

## Internship policy and allowance

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### I Introduction

1. This procedure applies to interns. In this procedure, the term intern is understood to mean: a person studying at an educational institution who does a (compulsory) work placement as part of his or her study program. Work placement is defined as a period, either continuous or interrupted, during which a person studying at an educational institution engages, with a certain degree of supervision, in activities within the TNO organisation, based in part on the curriculum provided by the educational institution. A work placement contract is drawn up with the intern. The intern is primarily a student and does not have an employment contract with TNO.
2. In deviation from the stipulation of article I.1 there is also the possibility within TNO for a student internship (short-term, max. 6 – 8 weeks) without attachment to an educational institution and thereby a (compulsory) internship. In such an event, an internship contract will be drawn up with the respective intern containing the agreements made for that internship. The intern as defined in this article I.2 is excluded from the provisions as contained in this internal regulation unless the parties make a stipulation of this internal regulation explicitly applicable in the internship contract. The intern has no employment contract with TNO.

### II Compensation

#### 1. Allowance

Interns are granted the following gross allowance:

Level of education	Gross monthly allowance
University education	EUR 475,00
Higher professional education	EUR 475,00
Senior secondary vocational education	EUR 300,00

This allowance is calculated on the basis of a 40-hour work placement. If an intern works less than 40 hours a week, the allowance granted is reduced proportionally. The allowance will be adjusted every three years by the TNO HR department. The amount of the allowance will be such that TNO continues to be considered an attractive company to do a work placement.

#### 2. Commuting expenses

Interns do not receive any reimbursement for commuting expenses from home to the work placement location, unless they can prove that they do not receive any commuting allowance whatsoever from any other source. In the latter case, they will be granted a commuting allowance for the distance between their place of residence and the work placement location pursuant to the provisions set forth in [My Benefits](#).

#### 3. Extra accommodation expenses

If the interns place of residence is more than 50 kilometers from the work placement

location and if the intern has to pay accommodation expenses for two places of residence, the intern may, in addition to the commuting allowance referred to above under paragraphs 1 and 2 of this article, be entitled to reimbursement of accommodation expenses actually incurred to a maximum of EUR 275,00 per month, upon submission of receipts.

### III Leave

#### 1. Procedure

During the work placement, the intern is entitled to leave while retaining the allowance referred to above in article II, viz. 8 hours per work placement month for a work placement of 40 hours a week. Leave is calculated pro rata to placement duration and working hours, if necessary rounded up to whole hours. In addition, leave may be taken for the purpose of complying with any obligations imposed by the educational institution. The intern and the work placement supervisors of TNO and the educational institution are to lay down agreements in respect of this prior to the start of the placement. No allowance will be paid for days not taken off.

#### 2. Additional leave

If the number of days off granted under article III.1, do not suffice, the TNO work placement supervisor may allow the intern to take extra days off without pay. Of the types of compensation mentioned in article II, only the reimbursement of extra accommodation expenses (where applicable) is granted for the duration of this additional leave, though subject to a maximum of two calendar weeks.

### NB

- As regards leave for the celebration of (religious) holidays other than those generally recognised in the Netherlands, the provisions regarding leave for employees as set out in [My Time](#) will apply mutatis mutandis to interns.
- In cases not covered by the above provisions, the work placement supervisor may make further arrangements in consultation with the TNO HR department.