

## **TERMS AND CONDITIONS FOR INTERNS/ VOLUNTEERS**

1. I understand that all the interns/volunteers must hold zoo information in strict confidence. This obligation of confidentiality must extend to the following areas of concern.

- Copyrighted materials and programmes developed and used by the zoo.
- Personal information
- Donation database
- Financial or operational data
- Any sensitive animal information

(Under no circumstances shall the intern/volunteer discuss the above information with anyone, especially the media, unless authorised to do so).

2. I will not use any data related to and collected for commercial purposes. All scientific papers and reports will be owned by Padmaja Naidu Himalayan Zoological Park and the park should be acknowledged in any publications/ presentation/ research articles made regarding the study. All materials produced or acquired, written, digital, pictures, films, graphics or other forms, shall remain the property of PNHZ Park, West Bengal. I shall not have any right to use such knowledge without prior written permission of the Director, PNHZ Park. No such data should be copied by intern/volunteer without authorisation.
3. Any data in any form recorded in personal mobile phone/ camera should be immediately and as soon as possible transferred to a hard disk or computer of PNHZ Park and no data related to the park should be kept in personal mobile phones and cameras.
4. No remuneration or salary will be paid to the intern/volunteer under the internship programme.
5. Accommodation shall not be provided to any intern/volunteer at the park.
6. Any other condition/ situation not covered under this agreement letter shall be governed by the instructions issued by Director, PNHZ Park from time to time. You shall be bound by such conditions/ instructions as if such conditions are part of the agreement letter.
7. I agree that the above material is the property of the zoo. I understand that the Director and his/her representative shall be the official spokesperson for the organization. I will neither disclose any information or materials to any person who are not an employee of the zoo nor will i copy or remove the same from the premises of the zoo.
8. I am required to carry out the assignment in accordance with the highest standards of professional competence and integrity with due regard to the nature and purpose of the

assignment and will conduct myself in a manner consistent herewith. I am expected to conduct myself in highest ethical manner and to help in making the environment conducive for working and learning in the zoo/ laboratory/office/ field/ outstation workings. My conduct towards my colleague should be polite and courteous.

Volunteer/ Intern shall follow a code of ethics that follows these guidelines:

- Volunteers shall conduct themselves at all times in a professional manner.
- Volunteers are not to capitalize on their relationship with the zoo to further their personal or professional goals or gains, including areas of conflict of interest. These situations include but are limited to promoting personal business opportunities.

I further understand that violation of any matters listed above may be grounds of dismissal.

I also certify that the information provided on this application is true and complete. False statements on this application shall be considered as grounds for termination. I also understand that this is not a paid position.

**Signature of Intern/Volunteer: .....**

**Date: .....**