

Article 10: disputes/problems

In the event of disputes or problems arising during the placement, the trainee initially approaches the company supervisor. If it is not possible to solve the dispute or problem with the assistance of the company supervisor, it will be referred to the school placement coordinator, which in turn will refer it to the Exam Committee.

Article 11: termination

1. This agreement terminates:
 - at the end of the agreed period
 - if the trainee leaves the organisation
 - if all signatories to this agreement so wish
 - if the company supervisor/trainee so wishes, provided that the procedure as specified in article 10 has been followed without a solution being reached for the problem/dispute which has arisen
 - upon the death of the trainee
 - in the event of the host company being incorporated due to bankruptcy or dissolution.
2. The host company is entitled to immediately terminate this agreement if:
 - The trainee fails, according to the judgement of the host company, to follow the regulations or instructions from the company supervisor
 - The trainee and/or school placement coordinator fail to comply with the obligation for confidentiality as intended in art. 8 clause 4 in respect of the host company
 - The trainee behaves in such a manner that the host company cannot reasonably be expected to continue to lend its co-operation to the placement
 - the host company, for reasons of its own, is not reasonably able to lend further co-operation to the placement.
3. The Organisation is entitled to terminate this agreement immediately and to recall its trainee if it judges that the placement is not proceeding according to the placement programme.
4. The host will not be held responsible for any financial or other consequences of delays caused by termination, cancellation or postponement of an internship due to any causes beyond the control of the host.

Article 12: Further stipulations

All parties have acquainted themselves with and subscribed to the General Stipulations appended to this agreement and being a part of it.

Drawn up and signed in triplicate at Intercontinental Doha on 19th of August 2015.

Signature



Safa S. Raie
 Director of Human Resources
 InterContinental Doha
 State of Qatar
 P.O.Box 6822
 Doha, Qatar



Signature



Ricka Johnny
 Batam Tourism Polytechnic
 Internship and Professional Development Center Coordinator
 Jl. Gajah Mada | The Vitka City Complex, Tiban
 Batam, Kepri - Indonesia
 Ph. +62 778 324 000 | +62 778 3540 888
 Fax. +62 778 324 406
 Mob. +62 823 8808 3886
ricka@btp.ac.id | ricka2324@gmail.com
www.btp.ac.id

2. The Organisation appoints the following person as the placement coordinator for the good supervision of the trainee from the school:

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 Batam Tourism Polytechnic
 Internship and Professional Development Center Coordinator
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3. The organisation shall follow the course of the placement by maintaining regular contact with the host supervisor and the trainee. To this end the school placement coordinator shall visit the trainee at the company. Furthermore, the school placement coordinator shall conduct an evaluation discussion with the trainee at least twice per placement period.
4. The company supervisor shall conduct an evaluation discussion with the trainee at least twice per placement period. Where necessary the trainee shall be actively supervised by the company supervisor. During the placement the trainee shall be given sufficient opportunity to fulfil his/her educational obligations.
5. Before commencement of the placement signatories to this agreement shall make agreements concerning the criteria on the basis of which the placement is to be evaluated. The placement supervision shall be involved in the evaluation of the placement in the manner customary to the school.

Article 6: remuneration, board and lodgings, insurance

1. The host company shall not offer any amount of remuneration for the Internship
2. The host will be responsible for the payment of any other additional costs relating to legal administrative procedures (e.g. costs of visa and/or work permit).
3. The Organisation shall be responsible for accident insurance for all trainees.
4. The trainee takes care of his/her own health insurance.

Article 7: absence

The trainee shall report his/her absence due to sickness or other reasons to the company supervisor by 10h00 on the first day of absence. If the trainee remains sick for a longer period he/she shall duly inform the company supervisor and if this continues for more than a week, also the school placement coordinator.

Article 8: other obligations of the trainee

1. The trainee is obliged to observe the company rules and regulations regarding order, safety, health and confidentiality and to avoid all unsafe actions.
2. Placement reports designated for the host should first be submitted to the company supervisor for perusal and signature.
3. Company property, including correspondence and notes regarding company affairs, should be handed over to the company supervisor by the trainee at the end of the placement period.
4. The trainee and school placement coordinator have an obligation to confidentiality concerning all company information to the same extent as the employees of the host company.

Article 9: medical examination

The trainee will co-operate to a medical examination, if the fulfilment of the function demands special requirements in the area of medical suitability. The protection of health and safety of the trainee and third parties during execution of duties fall under medical suitability of the function. The costs involved, unless otherwise stipulated, are for the account of the company.

PLACEMENT AGREEMENT FOR TRAINEES

The undersigned:

1. Intercontinental Doha

Established at: P.O Box 6822, Doha, State of Qatar

Represented by: Ms Safa S. Rale

in the position of: Director of Human Resources

Hereafter to be referred to as the *host company*

2. The Organisation

Batam Tourism Polytechnic

Established at: Jl. Gajah Mada | The Vitka City Complex, Tiban

Batam, Kepri - Indonesia

Represented by: Ricka Johnny

in the position of: Internship and Professional Development Center Coordinator

Hereafter to be referred to as the *Organization*

3. The Learners (hereafter to be referred to as the *trainees*)

Considering that IHG Academy is geared towards corporate social responsibility and supporting the community within which it operates;

Declare themselves to be in agreement as follows:

Article 1: duration of the placement

The trainee placement will take place at the host company during the period(s) agreed upon by the Host and the Organisation; the duration should not be less than One Month, excluding holiday entitlement and public holidays.

Article 2: objective of the placement

The objective of the placement is that the trainee gains relevant experience under supervision at the host company; this to be performed under the responsibility and supervision of the host.

The programme shall enable the trainee to gain Five Star practical experience. It shall be regarded as inherent in the placement that only this placement agreement exists between the host company and the trainee.

Article 3: nature of tasks and activities

The activities of the trainee comprise the following:

95% of the assigned duration available will be used for **training on the job** in their respective departments while 5 % of the duration, will include class room training.

Article 4: working hours

The trainee working hours will correspond to the working hours applicable to the department(s) where the trainee is placed, unless and insofar that agreement has been made otherwise and where this does not conflict with the regulations in question.

Article 5: counselling/assessment

1. The host company appoints the following person as the company supervisor for the good supervision of the trainee in the host company:

Name: **Anne Maingi**

Position: **Training Manager**

Email address: anne.maingi@ihg.com

[Handwritten signature]

Lampiran InterContinental Doha, Qatar

No	Periode	Jumlah	NIM	Nama mahasiswa
1	Januari - Juli 2019	3	2017030044	MUHAMMAD ALIM ADITAMA
2			2017050003	RIZAL AKBAR
3			2017050008	FRANKY
4	Januari - Juli 2020	2	2016030011	WENDI
5			2018030102	RICKY VERDIKEE