

Royal Society of Chemistry Internship Grant Scheme

AGREEMENT

These terms and conditions apply to the award by RSC to the Business of the Internship Grant for the purpose of funding the Internship Placement as detailed in the Business's Application as set out in Schedule 1.

AGREED TERMS

1. INTERPRETATION & DEFINITIONS

In this Agreement:

- i) Any headings in this Agreement shall not affect the interpretation of this Agreement.
- ii) A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
- iii) References to "including" and "include(s)" shall be deemed to mean respectively "including without limitation" and "include(s) without limitation".
- iv) In the event, and to the extent only, of any conflict between this Agreement and the Schedules, the terms of this Agreement will take precedence.

In this Agreement the following terms shall have the following meanings:

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

Business: the company that applies for/ claims the Internship Grant.

Business Application: the application of the Business for the award of the Internship Grant, including details of the work to be undertaken by the Intern during the course of the Internship Placement.

Data Protection Legislation: the European Union's General Data Protection Regulation (2016/679), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426), the Data Protection Act 2018 and all applicable laws and regulations relating to the processing of personal data and privacy as amended, re-enacted, replaced or superseded from time to time, including where applicable the guidance and codes of practice issued by the United Kingdom's Information Commissioner.

EnterprisePlus: the RSC's service for micro, small and medium companies in the chemical sciences sector.

Feedback Form: the evaluation form to be completed by the Intern in accordance with these terms and the template annexed in Schedule 2 of this Agreement.

Group Company: in relation to the Business, that Business, any subsidiary or holding company from time to time of that Business. Reference to a holding company or a subsidiary means a holding company or a subsidiary (as the case may be) as defined in section 1159 of the Companies Act 2006.

Intern: a newly recruited individual employed by the Business to undertake an Internship Placement. The Intern must be a university graduate or post-graduate who has graduated within the last three (3) calendar years, or an individual who is returning from a career break of 12 months or more from full-time employment. The Intern must not previously have been employed by the Business.

Internship Placement: a temporary placement in the Business, for a minimum term of three (3) months and a maximum term of [six (6) months], within a technical project which has significant chemistry content and a defined outcome, as detailed in the Business Application.

Internship Grant: an award of £4,000 (four thousand pounds sterling GBP) to be used by the Business solely to assist in funding the salary of an Intern undertaking the Internship Placement.

2. CONDITIONS & PURPOSE OF GRANT

- 2.1 The Business shall use the Internship Grant only for the purpose of funding the salary of the Intern during the course of the Internship Placement, and in accordance with the terms and conditions set out in this Agreement. The Internship Grant shall not be used for any other purpose without the prior written agreement of the RSC.
- 2.2 If the Business wishes to change the scope of the Internship Placement project, it shall submit details of the requested change to RSC in writing by way of a new proposal and such change shall only be implemented if agreed by the RSC in writing.

3. ELIGIBILITY CRITERIA

- 3.1 In order to be eligible for the Internship Grant, the Business must:
 - (a) Satisfy the RSC's due diligence checks conducted at Companies House (including but not limited to up to date filing requirements and active trading status);
 - (b) Be, or qualify and become, a member of EnterprisePlus;
 - (c) Have traded for a minimum of one (1) year prior to submitting the Business Application;
 - (d) Not have recruited an RSC funded Intern in the two (2) years preceding submission of the Business Application;
 - (e) Will directly employ an Intern for the Internship Placement within three (3) months of the date of this Agreement;
- 3.2 The RSC reserves the right to reject any Business Application that does not meet the Eligibility Criteria for the Internship Grant (as outlined above).
- 3.3 Subject to meeting the Eligibility Criteria, the Business (including any Group Company) shall be limited to receiving one Internship Grant per calendar year.

TERMS OF THE PLACEMENT

- 3.4 The Business will be responsible for directly employing the Intern for the duration of the Internship Placement for a minimum of 21 hours per working week, not exceeding 48 hours per working week. The Business undertakes to issue a contract of employment to the Intern that is in compliance with relevant laws and regulations and which covers the duration of the Internship Placement. The Business undertakes to ensure that the Intern has the legal right to work in the UK.

- 3.5 The Business must comply with all relevant employment and health and safety legislation requirements, in addition to the RSC's Associates Code of Conduct as set out in Schedule 3. The Business will provide documentation confirming such compliance on the RSC's reasonable request.
- 3.6 The Business shall be responsible for the proper management and supervision of the Intern for the duration of the Internship Placement and must allocate a supervisor or manager with an appropriate level of supervisory experience and technical expertise to support the Intern during the Internship Placement.
- 3.7 The Business will encourage and support the Intern to apply for RSC membership at the start of the Internship Placement. The RSC will cover the cost of RSC membership for the Intern for one calendar year, which shall be in addition to payment of the Internship Grant. Any future renewal costs will be the responsibility of the Intern and/or the Business.

INTERN RECRUITMENT, REPORTING AND OTHER OBLIGATIONS

Recruiting the intern:

- 3.8 The company is responsible for the recruitment of the Intern for the Internship Placement. Within three (3) months of the date of this Agreement the Business must have recruited an Intern to fill the Internship Placement, and shall provide the RSC with confirmation of the commencement of the Internship Placement. This shall include the Business completing and returning a copy of an online Internship Placement start form (to be provided by the RSC) and a copy of the Intern's contract of employment with the Business.
- 3.9 Should the Business fail to recruit an Intern for the Internship Placement within three (3) months of the date of this Agreement, this Agreement will terminate in accordance with clause 14. The Business may submit a new Business Application for the award of the Internship Grant in the following calendar year. Award of any future Internship Grants to the Business shall be at the sole discretion of the RSC.

During the internship:

- 3.10 The Business shall provide the RSC with the Feedback Form, no later than 3 months from the Internship Start Date, and in such format as the RSC may reasonably require. The Feedback Form will take the format of the template annexed in Schedule 2 of this Agreement.
- 3.11 The Business shall advise the RSC forthwith of any known or potential claim(s), dispute(s), accident(s), data security breaches and/or complaint(s) raised by the Intern, on behalf of the Intern, or in relation to the Internship Placement generally.
- 3.12 The Business shall advise the RSC forthwith in the event that it withdraws from the Internship Placement, or in the event that the Internship Placement is terminated early, howsoever termination arises.

4. PAYMENT OF GRANT

- 4.1 Subject to clauses 4.2, 4.4 and 11, the RSC shall pay the Internship Grant to the Business in one lump sum on the three (3) month anniversary +/- 3 days of the commencement of the Internship Placement provided that:
- (a) The Business has complied with, and accepted the requirements of, the Terms and Conditions of this Agreement;
 - (b) The Business continues to meet the Eligibility Criteria as at the date of payment;
 - (c) The Business has supplied the RSC with all requisite information, including the information required by clause 3.8;
 - (d) The Intern has successfully completed at least 3 (three) months' of the Internship Placement; and
 - (e) The Business has provided RSC with the Feedback Form in accordance with clause 3.9.
- 4.2 In the event that the Intern withdraws from the Internship Placement, or the Internship Placement is otherwise terminated (for whatever reason) before the Intern has completed 3 (three) months of the Internship Placement, the RSC shall not be obliged to make payment of the Internship Grant, or any part thereof, or any associated costs/losses of the Business.
- 4.3 Payment of the Internship Grant will be made in pound sterling (£). The Business must notify the RSC of any changes to its bank account details.
- 4.4 The RSC has the right to seek reimbursement in the event of an overpayment in relation to any Internship Grant made to the Business. The RSC also has the right to suspend payments to the Business where it has reasonable concerns about any aspect of the Internship Placement including any information provided by the Business in accordance with clause 3.1.
- 4.5 Should any part of the Internship Grant remain unspent at the end of the Internship Placement, the RSC may request that any unspent monies are returned by the Business to the RSC by no later than 1 month following expiry of the Internship Placement.
- 4.6 The Business shall promptly repay to the RSC any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where the Internship Grant monies have been paid in error before all conditions attaching to the Internship Grant have been complied with by the Business.

5. FINANCIAL ACCOUNTS, RECORDS & REPORTING

- 5.1 The Internship Grant shall be shown in the Business's accounts as a restricted fund and shall not be included under general funds.
- 5.2 The Business shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Internship Grant.
- 5.3 The Business shall keep all records, accounts and any other relevant documents relating to the expenditure of the Internship Grant for a period of at least six years following receipt of the Internship Grant. Following payment of the Internship Grant in accordance with clause 4.1, the RSC reserves the right to request any financial information in respect of the Internship Grant from the Business.

5.4 The Business shall allow the RSC (including those persons authorised by the RSC) access to its financial records on reasonable notice and at reasonable times for audit purposes. Where any audit reveals any breach or non-compliance by the Business, the Business shall bear the costs of RSC carrying out such audit.

6. ACKNOWLEDGEMENT AND PUBLICITY

6.1 The Business shall permit the RSC to publicise the Internship Grant and its association with the Business in such manner as the RSC may require from time to time (acting reasonably).

6.2 The Business shall obtain the RSC's prior written consent to all promotional activity or publicity relating to the Internship Grant, including use of the RSC's name and/or logo and must consult with the RSC's Communications team on any press statements that may be issued about the Internship Grant.

6.3 In using the RSC's name and logo, the Business shall comply with all reasonable branding and publicity guidelines issued by the RSC from time to time.

6.4 In carrying out the Internship Placement, the Business shall not do or fail to do anything which may damage or have a detrimental effect upon the name and reputation of the RSC.

7. CONFIDENTIALITY & DATA PROTECTION

7.1 The Business shall inform the RSC at the time of submission of the Business Application if any information submitted to the RSC is confidential and subject to a duty of confidentiality between the organisations. Where appropriate, the Business should clearly identify the relevant parts of information that are to be treated as confidential. In the event that the Business does not inform the RSC of the confidential nature of information supplied, the RSC shall be under no duty or obligation to keep such information confidential.

7.2 The RSC is registered with the Information Commissioners Office. The RSC collects, stores and processes personal data in accordance with Data Protection Legislation. Further information on how the RSC does this can be found in our Data Privacy and Data Retention policies, here: <http://www.rsc.org/help-legal/legal/privacy/>

7.3 Terminology or reference to terms such as Data Controller, Personal Data, Data Processor, consent, collecting, storing, processing, transferring and sharing shall have the meaning(s) given by the Data Protection Legislation.

7.4 The Business, as the Data Controller, shall ensure that prior to any transfer or sharing of Personal Data as part of any Internship Placement, they have a legitimate reason for collecting, storing, processing, transferring or sharing that Personal Data, which may include obtaining the express consent of any individual involved (including the Intern). The Business shall ensure that the volume or extent of Personal Data involved in any such transfer or share is minimised in so far as is reasonably possible (such as removing all personal data save for the Intern's name, for example). The Business shall ensure that it complies with the requirements of Data Protection Legislation in all respects with regard to the collection, storage, processing, transfer or sharing of such Personal Data. The Business shall be responsible for ensuring compliance of its employees, agents, subcontractors or third parties acting on its behalf, with its obligations under these Terms and Conditions.

7.5 The RSC may act as a Data Processor on behalf of the Business with regard to any Personal Data provided for the purpose of the Internship Grant. The RSC will comply with the requirements of Data Protection Legislation in storing and processing that Personal Data in this respect.

7.6 Any information (including the Business Application for the Internship Grant), Personal Data of the Intern and any contract of employment provided by the Business for in accordance with clause 3, shall be deleted and/or destroyed a period of 1 (one) calendar year following completion of the Internship Placement (whether the Internship Placement period has come to a natural end, has been terminated early or otherwise concluded). The RSC is required to retain this information for a period of at least 2 (two) calendar years to meet its audit requirements.

8. EMPLOYMENT

8.1 This Agreement shall not be construed as creating a relationship of employer and employee with respect to the Internship Grant between the RSC and the Intern.

9. WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT

9.1 The RSC's intention is that the Internship Grant will be paid to the Business in full. However, without prejudice to the RSC's other rights and remedies, the RSC may at its sole discretion withhold, suspend or reduce payment of and/or require repayment of all or any part of the Internship Grant if:

- (a) the Business uses the Internship Grant or any part of the Internship Grant for purposes other than those for which they have been awarded;
- (b) the Business fails to comply, or ceases to comply, with any of the Eligibility Criteria;
- (c) the Business provides the RSC with any misleading or inaccurate information;
- (d) the Business fails to comply with its obligations under the Anti-Bribery Obligations and RSC Code of Conduct for Associates and/or there is any financial irregularity or fraud in the operation of the Internship Placement;
- (e) there has been any overpayment of the Internship Grant;
- (f) the Business and/or any of its staff and sub-contractors, have (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Internship Placement; and/or (b) taken any actions which, in the reasonable opinion of the RSC, bring or are likely to bring the RSC's name or reputation into disrepute;
- (g) the Business ceases to operate for any reason or becomes insolvent, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or
- (h) the Business fails to comply with any of the terms and conditions set out in this Agreement.

9.2 Wherever under the Agreement any sum of money is recoverable from or payable by the Business (including any sum that the Business is liable to pay to the RSC in respect of any breach of the Agreement):

- a) the Business shall make repayment within 30 days of a demand should the RSC demand repayment of the Internship Grant or any part of it; or
- b) the RSC may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Business under the Agreement.

9.3 For the avoidance of doubt, this Agreement and the award of the Internship Grant does not constitute a contract for services. Nothing in this Agreement is intended to create a VAT taxable supply and it is the understanding of RSC and the Business that the payment of the Internship

Grant in support of the Internship Placement is outside the scope of VAT. VAT shall, for the purpose of this clause, mean Value Added Tax or any other similar tax in any other country.

- 9.4 The Internship Grant is fully inclusive of any and all taxes that may be payable in connection with the award, receipt or use of the Internship Grant. The Business will deduct any such taxes out of the Grant and in no circumstances shall RSC be required to pay any additional sums in respect of any such taxes.
- 9.5 The provisions of this clause 9 shall survive the expiry or termination of this Agreement, howsoever arising.

10. LIMITATION OF LIABILITY AND INDEMNITY

- 10.1 Nothing in this Agreement shall exclude or restrict the liability of either party to the other for death or personal injury resulting from negligence or for fraudulent misrepresentation or in any other circumstances where liability may not be limited under any applicable law.
- 10.2 The RSC accepts no liability for any consequences, whether direct or indirect, that may arise in relation to this Agreement, the use of the Internship Grant or from withdrawal of the Internship Grant. The Business hereby indemnifies the RSC against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the Business or any other person working on the Internship Placement may be liable as an employer or otherwise or for which any such person may be liable.
- 10.3 The Business shall be responsible for all claims, costs, expenses, losses and liabilities howsoever arising in connection with this Agreement and the receipt and use of the Internship Grant and the Business shall indemnify the RSC, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Business (including its staff and sub-contractors) in relation to the Internship Placement, the non-fulfilment of obligations of the Business under this Agreement or its obligations to third parties.
- 10.4 Subject to clause 10.1, the RSC's liability under this Agreement is limited to the amount of the Internship Grant paid prior to the incurrence of such liability.
- 10.5 The provisions of this clause 10 shall survive the expiry or termination of this Agreement, howsoever arising.

11. WARRANTIES

- 11.1 The Business warrants, undertakes and agrees that:
- (a) it has all necessary resources and expertise to undertake the Internship Placement;
 - (b) neither it nor the Business's staff, students, visiting fellows, employees or subcontractors (if any) have committed, nor shall commit, any act which may be deemed to be in breach of the Anti-Bribery Obligations and RSC Code of Conduct for Associates;
 - (c) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations in force in England and Wales relevant to the Internship Placement;
 - (d) it has and shall keep in place adequate procedures for dealing with any conflicts of interest;
 - (e) it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;

- (f) all financial and other information concerning the Business which has been disclosed to the RSC is to the best of its knowledge and belief, true and accurate; and
- (g) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from applying for and/or receiving the Internship Grant applied for and/or in meeting its obligations in connection with the Internship Grant.

12. INSURANCE

- 12.1 The Business shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Business, arising out of the Business's performance of the Agreement, including but not limited to death or personal injury, loss of or damage to equipment or any other loss.
- 12.2 The Business shall (on request) supply to the RSC a copy of such insurance policies and evidence that the relevant premiums have been paid.

13. DURATION

- 13.1 The Agreement shall come into force from the date of this Agreement and, unless terminated earlier under clause 14, shall continue in full force and effect until submission of the Evaluation Report.

14. TERMINATION

- 14.1 Without prejudice to any other rights or remedies which RSC may have, RSC may terminate this Agreement without liability to the Business immediately on giving written notice to the Business:
 - (a) if the Business uses the Internship Grant or any part of it for purposes other than those for which they have been awarded;
 - (b) if the Business fails to recruit an Intern for the Internship Placement within three (3) months of the date of this Agreement in accordance with clause 3.8;
 - (c) if for any reason, the Business suspends or ends the Internship Placement or the Internship Placement otherwise ceases before the end of its intended fixed term; or
 - (d) acting reasonably, the RSC considers that there has been a material breach of the terms and conditions set out in this Agreement.
- 14.2 Termination of this Agreement, however it arises, shall not affect or prejudice the accrued rights of the parties as at termination or the continuation of any provision expressly stated to survive, or implicitly surviving, termination.

15. ASSIGNMENT

The Business may not, without the prior written consent of the RSC, assign, transfer, sub-contract, charge, create a trust in, or deal in any other manner with all or any of its rights or obligations under this Agreement

16. WAIVER

No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

17. NOTICES

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class

postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

18. DISPUTE RESOLUTION

- 18.1 In the event of any complaint or dispute (which does not relate to the RSC's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the appropriate project manager or senior manager as nominated by the RSC.
- 18.2 Should the complaint or dispute remain unresolved within 14 days of the matter first being referred as set out in clause 18.1, either party may refer the matter to the Industry Manager of the RSC and the Chief Executive of the Business with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by the RSC and the Business.
- 18.3 In the absence of agreement under clause 18.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

19. NO PARTNERSHIP OR AGENCY

This Agreement shall not create any partnership or joint venture between the RSC and the Business, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

20. FORCE MAJEURE

Neither party shall be in breach of this Agreement if it is prevented from or delayed in carrying on its business by acts, events, omissions or accidents beyond its reasonable control (save that the Business shall be liable for, and shall not be excused on-performance of this Agreement due to, any breach by any subcontractors).

21. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

22. BRIBERY ACT AND CODE OF CONDUCT

The Business undertakes to comply with its obligations of the Anti-Bribery Obligations and RSC Code of Conduct for Associates for the duration of this Agreement as set out in clause 11.

23. ENTIRE AGREEMENT

- 23.1 This Agreement embodies and sets forth the entire agreement and understanding of the parties and supersedes all prior oral or written agreements, understandings or arrangements relating to the subject matter of this Agreement. Neither party shall be entitled to rely on any agreement, understanding or arrangement which is not expressly set forth in this Agreement.
- 23.2 No variation of this Agreement shall be valid unless it is in writing and signed by or on behalf of each of the parties.

23.3 The Business must inform the RSC without delay of any change to the status of the Business which might affect its ability to comply with the terms of the Agreement and/or of any significant divergence from the original aims and directions of the Internship Placement.

24. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

Schedule 1

Business Application Template

* 1. Before you begin:

The application form should take no longer than 1 hour to complete.

To complete the application form, you will need the following information:

- Name of the person who will supervise the intern and their experience of supervising staff at this level
- Location and planned start date of internship
- Description of internship project and expected learning outcomes of the internship
- Qualification level that your internship placement would be most suitable for

As a reminder these are the judging criteria:

- Quality of the technical project proposed by the company
- The extent of the chemistry component in the project
- Ability for the intern to make concrete achievement during the internship
- Management experience and technical expertise of the internship supervisor
- The extent the project will provide the intern with new skills and experience – both technical and transferable
- Likelihood of a permanent role for the intern after the end of their placement

By completing and submitting this form, the Business confirms that all information provided to the RSC is to the best of its knowledge correct. (This information may be used to validate the eligibility of the Business to participate in the Scheme and if found to be incorrect the Business' application may, at the sole discretion of the RSC, be rejected.)

2. Please confirm the business accepts the terms and conditions of the grant

The Royal Society of Chemistry ("RSC") reserves the right to reject any application that does not meet the Eligibility Criteria for the Scheme.

* 3. The RSC is registered with the Information Commissioners Office. The RSC collects, stores and processes personal data in accordance with the General Data Protection Regulations 2016/679 (GDPR). Further information on how the RSC does this can be found in our Data Privacy and Data Retention policies, **here**

Before submitting your application, please confirm that you consent to the Royal Society of Chemistry collecting and managing your personal data in order to provide this service.

- * 4. Name of company
- * 5. Company address
- * 6. Postcode
- * 7. Address at which intern will be based if different from above
- * 8. Date company established
Please note, we will not normally fund an application from companies that are less than 1 year old
- * 9. Please indicate the number of employees in your company
- * 10. Have you joined EnterprisePlus - our programme for SMEs?
Funding will only be granted to EnterprisePlus companies. However, we will accept applications for the Internships Grant in parallel to your company applying to join EnterprisePlus. For more information about EnterprisePlus and to apply please visit our **website**. Eligibility criteria can be found on our FAQ page.
- * 11. Have you employed an intern in the last 2 years?
- * 12. Main contact details
- * 13. Name
- * 14. Contact number
- * 15. Email address
- * 16. Would you like to receive information from the Royal Society of Chemistry about our other activities, products and services relevant to your business? You can opt out at any time. Note: This will override any previous contact preference you may have set on other Royal Society of Chemistry accounts.
- * 17. Who will supervise the intern?
- * 18. Please give the supervisor's technical background and a short work history. Please ensure this is completed in detail as this is a key criteria for selection of the companies to receive funding.
- * 19. Please outline the supervisor's experience in supervising staff at this level -i.e. those at an early stage of their career, or other relevant supervisory experience.
Please ensure this is completed in detail as this is a key criteria for selection of the companies to receive funding.
- 20. Proposed role title of intern
- 21. Is the internship project predominantly Analytical Chemistry?
- * 22. Description of placement - A key part of the selection criteria will be quality of the role offered, please refer to the selection criteria. Please outline the internship project, including the chemistry and technical content of the project, and the project outcome that you hope the intern would achieve within the timeframe of the internship. Please describe in general terms what the intern would be doing during their internship and where they would be based e.g. office or lab.

* 23. Expected learning outcomes: Please include both technical and transferable skills and explain how the intern will develop these skills during the placement. Please ensure this is completed in detail as this is a key criteria for selection of the companies to receive funding.

* 24. Planned start and end date (The internship should be 3 or 6 months long).

* 25. Would longer-term employment opportunities be available within the company for a successful intern? If not please explain why. Please ensure this is completed in detail as this is a key criteria for selection of the companies to receive funding.

* 26. Qualification level that your internship would be most suitable for (select all that apply)

Schedule 2

Feedback Form template

* 1. The RSC is registered with the Information Commissioners Office. The RSC collects, stores and processes personal data in accordance with the General Data Protection Regulations 2016/679 (GDPR). Further information on how the RSC does this can be found in our Data Privacy and Data Retention policies, [here](#)

Before submitting your application, please confirm that you consent to the Royal Society of Chemistry collecting and managing your personal data in order to provide this service.

* 2. Are you happy for information provided in this report to be used in RSC promotional material related to internships and our internship grant scheme?

* 3. Internship details

4. What new chemistry knowledge and techniques have you acquired during your internship?

* 5. What soft skills did you develop during your internship?

* 6. Have you accepted an offer of longer-term employment with your internship company?

Did you know that an RSC member you are eligible for careers support, including access to our continued professional development management tool and training discounts? Please see our website to find out more.

* 7. Would you recommend an internship with an SME (small to medium sized enterprise) to others looking to work in the chemical industry?

8. Please provide any other comments that you have about your internship experience

Schedule 3 ANTI-BRIBERY OBLIGATIONS

1. The Business undertakes that during the term of this Agreement it shall:
 - 1.1 comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 (“Anti-Bribery Legislation”) as may be revised and/or updated from time to time;
 - 1.2 not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2, 6 or 7 of the Anti-Bribery Legislation if such activity, practice or conduct had been carried out in the UK. Such offences are summarised as follows for reference purposes only:
 - (a) not offering, promising or giving a financial advantage, such as a gift, benefit, other reward or facilitation payment, to another individual or organisation where: (i) that individual or organisation intends the advantage to bring about an improper performance of a relevant function or an activity by another person or to reward such improper performance or (ii) where such individual or organisation knows or believes that the acceptance of the advantage offered, promised or given, in itself constitutes the improper performance of a relevant function or activity (under section 1);
 - (b) requesting, agreeing to receive or accepting a financial or other advantage, such as a gift, benefit, other reward or facilitation payment (under section 2);
 - (c) bribing a foreign public official in order to obtain or retain business or an advantage in the conduct of business (under section 6); and
 - (d) failing to prevent bribery on behalf of the Publisher (under section 7).
 - 1.3 Comply with the RSC’s ‘Code of Conduct’ as annexed hereto and as may be amended from time to time by the RSC during the term of this Agreement.
 - 1.4 have in place and shall maintain its own policies and procedures, including but not limited to adequate procedures under the Anti-Bribery Legislation, to ensure compliance with the Anti-Bribery Legislation and will enforce them where appropriate;
 - 1.5 promptly report to the RSC any request or demand for any undue financial or other advantage of any kind offered to or received by the Business in connection with the performance of this Agreement;
 - 1.6 on request by the RSC, certify to the RSC in writing signed by an officer of the Business, compliance with clause 1.2 and compliance thereto of all persons associated with it. The Business shall provide such supporting evidence of compliance as the RSC may reasonably request.

The Business acknowledges and agrees that breach of any of the clauses in this Schedule 3 shall constitute material breach under clause 14 of this Agreement which shall allow the RSC to terminate this Agreement by written notice with immediate effect.



Legal Services
Thomas Graham House
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TO WHOM IT MAY CONCERN

Dear Sirs,

Your Compliance

The Royal Society of Chemistry has always conducted business ethically and responsibly and we are committed to complying with the laws of each country in which we do business. As our associate it is imperative that you comply with the law, and that you respect our principles in respect of human rights, health and safety, environmental performance and animal welfare.

Anti-Bribery and Corruption

On 1 July 2011 the Bribery Act 2010 came into force in the UK. This imposes harsh penalties for bribery and introduces a new offence for companies who fail to prevent bribes being paid on their behalf. As a result, we need to ensure that all of our associates including contractors, distributors, suppliers, agents and funders and/or any third party acting on our behalf ("Associates"), comply with our policy on bribery, which is contained in our Code of Conduct enclosed with this letter.

Our Code of Ethics will apply to all entities including individuals, organisations and companies located worldwide and regardless of the trading nature of the entity.

This means that you must ensure that none of your employees or suppliers offer or receive any gift, benefit or other reward in order to obtain a business advantage for the Royal Society of Chemistry. Accordingly, we would expect you to have policies and procedures in place to ensure that no such practices take place. Such procedures could include the training of all your employees in anti-bribery and corruption matters.

Associates Code of Conduct

The enclosed Associates Code of Conduct specifies our requirements and expectations of you, outlining the practices and principles we expect you to adopt in your operations and supply chains.

Compliance with our policy on bribery and Associates Code of Conduct is a condition of doing business with the Royal Society of Chemistry and any contract you have with us may be terminated in the event of your failure to comply. In order to monitor your compliance you agree that we may audit you upon request at any time.

Gifts and Hospitality Policy

All of our employees are required to comply with our Gifts and Hospitality Policy which sets out the parameters for accepting and giving gifts to Associates and the recording thereof. Please note under this policy, our employees are unable to accept any offers for payment of their travel expenses.

We appreciate your co-operation and look forward to working with you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Helen Pain'.

Dr Helen Pain
Deputy Chief Executive, Royal Society of Chemistry

RSC Associates Code of Conduct

Introduction

The Royal Society of Chemistry (“RSC”) and subsidiaries conduct its business throughout the world with honesty and integrity at all times. In the RSC Vision the organisation has pledged that, “we will continue to be an ethical and responsible organisation.”

To communicate the standards they set out in their Code of Conduct, and relevant Group policies to its Associates and ask their compliance, the RSC has established this Associates Code of Conduct.

To work with the RSC, all Associates should respect the principles of this Code of Conduct and adopt practices within their operations and supply chains that are consistent with it.

Associates Code of Conduct

Legal Requirements

- There shall be full compliance with local and international law, as well as relevant regulations and standards.
- This Code of Conduct may require additional compliance in countries where legal provision falls below the principles outlined below.

Human Rights

- Policies that are consistent with the spirit and intent of the Human Rights Act 1998 should be adopted, where applicable to business. Such policies include:
 - elimination of discrimination in employment;
 - prohibition of child labour;
 - abolition of forced or compulsory labour;
 - eradication of harassment, physical or mental punishment or abuse;
 - reasonable wages and hours of work; and
 - freedom of association and the right to collective bargaining.

Health and Safety

- All employees shall be provided with a safe and healthy work environment.
- Policies and procedures regarding the prevention of ill health and injury must be implemented through the training of all employees to a level relevant to their role.
- Performance shall be continually measured and systems must be in place to mitigate and manage risk.

Environment

- An environmental management system or equivalent must be in place to minimise risk and negative impact and to maximise resource efficiency. Such a system must manage, but not be limited to:
 - emissions; water use and discharge; waste; energy usage; and raw material sourcing.

Corruption

- There will not be offers to pay, solicit or accept bribes in any form whether directly or indirectly. This includes facilitation payments, which are small payments or gifts made to obtain approvals or permits more speedily, for example.
- There will be no engagement in commercial espionage, covert surveillance of competitors or other activities that would lead to an unfair competitive advantage or anti-trust.
- We will not make political donations anywhere in the world.

Compliance & Verification

The RSC will seek assurance that its Associates adhere to the principles of this Associates Code of Conduct and that they are taking responsibility to ensure compliance in their own supply chains. In order to monitor compliance, the RSC may audit its suppliers upon request at any time.

All organisations should report any significant breach of this Code of Conduct to your RSC contact via email and to legalservices@rsc.org.

Updates/Revisions

This Code of Conduct is subject to amendment(s) by the RSC in accordance with anti-bribery legislation.
