



Space2b Social design  
Internship Agreement  
2022/2023

Space2b is an art and design social enterprise supporting newly arrived non-English speaking migrants, refugees and people seeking asylum to become financially independent through creative enterprise, workplace training and business mentoring.

Our social enterprise is a unique, dynamic creative workspace that includes a retail outlet, café, gallery, design studio, workshop, training center and small business hub.

Interns are essential for Space2b providing outcomes for both yourselves and the organisation. We ask that you go through this contract to gain an idea of the work and commitments we would like from you. As a small, dynamic organization, our teamwork and respect for one another is vital to our success and these terms and conditions are designed to support that goal. We are excited that you are committing to spend your time gain experience and upskill with us at Space2b. WE are committed to making your time with us enjoyable and worthwhile.

We value your time and our time, so we ask that you commit to a minimum of 5 hours per week over a three month period. Please think carefully if you can make this commitment.

We think of you as part of our staff and team and provide you with a job description so that you can complete your role professionally. In return we ask that you take your role at Space2b seriously and professionally.

#### **SPACE2B INTERNSHIP TERMS & CONDITIONS - 2022**

Space2b Social design reserves the right, in its sole and complete discretion, to deny any person from interning and/or to terminate any person's engagement as an intern at any time.

#### **We ask all interns to:**

1. Respect the rights, dignity, and worth of every individual, other interns, volunteers and clients;
2. Respect all property, designer's products and all equipment;
3. Act professionally and take responsibility for their actions, including demonstrating high standards in respect to their language and actions;
4. Not consume any drugs or alcohol that will impair their judgment and/or ability to work;
5. Not discriminate against anyone based on sex, ethnicity, religion, ability, or performance.
6. Be responsible for their own shift availability. If they are foreseeably unable to work a shift, they must give a minimum of two weeks' notice.
7. If unforeseen circumstances occur such as illness, you are expected to notify Space2b as soon as practically able and if possible, arrange for a back-up to cover your responsibilities.
8. Work for a minimum of 5 hours per week for a minimum of 6 months (excluding volunteers working on specific events) except by agreement from the Space2b CEO.
8. Be reliable and punctual and treat the role as you would any other job.
10. Attend our monthly meetings held on a day suitable to the majority of workers.

## LOYALTY & INTEGRITY

**1. Confidentiality** You shall not, except in the proper course of your duties during the continuance of your employment or after its termination, disclose to any other person, firm or company or make use of for your own benefit, any secret or confidential information relating to the Company or any associated company or any client or its business, finances, activities, processes or methods of research, systems processes, trade secrets, customers, prospective customers or any other confidential or secret information of the Company or any such associated company or client which shall come to your knowledge during your employment or otherwise. Upon termination of your employment you will promptly deliver up to the Company or its authorised representative all property, for example, documents, records, papers, credit cards, lists, computer discs or tapes, which may be in your possession or under your control and which relate in any way to the business or affairs of the Company or any related or associated company of the Company and no copies of such or any part shall be retained by you. Any exception to this requirement will be by prior agreement with the CEO.

**2. Business Interests Outside of Space2b** Whilst your employment with the Company continues you are required to disclose to the CEO any potential conflicts of interest including concurrent employment outside of the Company which may impact negatively on either Company performance or personal performance.

**3. Inventions, Patents, Copyright** If during the course of your duties you make any discovery or invention or improvement in procedure or make any literary or artistic work relevant to, or capable of use in, the business of Space2b then you must disclose all facts and details to the Company as it may require and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all copyright relating thereto, shall belong to and be the absolute property of, Space2b.

**4. Business Interests/Activities after leaving the Space2b** It is a condition of your employment with Space2b that for the period of 6 months following the termination of your employment you will not personally or through an agent or on behalf of or for any other person, firm or company, canvass or solicit any business from or with any person, firm or company who has during your employment been a client or prospective client of Space2b, where such business would be in competition with the business of the Company and/or to the detriment or intended or probable detriment of the Company.

## ACKNOWLEDGEMENTS

I acknowledge and assume all the risks of, and incidental to, volunteering for Space2b including those set out in the warning titled "RISK WARNING" set out at the end of this document.

1. I acknowledge that I am acting only as an intern and not as an employee of Space2b, and there is no expectation to receive any type of compensation from Space2b or any of the Released Parties, as defined below.
2. I acknowledge and represent that I have no knowledge or reason to know of any personal physical or mental limitations, conditions or other restrictions other than as disclosed to Space2b Social design that would make any volunteer activities personally inadvisable.
3. I acknowledge that I have carefully read (or had someone else read to me) and understand this

document. I am also aware that by agreeing to this Waiver and Release Form, I will affect the legal rights and liabilities of myself, my heirs, next of kin, executors, administrators and successors.

4. I understand that as an intern, I will be covered by Space2b Social Design's volunteer compensation insurance and personal accident insurances should any injury or damage occur during the course of my volunteering.

5. I understand that I am covered by Space2b Social Design's public liability insurance in respect of accidental damage, claims, accidents or costs that I may cause to other people or property in the course of my volunteering

6. I understand that I am responsible for the insurance for theft, damage or loss of any personal belongings that I utilise at Space2b or at Space2b events.

7. I agree that I will only conduct work under the guidance of Space2b Social Design's representative responsible for the area of work.

8. I agree to at all times comply with all Space2b Social Design's policies and procedures that I am inducted in or otherwise informed that I must comply with during the course of my engagement as a volunteer with Space2b Social Design.

#### **AUTHORISATIONS**

1. I hereby authorise medical treatment or care for me if deemed advisable in the event of injury, accident or illness by a medical director or any of its agents, employees, volunteers, affiliates and designees, a physician and/or hospital, and I agree to be responsible and assume liability for any and all costs incurred as a result of my volunteering in the Event, including but not limited to, medical care and treatment, ambulance services, hospital stays, and physician and pharmaceutical goods and services..

2. I hereby grant Space2b Social Design the right, permission, and authority to use my name and any images, without compensation or further notice, captured during Events and /or volunteering by Space2b Social Design, its affiliated entities or contractors, and/or media in all forms, including any photographs, videotapes, CDs, DVDs, broadcast, telecast, podcast, webcast, recordings, motion pictures, commercial advertisement, promotion materials, and/ or any other record of Events and /or Volunteering.

I acknowledge that my participation as an intern is subject to, and I agree to abide by, Space2b Social Design Terms & Conditions: