intern is to be hired for an indefinite period or is designated a worker then the agreement should be tailored accordingly. ]**

**EMPLOYER: (the Firm)**

**EMPLOYEE:**

**STARTING DATE:**

**EXPIRY DATE:**

Role

You will be based at [ ].The role will be as an intern undertaking various tasks allocated by [insert name of supervisor]. [A work plan and learning objectives will be discussed and agreed with your supervisor at the start of your internship].

Term of the appointment

Your internship shall be for a fixed term of [x months] from [insert date] until it terminates on [insert date] without the need for notice, unless previously terminated by either party giving the other not less than 1 week's written notice. In these circumstances no payment will be made relating to the outstanding balance of the contract.

The above notice period does not apply in the case of summary dismissal.

During any period of notice of termination (whether given by the Firm or by you) the Firm shall be under no obligation to assign any duties to you or to provide any work for you provided that this shall not affect your entitlement to receive your normal salary and other contractual benefits other than you will, subject to meeting the requirements of the Working Time Regulations 1998 in terms of holiday entitlement, cease to accrue holiday during such period.

**Remuneration**

Your basic salary amounts to [x amount] gross per month.

Your basic salary will be paid monthly in arrears on the last banking day of each calendar month.

**Hours of Work**

The office hours of work are [insert hours]. The normal working week is [37] hours.

Place of Work

Your main place of work is [insert office location].

Holidays

The Working Time Regulations 1998 apply to your internship with the Firm. The Regulations provide that you have the right to [x] working days paid holiday during the internship. Your entitlement accrues at the rate of [x] days for each calendar month worked. Holidays may be taken only at times convenient to the Firm and with reasonable notice. You should make every effort to take your holidays during the period of your contract.

Sickness

If you cannot attend work because of sickness or injury you must, unless there is some good reason to the contrary, advise your manager of the reason for non-attendance by 9.30am on the first working day of absence. The Firm operates a mandatory self-certification scheme in respect of short term absence (under seven days) due to sickness or injury. Sickness or injury absence exceeding seven days must be covered by a fit note. If you are absent from work for four or more working days by reason of sickness or injury the Firm will pay you [Statutory Sick Pay or insert here any details of occupational sick pay] provided you satisfy the eligibility requirements.

**Grievance Procedure**

If at any time you become dissatisfied with any aspect of your internship the matter should be raised in accordance with the guidelines in the Grievance Procedure, [details of which are available on request from HR].

**Disciplinary and Dismissal Rules & Procedures**

The Firm's disciplinary and dismissal rules and procedures are available [on the Firm's intranet site.]

**Security of Information**

You are required to comply with the principles of data protection legislation. In addition, no information held by the Firm concerning an employee may be divulged to a third party outside the Firm without the express and prior approval of [name of senior manager].

All information regarding the Firm, their affairs [and the affairs of the clients] is strictly confidential and may not be disclosed to a third party without the express and prior approval of [insert name of senior manager].

Except in the proper performance of your duties you must not make use of, divulge or communicate to any person or persons any confidential or secret information relating to clients which you may receive or obtain whilst you are undertaking your internship with the Firm. This obligation will continue to apply after the termination of your internship.

You will if requested during your internship, and at the end of your internship, immediately return to the Firm all documents, computer media or other property belonging to the Firm, including any copies or excerpts.

You hereby consent to the Firm holding and processing personal and any sensitive personal data relating to you for the purposes of employee-related administration, processing your file and management their businesses, for compliance with applicable procedures, laws and regulations and for providing data to external suppliers who administer benefits (solely for the purpose of providing with those benefits).

Intellectual property

You irrevocably consent to the Firm assigning such intellectual property rights that are created by you during the course of your internship to the Firm.

Policies and Procedures

The policies and procedures referred to in this document do not form part of your contract of internship and may be subject to change by the Firm at their discretion. Any such changes would be notified to you.

[As an intern of the Firm you are required to adhere to all of the policies and procedures laid down by the Firm and also comply with any rules or code of conduct laid down by the Law Society of Scotland and/or the SRA or any other relevant professional body.]

[***If appropriate*** - As an intern of the Firm you are required to comply with your own responsibilities and those of the Firm under financial services legislation. In particular, you must not give investment advice or undertake any other form of investment business activity without express and prior approval of [a partner].

[***If appropriate*** - In addition, by signing this contract of internship you acknowledge that you are aware of the duties which are imposed upon you by legislation and regulation in respect of any inside information which you may receive or obtain as an intern of the Firm and the potential legal and regulatory sanctions for the misuse or improper circulation of such information. For additional information in respect of insider dealing, please refer to our intranet site.

The Firm recognises the rights of each person to be treated fairly and without discrimination. Any instance of discrimination or harassment should be reported to [insert manager]. A copy of the Firm's Bullying & Harassment Policy is available on our intranet site.

You will be required to adhere to the Firm's Acceptable Use policy. The Acceptable Use Policy governs all use of the Firm’s IT equipment, software, internet access and use (including social media) and other IT services  and is in place to protect the integrity, confidentiality and availability of our IT systems, our obligations to preserve client confidentiality and our professional image.

Your employment as an intern is not subject to any collective agreement.

I, the undersigned, hereby acknowledge that I have read and accept the particulars of employment outlined above.

**(Signature) (Date)**

**(Signature)** **(Date)**

**Signed on behalf of [insert name of Firm]**