

HERMES CORPORATION LTD



HERMES CORPORATION LTD

36, Reid Street, Gzira GZR 1038 | MALTA

Tel: +356 27181517 | Mob: +356 99963710, +35699018812 | email: info@hermesjobs.com, e.gatarska@hermesjobs.com

p.estanqueiro@hermesjobs.com , k.baran@hermesjobs.com; j.sandor@hermesjobs.com

n.papagewrgiou@hermesjobs.com ; m.miklaszewska@hermesjobs.com

Web: www.hermesjobs.com

RULES

You are finally here, full of energy and enthusiasm to start this unforgettable adventure. Just to get you started, we would like to state a few things which should be taken into consideration before you start your programme.

1. You should understand that at times there will be time lapses between your arrival and the start of your internship. While we try to have a speedy start, it doesn't always depend on us.
2. While we understand the difficulties faced when you start a new internship, we cannot consider changes of work placements unless there are serious problems affecting you personally or the general aims of the mobility experience.
3. When you are called for the interview, at the start of your internship experience, your appearance must be professional and well-groomed. Piercings, strappy jeans or casual wear are strictly not allowed.
4. We do not tolerate anyone going solo, making interviews alone and presenting you in the name of our organization unless a HERMES tutor accompanies you during the interview.
5. Once you start working at the selected host organization/company, you are requested to respect the placement's roster. Your working hours will be from a minimum of 6hrs till a maximum of 8hrs per day / 5 days a week.
- 6) All absences at work need to be strictly motivated and immediately reported to Hermes team and the Company's Tutor. The only official way to report it, is by Email (to Hermes and the company in the same email).
- 6a) Every time you will be absent from work (excluding your days off) you need to come to Hermes office immediately and justify your absence, even if it is due to sickness.
7. We recommend you to check your e-mail inbox every day. We will email you for several reasons. This is also the official communication channel between you and HERMES Corporation.

HERMES CORPORATION LTD

36, Reid Street | Gzira GZR 1038 | MALTA Tel: +356 27336012 | Mob: +356 99018812 mail: info@hermesjobs.com
| web: www.hermesjobs.com

HERMES CORPORATION LTD



8a. You will receive a total pocket money of 231 euros (per each person) during your internship in Malta, delivered in 2 different instalments:

€ 131 during the first week from your arrival;

€ 100 on the last day of your stay in Malta, once we inspected your apartment and stated that no damages have been caused.

9. By no means is allowed to third persons to sleep over in the flat where you are accommodated. Getting caught hosting someone else in the house will lead to an immediate expulsion from the project.

10. It is strictly NOT allowed to move objects, furniture, linen, equipments (even plates, pots, forks, knives, iron etc.), etc. from one apartment to another. At the end of your stay the inventory will be checked and in case of missing stuff, a penalty, from time to time estimated and decided, will be applied to each flatmate (participant) of the apartment.

11. You are NOT allowed do any alterations to your apartment, for example putting stickers and posters up, differently disposing furniture already in the property, etc. At the end of your stay your apartment will be checked and in case of alterations, an estimated penalty related to the damage caused will be applied to you.

12. You are to leave the apartment on the final day of your project. No one is allowed to stay for extra nights in the apartment once the project is over.

13. You are to keep the apartment clean and tidy at all the times. There will be two different checks. The first by the landlord, who will check the apartment on any date which will be announced to you beforehand. The second will be done by one of the HERMES staff and it will **not be** announced. However, we will check the apartments during decent hours. If the apartment is not properly cleaned and tidy up, we will order the cleaning and any charges incurred by HERMES will be paid by you.

14. The Maltese law enforces that loud noise, parties and any other festivities should **NOT** be held after 21:00. Therefore, you are strictly called to respect this limit.

15. Please do not leave the garbage outside the apartment out of the permitted hours. Instructions where to bring your waste will be given upon your arrival.

16. It is strictly forbidden to smoke , possess and or consume alcohol inside the apartments.

17. Please pay attention to the consumption of water and electricity as when the value per month of Water and Electricity bills exceeds 250 euros, you will be obliged to pay the amount exceed.

18. Any accidental or voluntary damages done in the apartment by the other flatmates must be notified to us promptly. If not, you will also be considered responsible for the issues and will be called, together with the other flatmates, to pay for the damages caused. You are also obliged to promptly report ANY damage caused by yourself to your flat throughout your stay.

HERMES CORPORATION LTD

36, Reid Street | Gzira GZR 1038 | MALTA Tel: +356 27336012 | Mob: +356 99018812mail: info@hermesjobs.com
| web: www.hermesjobs.com

HERMES CORPORATION LTD



19.. HERMES reserves the right, during your stay, to move you from one apartment to another.

20. HERMES Corporation LTD is NOT responsible for any accident or damage caused by you during the period of your stay in Malta. In particular, HERMES Corporation LTD will not be held responsible for any accident or damage caused:

- During my transfer to/from Malta Airport to/from accommodation;
- During my stay in the accommodation;
- During my work experience;
- During my free time.

We hope that the rules above will be obeyed and respected. For your project to run smoother, you have to keep sufficient communication with us. Should any repetitive misbehavior or disrespect towards these conditions occur, HERMES holds the right to send anyone back and terminate the project with immediate effect.

To contact us:

Opening Hours are from Monday to Friday 9:00 – 13:00 and 14h00 - 18-00

Name of Participant : _____

Signature: _____

I.D. No _____

Date _____