
LIVING ISLANDS NON-PROFIT POLICY

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Printed December, 2014

Internship Programs Policy

Living Islands Non-Profit

Prepared by
Living Islands Non-Profit
Lake Oswego, Oregon

Living Islands is an educational nonprofit organization serving the community of the Republic of the Marshall Islands. We are dedicated to providing island residents with critical assistance and resources that will enable them to sustainably modernize certain key elements of their societies while simultaneously protecting their prevailing cultures and natural assets. By connecting Marshall Islands residents with educators, scientists, and citizens across the world, we are working to engender an open exchange of ideas and valuable community programs.

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Issued by Living Islands Non-Profit, a not for profit organization registered in Oregon, United States of America.

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INTERNSHIP PROGRAMS POLICY

It is the policy of Living Islands (Legal Name: Living Islands Non-Profit) to encourage educational internship programs. Living Islands honors the definition of internship programs as defined by the federal Department of Labor (DOL) Wage and Hour Division.

As a unpaid intern in a Living Islands internship program, you have the right to know, and are required to know, the following;

- Your position as an intern will not and cannot replace or augment any paid staff to do the work of the paid staff.
- You will only be asked to do tasks directly related to your education. Any experience, task or job function you are assigned to under the internship program must primarily be for the benefit of you and your education. Living Islands encourages you to structure your internship program so it directly correlates with your education and allows you to receive academic credit for your internship program. Living Islands will work with you and your educational institution if needed, in order to accomplish this.
- You are not required or expected to work certain hours by Living Islands. You are specifically not required or expected to work any minimum number of hours, other than any hours potentially required by your educational institution.
- You are not required or expected to perform duties involuntarily. All the work you do for Living Islands will only be work directly related to your internship program. If you are asked to perform duties that in any way conflicts with your expectations as an intern, you are never required, or expected, to perform such duties.
- You are not are not considered an employee of Living Islands, neither expressed nor implied. You are not, in any ways or forms, under any contract to hire by any other person or business, neither expressed nor implied. In addition, you are not entitled to employment with Living Islands at the conclusion of your internship program.
- Your internship program does not provide compensation or employee benefits of any kind. You will not be paid for services rendered or reimbursed for costs incurred. Only exception to this is reimbursement for costs incurred in agreement with Living Islands. All reimbursable costs must be approved with advance written approval before the costs incurred.
- Living Islands does not provide you with insurance, workers compensation or medical benefits of any kind. Living Islands is not liable for injury sustained or health conditions that may arise for you during the course of this internship program.
- Your internship program with Living Islands can be terminate by you or by Living Islands at any time. At the time of termination, you are responsible for the prompt return of all equipment, keys, access cards, and other material belonging to Living Islands.

Any complaint or questions regarding these rules should be brought to the employee relations coordinator, who can be reached at (971-533-4241).

Any complaint or questions regarding the academic merits, expected work load, acceptable work and similar education related issues, should be brought up with your Living Islands supervisor and your educational contact.

If an intern is dissatisfied with managements response to his/her complaint, he/she may contact the Oregon Bureau of Labor and Industries, 800 NE Oregon Street, Ste 1045, Portland, OR 97232, Phone: (971) 673-0824, Email: bolita@boli.state.or.us

THIS NOTICE IS TO BE POSTED IN
ALL LIVING ISLANDS OFFICES AND LOCATIONS

