



# Internship Policy

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- Introduction
- Selection process
- Selection criteria
- Duration and stipend
- Performance Evaluation / Monitoring
- Professional Expectations

## **Description:**

The Al Habtoor Group Internship Policy enunciates clear rules and procedures for the effective implementation of the Internship arrangement for College and University students studying in the UAE. An Intern will be inducted into the Al Habtoor Group for a minimum of 6 weeks and/or on a project basis.

## **Policy Administration**

The Department of Corporate Governance and Risk Management and the Internship Committee oversees and monitors the Al Habtoor Group Internship Policy. The Director Corporate Governance and Risk Management is responsible for the administration, revision, interpretation, and application of this document. The policy framework will be reviewed annually and revised as needed.

## **Policy authorized by**

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**Chairman, Khalaf Al Habtoor**

**Version: 1.0**

**Release Date: 24. 5. 2012**



## Al Habtoor Group Internship Policy

### Introduction

The Al Habtoor Group LLC (hereafter referred to as 'Group') Internship Policy is established to provide motivated and ambitious students with a wealth of challenging tasks and exposure to the day-to-day business operations of a highly professional environment.

The Group's exceptional business portfolio, which includes Project Management, Hospitality, Real Estate, Vehicle Sale, Vehicle Rental, Education, Insurance, and Publishing, will enable Interns to be engaged with numerous different roles and projects.

Moreover, an Internship is an excellent opportunity for students pursuing undergraduate or graduate studies to familiarize themselves with the Group's organization, working methods and corporate culture.

### Selection process

Candidates wishing to qualify will be required to provide the following:

- A **cover letter** addressing why you want to be an Intern with the Group, your future goals and how you hope to benefit from the Internship. Please address your correspondence to the Human Resources Manager. (For more details see **Annex 1**) Please indicate the exact dates of your availability.
- **CV** and copy of your **academic transcript**. The CV should include your past academic and work experience, extracurricular activities, computer skills, citizenship, and student status;
- **Letter of Recommendation** from a member of the academic staff with whom you have completed coursework. In addition, your name must be featured on the **Shortlist of recommended Internship candidates**, which will be presented to the Internship Committee by the University.
- An **English writing sample**;

Candidates that successfully pass the initial screening phase, which includes the presentation of the above mentioned documents, will be invited to the Group Head Office for a **personal interview**. During the interview, the Internship Committee members will ask the Intern to give a short presentation on any chosen topic related to Group's businesses.

Candidates will be notified of the final selection at least 21 working days prior to the beginning of the Internship.

### Selection criteria

In order to qualify, candidates must fulfill the following requirements:

- **UAE citizenship** or **valid UAE Residence visa**;
- Intern must be **enrolled in a College/University program** or provide proof that they have been accepted in a school for the quarter/semester following the Internship;
- The student must be in **good academic and professional/personal standing**. Candidates must perform with a **GPA level above 3.2**;
- Candidates should be **motivated individuals**, who display interest in extracurricular activities;
- Excellent **English** written and oral communication abilities and computer skills are required. Proficiency in Arabic and other foreign languages is an asset.



Selection is made without regard to considerations of ethnicity, color, religion, sex, marital status, or handicap. It should be noted that as part of Corporate Social Responsibility, the Group emphasizes on providing Internship opportunities to UAE Nationals.

### Duration and stipend

Each Internship posting will be for a **minimum period of 6 weeks**, full time (45 hours/ per week) or part time commitment (22.5 hours/per week). In special cases, an Internship can be arranged for any duration between 6 weeks to a year, depending upon the needs of the function/ business and Internship requirement.

Interns shall receive a **monthly stipend**. Accommodation, transportation and health insurance will not be covered.

### Performance Evaluation / Mentoring

The Intern's performance is assessed and evaluated throughout the Internship based on, but not limited to: written reports and briefs, presentation, ability to work within project teams and independently on assignments. At the end of the Internship period, the Intern will present the project and other deliverables to the Director Corporate Governance and Risk Management, Division Manager and Human Resources Manager.

The supervision of the Intern will be managed by the Director Corporate Governance and Risk Management. In addition, a project supervisor and mentor may be identified depending on the nature of Internship post.

An official letter of recommendation can be provided based on the request of the Intern. Shall the Group hold a special agreement with the University or College, the Intern may also receive academic credits for their work.

### Professional Expectations

Interns are expected to conduct themselves in a professional manner at all times and in all aspects of their working assignments.

Depending on the Internship post, Intern duties can include, but are not limited to:

- quantitative analytical research;
- qualitative analytical research;
- assisting in identifying the Key Performance Indicators and Key Risk Areas;
- day-to-day administrative work;

Interns are expected to be punctual for all meetings and complete work assignments within the timeframe specified by their supervisor.

Interns are expected strictly work within the working hours of the Group (8:00 AM -6:00 PM, including 1 hour lunch break).

The following actions of the Intern *may lead to termination*, including absence without prior intimation, unacceptable behavior, an act of offense against the Intern's University prior to or at any time of the Internship, fraud or any other breach of confidentiality. Interns are expected to respect and maintain confidentiality with all information and data they may encounter during the Internship. In the case of illness, the Intern must notify the Human Resources Manager as soon as possible.

Upon completion of the Internship, the Intern must return all property belonging to the Group.



## **Annex 1**

For all correspondence please contact:

**Mr. Atef Mousa**  
**Human Resources Manager**

Al Habtoor Group LLC  
PO Box 25444, Dubai  
TEL: +971 (4) 394-1444  
M: +971 (50) 645-4509  
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Kindly note that the subject of the e-mail or letter correspondence should include the following heading:  
**Internship Application\_[Full Name]\_[Date of application submission DD/MM/YEAR]**