

**ROSE TOWN CONSTRUCTION INTERNSHIP PROGRAMME
PARTNER AND PARTICIPANT GUIDELINES**

1. The Intern agrees to obey all reasonable and lawful instructions of the employer and those duly placed in authority over him/her;
2. The Intern agrees to observe all requirements of the Rose Town Construction Internship Programme (the “Programme”) and meet expectations relating to training, on-site performance, attendance, punctuality, responsibility and general conduct;
3. In the case of “minor offences,” (see Appendix 1) an intern’s first offence will result in verbal reprimand and in some instances a deduction in stipend of between \$500-\$1500; their second offence will result in a suspension of three days without stipend and mandatory counseling; and, their third offence will result in removal from the Programme. The breach of any two minor offences, whether the same or a separate minor offence, will result in suspension, and the breach of any three minor offences, whether the same or a separate minor offence, will result in expulsion;
4. In the case of “major offences,” (see Appendix 1) an intern’s first offence will result in the intern being removed from site, referred to mandatory counselling and receiving an immediate one week suspension without stipend. An intern’s second major offence, whether the same or a separate major offence, will result in their immediate removal from the Programme;
5. The decision of what is to be considered an “authorized” versus an “unauthorized” absence will be evaluated by the Gore Family Foundation team on a case by case basis;
6. Regardless of whether an intern’s absence is determined to be “authorized” or “unauthorized” the decision of the length of time that they will continue to receive a stipend will be evaluated by the Gore Family Foundation team on a case by case basis;
7. The Intern agrees to maintain, at minimum, a level of satisfactory performance on Performance Evaluations whereby the intern consistently achieves the required targets and completes the tasks set out relating to training, on-site performance, attendance, punctuality, responsibility, and general conduct;
8. Upon receipt of an unsatisfactory Performance Evaluation that considers an intern’s performance in the Rose Town Construction Internship Programme to be below acceptable standards, the intern agrees to make a concerted effort to improve in the areas of under-performance identified by the date given in the Performance Evaluation Letter;
9. The Intern agrees to not disclose confidential and professional information relating to the business or trade processes of the Rose Town Construction Internship Programme or any affiliated entity;
10. The Intern agrees to not engage in any non-academic activity which will conflict with his or her duties or training as an intern in the Rose Town Construction Internship Programme;
11. The Intern agrees to demonstrate diligence and productivity in the performance of assigned duties;

The Partner and the Participant agree that:

- 1. Training records shall be maintained and be made available to the Intern Coordinator;
- 2. This Agreement may be terminated by either party upon 48 hours’ notice;
- 3. The Intern Coordinator shall be notified of any disputes arising out of this agreement immediately;

Contact Details for the Partner and Participant are indicated below:

THE PARTNER

NAME OF THE ORGANIZATION: _____

CONTACT PERSON: _____

TELEPHONE: _____

COMPANY ADDRESS: _____

THE PARTICIPANT

SURNAME: _____

FIRST NAME: _____

ADDRESS: _____

TELEPHONE: _____

DATE OF BIRTH: _____

DURATION OF TRAINING: _____

1. TERMINATION

This agreement may be terminated by either party by giving the other 48 hours’ notice in writing.

By signing hereunder all parties have agreed to the terms and conditions as set out in this agreement:

Signed by the said—

PARTNER (Name and Title)

Date

Witness

Date

PARTICIPANT (Name)

Date

Witness

Date

ROSE TOWN FOUNDATION
Name
Title

Date

Witness

Date

APPENDIX 1
Rose Town Construction Internship Programme
Disciplinary Intervention & Guidelines for Participants

For clarity:

- 1) Any two minor offence breaches, whether for the same or a separate minor offence, will result in suspension; and, any three minor offence breaches, whether for the same or a separate minor offence, will result in expulsion from the Programme;
- 2) Any two major offence breaches, whether for the same or a separate major offence, will result in the expulsion from the Programme;

Offences	First Intervention	Second Intervention	Final Intervention	Comment
Inappropriate Attire	Verbal reprimand Participant will not be allowed to board the bus. He/she will be instructed of the proper attire for work and sent home for the day by the Junior Security Manager	Participant will receive a written reprimand, be suspended for three days without stipend, and be required to attend counselling.	Participant will be removed from the Program.	Inappropriate attire is treated as a “minor” offence . It will carry with it a verbal reprimand for a first offence and a 3 day suspension without stipend for a second offence.
Late Arrival	\$500 deduction in stipend on the first occasion Verbal reprimand - Participant will be instructed that if they arrive late on a second occasion they will be suspended for three days without stipend and be required to attend counselling.	Participant will receive a written reprimand, be suspended for three days without stipend, and be required to attend counselling.	Participant will be removed from the Program.	Late arrival is treated as a “minor” offence . It will carry with it a \$500 deduction in stipend for a first offence and a 3-day suspension without stipend for a second offence.
Cell Phone use not allowed during class time	\$1000 deduction in stipend on the first occasion. Verbal reprimand- Verbal warnings and directives will be given to participant on the cell phone usage requirements of the Programme, and participant will be notified that the unauthorized use of a cell phone on a second occasion will result in a three day suspension without stipend as well as	Participant will receive a written reprimand, be suspended for three days without stipend, and be required to attend counselling.	Participant will be removed from the Program.	Cell phones are not allowed to be used during class time. Breach of this is considered a “minor” offence . It will carry with it a \$1000 deduction in stipend for a first offence and a 3-day suspension without stipend for a second offence.

	the requirement to attend counselling.			
Unauthorised Absence	<p>\$1000 deduction in stipend on the first occasion</p> <p>Verbal reprimand- Verbal warnings and directives will be given to participant on the attendance requirements of the Program, and participant will be notified that a second unauthorized absence will result in a three day suspension without stipend as well as the requirement to attend counselling.</p>	Participant will receive a written reprimand, be suspended for three days without stipend, and be required to attend counselling.	Participant will be removed from the Program.	Unauthorised absence is treated as a “minor” offence . It will carry with it a \$1000 deduction in stipend for a first offence and a 3 day suspension without stipend for a second offence.
Using abusive, offensive or indecent language	<p>\$1000 deduction in stipend on the first occasion</p> <p>Verbal reprimand- Participant will be reprimanded and told that they will be suspended from the Program without stipend for three days and be required to attend counseling if this occurs again.</p>	Participant will receive a written reprimand, be suspended for three days without stipend, and be required to attend counselling.	Participant will be removed from the Program.	Abusive, indecent or offensive language is treated as a “minor” offence . It will carry with it a \$1000 deduction in stipend for a first offence and a 3 day suspension without stipend for a second offence.
Unsatisfactory Performance	<p>\$1500 deduction in stipend on the first occasion</p> <p>Verbal reprimand- Participant will be reprimanded and told that they will be suspended from the Program without stipend for three days and be required to attend counseling if this occurs again.</p>	Participant will receive a written reprimand, be suspended for three days without stipend, and be required to attend counselling.	Participant will be removed from the Program.	Unsatisfactory performance is considered a “minor” offence . It will carry with it a \$1500 deduction in stipend for a first offence and a 3 day suspension without stipend for a second offence.
Fighting	Participant/s will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Fighting is treated as a “major” offence , and therefore the participant/s will be suspended for one week without stipend the first time and expelled the second

				time that this occurs.
Sexual Harassment ¹	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Sexual harassment is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Involvement in Sexual Activities ²	Participant/s will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Involvement in sexual activities is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Falsification of Information	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Falsification of information is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Mistreatment of other interns	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	The mistreatment by one intern of another intern is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Possession or use of offensive weapons	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Possession or use of offensive weapons is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs. *Be aware that this situation is very

¹ Sexual Harassment is defined as the involvement of making unwanted sexual advances or obscene remarks.

² Sexual Activities are defined as penetration/stimulation of genitalia or anus using penis or any other objects and oral sex. Inappropriate touching of the breasts, buttocks, genitalia are also included.

				offensive and could be a criminal offense. If a criminal offense is committed the relevant authority will be called in to handle it.*
Vandalism/ Destruction of Property	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Vandalism/Destruction of Property is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Disrespectful to Authority	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Disrespect to authority is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Theft	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Theft is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Smoking	Participant will be removed from site, referred to counselling and receive an immediate one week suspension without stipend.	Participant will be removed from the Program.	N/A	Smoking is treated as a “major” offence , and therefore the participant will be suspended for one week without stipend the first time and expelled the second time that this occurs.
Using Patwah (Patois) in RTCIP WhatsApp group whether it is verbal or written.	A \$500 deduction from intern stipend will be applied when Patios is used in the WhatsApp group. A verbal reprimand will be given.	A \$2000 deduction from intern stipend will be applied and a verbal and written reprimand.	A \$4000 deduction from intern stipend will be applied and three-day suspension.	

- Each infraction (details of) and the intervention should be recorded on the Participant's file.
- Suspensions will automatically involve the non-payment of stipend to participant for the period of suspension.
- Suspensions must be in writing and signed by the approving authority, i.e. the Intern Coordinator.

Examples for Clarity

Inappropriate attire refers to the following:

- Any short, sleeveless, revealing, see through article of clothing that will expose the breasts, buttocks, genitals, legs from 2 inches above the knee, shoulders and any part of an underwear.
- Any tight-fitting clothing which shows the impression of breasts, buttocks and genitals.
- Ripped jeans of any sort, even if the skin is not being shown.
- Crop top, sleeveless, halter back. Spaghetti strap, Merinos, Miniskirts.
- Head tie, or other head covering.
- Pants below waist, underwear showing.
- Hair not properly groomed:
 - Males:** hair should be neatly groomed. Hair should not be untidy. No hair covering allowed.
 - Females:** hair should be neatly groomed, no setters or other hair covering should be worn.

2. Unsatisfactory performance

- No academic grade under 80% is allowed.
- Unsatisfactory behaviour:
 - rolling eyes, hissing teeth, not following instructions.

3. Phones

- No cell phone is allowed to be used during class time without permission from intern coordinators. Cell phones can be used during lunch time.

4. Abusive language

- No derogatory words or phrases.
 - No bad words/expletives/offensive words/gestures.

These examples do not cover all possibilities but only serve as a guide. The Gore Family Foundation reserves the right to add or subtract from these infractions as necessary.