



Hi Divya Yasa,

At Accenture, we take pride in helping talented students like you and provide them with a learning exposure and environment (including giving an exposure to some Live Projects) so that they can enhance or acquire new working skills and this could help in preparing you for the jobs of the future.

We are pleased to confirm and offer you an internship with **Accenture** as per below terms.

1. Full name of the intern: **Divya Yasa**
2. Start date of Internship: **22nd Feb 2021**
3. Base location: **Bangalore**
4. Internship Duration: **12 weeks**
5. Stipend per month (including tax): **INR 16,100**
6. Additional monthly allowance: **INR 1,000**
7. One-time allowance: **INR 2,000**

\* Base location implies the Accenture office location that an intern will be assigned. At present the intern will not be expected to travel to the office location in light of the nationwide situation due to Covid-19. The internship will begin in a virtual format and any change in the mode of internship will be communicated by the Internship program team basis organization guidelines.

Please review the Terms & Conditions below:

1. Non-Disclosure Agreement (NDA) is required to be signed by all the Interns to ensure compliance of Accenture's data security and privacy policies. The conditions of the NDA applies even while you are in a remote location (of your choice) and not in the base location. (Please always keep us informed of your remote location)
2. No code snippet or technical details would be provided for project, presentation, or documentation.
3. No Accenture in-house floor visit could be allowed to any college guide or external person for the purpose of Intern's/student's project preparation or analysis.
4. Other than the stipend for internship mentioned above, no further stipend for additional allowance(s), transportation or accommodation would be provided.
5. Interns are expected to be punctual, disciplined, and professional in their approach to all their activities while dealing with Accenture work.
6. Ethical usage of Accenture resources is always expected and a breach may result in actions including but not limited to termination of internship.

### **Internship Learning Program**

As a unique learning experience, Accenture will provide an integrated learning program as part of your internship. The training modules are enabled across the internship duration with a reasonable time to learn and complete these trainings. For the completion of the internship and clearing the training assessments as mentioned below, you are required to complete the training provided during the internship and undergo a review and assessment as mentioned more in details below.

Closer to your program completion, you will be assessed and reviewed based on your collective performance in our training and internship program. Based on this collective review, and your clearance of Accenture's hiring procedure (including background and fitment checks) and your meeting eligibility criteria for the opportunity you are being reviewed for, you may be provided an opportunity at Accenture's discretion, for employment.

Subject to the above an offer of employment will be provided to you by Accenture which will include terms of employment as well.

### **Leave Policy**

For the purpose of this effective learning and understanding the concepts that will be provided to you in this internship, your continuous presence (through remote or otherwise as provided for by Accenture) is essential for the internship program. However, we do understand that in certain circumstance you may require a leave and accordingly the following leaves can be availed by you during the internship program.

1. **Exigency/Unplanned Leave:** Any emergency situation/unforeseen event that compels you to miss work where you are incapable of working due to unavoidable reasons. This can be availed post due approval by supervisor and necessary substantiation. Issues like accidents, bereavement, critical illness or emergency medical reasons may fall in this category. However, these cannot be more than the period of Internship.
2. **Casual leaves:** Any other absence/leave should not exceed more than 5 days across your internship duration, taken with prior approval from your reporting manager. In case this absence/leave extends to more than approved casual leaves, discontinuation of internship can occur at the discretion of the company. We expect these leaves to be taken only when essentially needed so as not to interrupt the internship program.

Before embarking on either of these leaves, you are expected to inform your supervisor/ reporting manager and seek their approval. Do keep your Internship Program team informed as well. Please reach out to program owners to seek any clarification on the above.

### **Stipend Process:**

- In order to receive your stipend, you are requested to open an account with any one of these banks: HDFC, Axis, Deutsche, RBS, IndusInd, SBI & Kotak
- Time Report (TR) sheet will be sent to you for updating; this needs to be correctly updated and sent back by 30th of each month
- Any delay or incorrect information provided will lead to a delay in the stipend payment which will then be carried forward for payment in the subsequent month.

Please review these details and confirm acceptance of the same within the next two days.

Looking forward to having you onboard.

Regards,

**E School Campus Recruitment Team**