

TRAINEESHIP REGULATION

*In order to make your traineeship a positive learning experience,
you are required to comply with the following rules*

1. A smiling hello when you arrive at your working place is the best **calling card** and helps to create a positive atmosphere.
2. A **positive and proactive attitude** during your traineeship will ease your integration in the working place and the interaction with your colleagues.
3. If you are **late or sick**, you must inform Eurocultura's tutor (a text message is OK) and your company's tutor. If you get sick during your internship you are obliged to get a medical certificate, **from the second day of absence**.
4. From day one save on your mobile the **phone number** of the company and, when possible, also the mobile phone number of a colleague. Especially at the beginning of your stay is a lot easier to send a text message than make a phone call to communicate with your company. During working hours, the use of **mobile phone or MP3 player** is not allowed. The use of these devices at work shows lack of respect.
5. Arrive at work **on time** is a sign of maturity. Maybe working hours here in Italy are different than in your country but remember that here trainees work **8 hours** a day exactly like all other workers.
6. In Italy all workers have a **compulsory insurance coverage** (**INAIL**: national institute for the insurance against on-the-job injuries). In case a work-related injury should occur contact Eurocultura's tutor immediately.
7. **Free days are not allowed** during your traineeship. At the beginning of the program you've signed a contract with the EU: for this reason, you must go to the company every day until the end of the stay.
8. Normally your traineeship will be from Monday to Friday, full time. In some cases (for example in the hospitality sector) Saturday and Sunday can also be working days. Trips and feasts represent **no valid reasons** to miss the traineeship. If your friends or relatives come and visit you, you must organize the meetings in your free days.
9. In the working place you must follow your **tutor's instructions** and refer to him/her for all work reasons.
10. Don't forget that also trainees have **obligation of confidentiality** about manufacturing process, products and other relevant information you might get to know during your work placement. **IT IS FORBIDDEN TO TAKE PICTURES** in the company and on site without the permission of the tutor / head of the company!
11. For your own and your colleagues' safety always respect company's **health and safety measures**.
12. When you leave for Italy don't forget to bring with you **work tools** (white coat if you will work in a pharmacy or in a lab, waiter or receptionist uniform, goldsmith tools, safety gloves and footwear...) as much as **specific certificates** requested by your job (health certificates for who works with food or in hospitals, certificate of attendance of health and safety at work courses...). Remember to wear some formal clothes for the interview in the company!
13. A traineeship is **learning by doing** experience and, in Italy, no monetary compensation is foreseen for trainees.
14. The non-compliance with the regulation is immediately communicated to the sending institution. In the event of serious violation or repeated non-compliance, Eurocultura may terminate the cooperation with the participant. Any costs incurred shall be borne by the participant.