

INOV CONTACTO PROGRAMME - INTERNATIONAL INTERNSHIPS

INTERNSHIP PROTOCOL

By and between:

Agência para o Investimento e Comércio Externo de Portugal, E.P.E., legal entity No. 506320120, having its registered office at Rua Júlio Dinis, No. 748, 8th Right, 4050-012 Oporto and premises at Rua de Entrecampos, No. 28, Block B, 12th Floor, 1700-158 Lisbon, represented by _____, in the capacity of _____, empowered to act, pursuant to article 14(2)(c) of the Regulations approved by Decree-Law No. 229/2012, of 26 October, hereinafter referred to as AICEP,

And

_____, Legal Entity No. _____, having its registered office at _____, represented by _____, empowered to act, hereinafter referred to as the Host Entity.

Jointly referred to as Parties or Contracting Parties

Is hereby entered into this Protocol, the purpose of which is to establish the general conditions for carrying out the internship at the Host Entity, in relation to the intern of the Inov Contacto Programme - International Internships - 27th Edition, _____, holder of Identification Document No. _____, Tax Identification No. _____ and residing at _____.

Clause 1

The contracting parties agree to carry out an internship at the Host Entity, in accordance with the internship plan submitted when applying to the Inov Contacto Programme on the *website* www.inovcontacto.pt and/or any subsequent adjustments agreed with the Programme coordinator.

Clause 2

The internship referred to in Clause 1 shall be governed by the Inov Contacto Programme Regulations, by the Internship Agreement signed between the Intern and AICEP, as well as by this Protocol, and does not constitute any type of legal employment relationship with the Intern.

Clause 3

The internship at the Host Entity shall last a maximum of 10 (ten) months, with the following structure:

- a) Internship in Portugal - optional, after completion of the Campus, with a maximum duration of 1 (one) month;
- b) Internship abroad ("Internship_Country), with a maximum duration of 9 (nine) months.

Clause 4

The intern shall:

- a) Complete the internship in full;
- b) Behave ethically, courteously and respectfully towards his/her superiors, colleagues and other people with whom he/she interact during the internship;
- c) Attend the internship regularly and punctually;
- d) Diligently carry out the tasks assigned to them in accordance with the internship Programme;
- e) Respect the internal rules of the Host Entity;
- f) Ensure the conservation and proper use of property related to the internship or entrusted to him/her for his/her use;

- g) Not use any information, contacts, relationships, work or studies carried out outside the scope of the internship without obtaining express authorization to do so;
- h) Comply with the duty of confidentiality pursuant to Article 24 of the Regulations.

Clause 5

Pursuant to the standards referred to in Article 12 of the Regulations, AICEP shall be solely responsible for the costs approved and inherent to the internship, namely:

- a) Internship allowance and meal allowance for the duration of the internship;
- b) Accommodation allowance, from the day of departure abroad until the last day of the internship abroad;
- c) Occupational accident insurance throughout the internship;
- d) Personal accident insurance and health insurance for the duration of the internship abroad;
- e) Obtaining visas when necessary;
- f) Return trip to the internship location abroad, by air and/or other public transport, in economy class.

Clause 6

1. The Host Entity agrees to integrate the intern into its organization, as if he/she were an employee, providing him/her with the following:

- a) Working conditions;
- b) Training/development of complementary skills, in international markets, that make it possible to meet the objectives defined by the Inov Contacto Programme and the defined internship plan.

2. With regard to working conditions, the Host Entity shall ensure the following:

- a) A workstation, with all the necessary equipment and conditions, namely a computer for the intern to use in the activities associated with the internship. The workstation may be in the intern's own facilities in Portugal (1st phase of the internship) or abroad (2nd phase of the internship), or in other locations to be specified by the Host Entity, provided that AICEP agrees in

advance;

- b) Access to an internet service and email, in order to allow the intern to communicate with the Inov Contacto Programme coordination team, as well as to send any work requested by AICEP;
- c) In the event of training in a real work context in Portugal, and/or if the intern has to travel more than 50 km from his/hers home area, it shall be up to the Host Entity to organize and financially support the relevant accommodation and/or travel costs, as the case may be;
- d) During the internship period abroad, fully bear the cost of business travel within and outside the city/country receiving the internship, as well as ensuring that visas and/or other necessary procedures are obtained. If the trip takes place to another country, it must be agreed in advance with the Inov Contacto coordinator, so that insurance can be duly activated;
- e) Compliance with the objectives and work plan in accordance with the internship plan;
- f) Approve the intern's attendance reports;
- g) Send the mid-term and final evaluations to the Inov Contacto coordinator.

3. Within the scope of the General Data Protection Regulation (GDPR), the Host Entity declares and undertakes to comply with the provisions of national and EU legislation, keeping the intern's personal data, to which it has been given access by AICEP, completely confidential.

4. The Host Entity also undertakes:

- a) To use the intern's personal data solely and exclusively for the purposes of carrying out the Internship Programme that is the subject of this Protocol;
- b) Not copy, reproduce, adapt, delete, alter, disseminate, transmit, disclose or otherwise make available to third parties the data, unless expressly authorized to do so by the intern;
- c) Ensure the technical and organizational measures necessary to ensure the confidentiality, integrity and availability of the intern's personal data, as required by EU Regulation 2016/679 of 27/04/2016 (GDPR);
- d) Ensure the Intern's rights of access, rectification, deletion, restriction, portability and opposition, under the terms and within the limits set out in the GDPR;
- e) In accordance with the provisions of the GDPR, and unless the intern expressly authorizes it, the Host Entity must delete all of the intern's personal data after the internship period has ended;

- f) Ensure compliance with all the obligations described above by those who, on their behalf and with their authorization, process the intern's personal data.

Clause 7

1. The Host Entity undertakes to regularly inform AICEP of the internship's progress, attendance and performance, for the purposes of the continuous assessment to which the intern is subject.

2. The Host Entity shall monitor the internship by adopting the following measures:
 - a) Appoint an intern manager, either in Portugal (where applicable) or abroad, who shall accompany the intern from the first to the last day of the internship, so that they can carry out a serious and regular analysis/evaluation of compliance with the proposed internship plan;
 - b) Confirm and validate the internship hours/attendance report submitted by the intern on a monthly basis;
 - c) Present AICEP with (interim and final) evaluation reports on the intern's performance and the degree of compliance with the internship plan;
 - d) Contact AICEP whenever there is any change to the proposed internship plan or if there is any impossibility in carrying out the internship itself.

Clause 8

1. The internship shall run continuously, with the necessary adaptations to the practices and rules of the Host Entity and the country of destination, and there shall be no vacation period.

2. Any interruption of the internship caused by the Host Entity, namely in the event of closure for vacations, shall be communicated to the Inov Contacto Programme coordinator at least 60 (sixty) days in advance.

3. Absences from the internship, except in the case of duly justified illness, shall not be validated by the Host Entity without the prior and necessary authorization from AICEP.

Clause 9

AICEP may, in the event of a notorious and repeated breach of the conditions referred to in clauses 6 to 8, suspend - temporarily or definitively - the internship at the Host Entity.

Clause 10

This Protocol shall remain in force for the duration of the internship at the Host Entity.

Clause 11

1. This Internship Protocol shall expire under the terms set out in its clauses, if its purpose is exhausted or if it becomes supervening impossible for the intern to receive the training.
2. Expiry shall also occur when the intern, on his/her own initiative, gives up or terminates the Internship Agreement, i.e. is excluded by AICEP's termination of the Internship Agreement.
3. The Host Entity may terminate this protocol by means of a reasoned proposal, to be sent to AICEP, namely in the event of repeated non-compliance by the intern, by the intern carrying out actions that are detrimental to the activity or image of the Host Entity or by breaking the established confidentiality rules.

Clause 12

This Internship Protocol binds AICEP and the Host Entity from the start of the first phase of the Internship (___of ___ 20_).

AICEP

THE HOST ENTITY
