

Effective from:

INTERNSHIP POLICY

Purpose

The Legal Assistance Centre's internship program is designed to offer internships to students and graduates in the law and other fields and provide them with an opportunity to gain valuable work experience in their particular field of study.

At the same time, internships are expected to bring value to LAC by providing professional services to the organization, offering new perspectives and expanding exposure for the work of the LAC.

Note that it will not always be possible to identify in advance the work assignments which will be assigned to the intern.

Rules relating to interns

1. Supervision:

Each intern will be assigned to a supervisor who shall be a member of the Coordinating Committee (CC). The final decision in the allocation of interns lies with the Director, in order to ensure that all projects get equal opportunities to host and benefit from interns. The intern must work under the reasonable direction of the assigned supervisor. Failure to do so is grounds for the immediate termination of the internship.

The intern will not be given the keys to the main offices.

2. Duration and commitment:

The duration of internship placements will vary, but must be agreed in advance with the supervisor. LAC expects people who accept an internship with the organisation to honour that commitment unless the internship is terminated by LAC or terminated by the intern due to some unforeseen development (such as illness of the intern, or illness or a death in the family). The commitment of the intern will be considered in any further application.

3. Visas:

Interns will be responsible for securing their own visas, but LAC will provide a letter of support for this purpose.



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It may be used for reference purposes only.

4. Assignment to projects.

An intern who is assigned to one project within LAC may work in another project only if this is agreed between the Coordinators of the respective projects. Considerations in this regard would include time available and needs of the projects as well as the intern's communicated interests.

5. Volunteer basis:

No benefits or compensation will be provided to interns, aside from reimbursement of travel expenses as outlined below.

6. Accommodation and living expenses:

Interns are entirely responsible for arranging and paying for their own accommodation and living expenses.

7. Travel expenses:

S&T and accommodation expenses will be covered by LAC for each night spent away from home *at the request of LAC and on LAC business*, at the same rate and on the same conditions as for LAC employees.

Interns are responsible for arranging and paying for their own transport to and from the airport upon arrival in Namibia and departure from Namibia, unless some other arrangement is specifically agreed to by LAC in advance.

The provision of transport money to and from the LAC offices and the intern's place of residence will not be provided unless same has been negotiated and confirmed in writing by the relevant supervisor.

8. Insurance:

LAC does not provide any form of insurance or medical cover for interns.

9. Computers and other equipment:

LAC will provide office space (which may be shared) and computer equipment for use at the office *subject to availability*. Laptops, if *approved by the supervisor* and *subject to availability* may be provided to the intern for out of office research.

Interns, like LAC employees are personally responsible for any LAC equipment removed from the office and left unattended in a car (locked or unlocked, and in any part of the vehicle) or left unsecured in any other place - meaning that if the equipment is stolen or damaged in such circumstances, the intern is responsible for reimbursing LAC for any reasonable repair or replacement value which is not covered by LAC insurance.



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If an intern brings his or her own computer or other equipment, LAC will not be liable for any loss or damage aside from what may be covered by LAC insurance.

10. Prohibition on giving legal advice:

A person not admitted in Namibia as a legal practitioner is forbidden by Namibian law to dispense legal advice.

11. Confidentiality:

An intern must treat all information and documents produced by or encountered in connection with LAC as being confidential unless permission for sharing information or documents is explicitly given by the supervisor or the Director. Client confidentiality in particular must be respected at all costs.

12. Professionalism:

When an intern participates in any activity in connection with LAC, the intern will be expected to behave professionally at all times, including events that take place outside of the office and including during tea and meal breaks or overnight stays in connection with such events.

The intern is expected to behave with loyalty to the LAC, and to observe appropriate boundaries between personal and professional life as would be expected in any law firm. The intern is also expected to respect LAC's values of non-discrimination on the basis of race or sex in the office and in any activity associated with LAC.

13. Communications under the auspices of LAC:

An intern may *under no circumstances* send out or share through any means a document on an LAC letterhead or purporting explicitly or implicitly to be produced by or on behalf of the LAC without *explicit permission* from the supervisor or Director. Violation of this rule is grounds for immediate termination of the internship. General discussion of the intern's experience at LAC in forums such as social media or blogs should be discussed with the supervisor and conducted within any reasonable parameters set by the supervisor.

14. Driving LAC vehicles:

Interns may be allowed to drive an LAC vehicle at the request of LAC and on LAC business if approved by the supervisor and Director on a case-by-case basis. This decision will be entirely in the discretion of the supervisor and Director and will be allowed only if the intern is in possession of a valid driving licence. Interns who drive LAC vehicles will be subject to the Vehicle Policy which applies to LAC employees.



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15. Leave:

Interns may be granted a reasonable amount of leave during their internship subject to prior arrangement and approval by the supervisor.

16. Future employment:

Interns are not entitled to a job at LAC at the end of the defined internship period.

17. Reference letters:

A supervisor will provide a single general reference letter for an intern at the end of the internship if the supervisor feels that a positive recommendation is warranted.

SIGNED AT WINDHOEK ON _____

NAME OF INTERN

SUPERVISOR

By signing this policy the intern confirms that s/he is aware of the contents and agrees to abide by same.



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