

Internship Policy



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Human Resources Direction

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1. Preamble and Objectives

The integration, support and development of the younger generation is a major challenge.

HTL BIOTECHNOLOGY aims to combine performance with a commitment to society (in line with the CSRD directive) and wishes to strengthen its role as a responsible player, by promoting professional integration, while enhancing relations with partner schools.

HTL BIOTECHNOLOGY is committed to an active policy of welcoming interns, in line with its desire to combine the transmission of knowledge, the preparation of tomorrow's talent, and social responsibility.

The purpose of this charter is to define the principles and commitments governing the integration, support and development of interns within the organization. It is in line with the respect, protection and implementation of Human Rights, which are at the heart of HTL BIOTECHNOLOGY's priorities.

Founding Principles :

- HTL BIOTECHNOLOGY is committed to combating all forms of child labor, forced labor and human trafficking, in accordance with National Laws and International Standards, in particular the Universal Declaration of Human Rights, certain conventions of the International Labor Organization (ILO), the United Nations Guiding Principles on Business and Human Rights, the Convention for the Protection of Human Rights and Fundamental Freedoms and the Charter of Fundamental Rights of the European Union.
- HTL BIOTECHNOLOGY is committed to aligning company practices with the most stringent standards in the fight against child labor, and to collaborating with local organizations to provide appropriate apprenticeship opportunities. We define child labor as any work performed by persons under the minimum legal age applicable in the country of operation, or, failing that, under the age of 15, in accordance with ILO Convention 138.
- HTL BIOTECHNOLOGY undertakes not to recruit workers under the legal minimum age in the countries where the company operates, and to implement associated verification processes when recruiting, in accordance with ILO Convention 138.

This policy is also in line with the internal policies and codes of conduct already implemented at company level, such as the Code of Conduct, the Code of Ethics and the Diversity and Inclusion Policy.

2. Definition

An internship is a temporary experience in a professional environment enabling an intern to acquire practical skills.

Internships can take many forms, with different contracts and conditions depending on the country and legislation in force, as well as the needs and capabilities of the company and the learner.

3. Recruitment

The process, rules and procedures for recruiting an intern are identical to those for permanent employees, as defined in HTL's Recruitment Charter. Only the final stage of the recruitment process (N+2 interview) is optional.

4. Legal obligations

4.1. Partnership agreements

HTL BIOTECHNOLOGY is committed to complying with the applicable regulations according to the country hosting the intern. A partnership contract must be formalized in accordance with current legislation. Once in the company, the trainee is obliged to respect the internal rules and regulations in force (working hours, weekly rest period, etc.).

4.2. Internship duration

The maximum duration complies with current legislation. It may also vary according to schools, operational requirements and the availability of the trainee.

4.3. Compensation

HTL BIOTECHNOLOGY guarantees remuneration in accordance with current legislation and in proportion to the tasks entrusted.

4.4. Working hours

HTL BIOTECHNOLOGY guarantees that working hours and conditions will be respected in accordance with local legislation.

4.5. Learning objectives

Each trainee must have precise objectives, in line with his or her training and the targeted skills.

4.6. Management

Each trainee is accompanied and supervised by a tutor or mentor. The tutor's role is to contribute to the development of the skills needed to obtain the diploma or professional qualification being prepared, and to ensure that the tasks entrusted to the trainee are carried out correctly.

The tutor's responsibilities are as follows:

- Prepare the arrival, welcome the trainee,
- Provide regular follow-up,
- Monitor operational activities and ensure they are in line with the curriculum,
- Support personal and professional development,
- Liaise with the training organization or service responsible for implementing professionalization actions,
- Participate in the evaluation of the training follow-up and provide a report at the end of the internship,
- Ensure that trainees comply with current regulations and policies (working hours, internal regulations, health and safety rules, employment law, etc.).

HTL BIOTECHNOLOGY is committed to supporting tutors in their supervisory role.