

INTERNSHIP / INDUSTRIAL ATTACHMENT AGREEMENT

This Agreement is made on this _____ day of _____, 2026

BETWEEN Wise1 Electrotech Engineering, a company duly registered under the laws of Ghana, with its principal place of business at Kwashie Bezrot Street, Okaikoi North, Accra, represented by its Authorized Officer.

AND Mr./Ms. _____, holder of Ghana Card / Student ID No: _____, currently a student of _____ pursuing: _____

Whereas the Intern desires to undertake an internship / industrial attachment with the Company to gain practical experience in Electrical and Mechanical Engineering; and the Company is willing to accept the Intern on the terms and conditions set out below.

1. Duration of Internship

The internship shall commence on _____ and end on _____ (total duration: _____ weeks/months), subject to satisfactory performance and the Company's operational needs.

2. Duties and Responsibilities of the Intern

The Intern shall:

- Perform tasks assigned in Electrical Installations, Mechanical Works, Wiring, Power Systems, Maintenance, Safety Protocols, and any other related engineering duties.
- Work under the direct supervision of the assigned Supervisor/Engineer.
- Maintain professionalism, punctuality, and discipline at all times.
- Submit weekly progress reports and a final report at the end of the attachment.
- Participate in safety briefings and adhere to all Company safety rules.
- Keep accurate records of work done.

3. Duties of the Company

The Company shall:

- Provide relevant training, supervision, and exposure in electrical/mechanical engineering.
- Assign a qualified Supervisor.
- Issue a certificate of completion and recommendation letter upon successful completion (subject to performance).
- Provide necessary tools and safety equipment (where applicable).

4. Compensation / Allowance

- This is (Unpaid) internship.
- The Intern shall be responsible for his/her own transportation, meals, and accommodation unless otherwise agreed.

5. Working Hours

- Monday to Friday: (e.g., 7:00 AM – 5:00 PM).

- The Intern may be required to work outside normal hours for site installations or urgent projects.

6. Code of Conduct & Safety

- The Intern must comply with all Company policies, rules, and safety regulations.
- Any act of misconduct, negligence, or breach of safety may result in immediate termination.
- The Intern must wear appropriate safety gear at all times on site. (PPE)

7. Confidentiality

The Intern agrees to keep all information relating to the Company’s clients, projects, designs, business strategies, and technical information strictly confidential during and after the internship. Breach of confidentiality may result in legal action.

8. Intellectual Property

Any work, designs, drawings, reports, or inventions created by the Intern during the attachment shall belong exclusively to the Company.

9. Termination

- Either party may terminate this Agreement with one week’s written notice.
- The Company may terminate immediately for gross misconduct, poor performance, or breach of any clause.

10. No Employment Relationship

This Agreement does not create an employer-employee relationship. Successful completion does not guarantee future employment.

11. Governing Law

This Agreement shall be governed by the laws of the Republic of Ghana.

12. Entire Agreement

This document contains the entire agreement between the parties. Any amendment must be made in writing and signed by both parties.

For and on behalf of the Company:

Name: [Authorized Signatory]
Position: _____

Signature & Date
Company Stamp:

The Intern:

Name: [Intern’s Full Name]

Signature & Date

Witness (Optional but recommended):

Name: _____

Signature & Date: _____

ID Number: _____

Phone Number: _____