

The Complete Fair Company Code

For the companies, there are six fixed rules for dealing with interns. Only if the companies commit to comply with these rules through their formal registration, they may use the title *Fair Company*.

1. Fair Companies offer students internships that have the purpose of vocational guidance.

Internships are meant to help you gain experience and new knowledge in companies and to provide you with professional orientation during your degree program. Even if interns, student trainees or volunteers are involved in projects and perform predefined tasks, they cannot replace permanent employees. Internship positions are mainly offered for university students. A university degree must not be a condition for employment as an intern. Voluntary internships after completing a degree program (Bachelor or Master) are possible. This also applies for students pursuing a second or professional degree program.

2. Fair Companies provide interns with clearly defined assignments and goals and designate a fixed contact person at the company.

The tasks or projects to be handled by an intern, the intern's team to work in and his/her direct superior shall be determined on the first work day at the latest. In addition, the new team member will be assigned a fixed contact person in the business unit or the human resources department.

3. Fair Companies employ interns for a useful period of time.

Voluntary internships have a maximum length of six months. Longer internship periods of up to one year will only be agreed if required by the respective conditions of study. In addition, companies will not renew the internship contract but offer interns a regular position in this case. Existing internship agreements will not be advertised or renewed with the remark that this would increase the opportunities for permanent employment.

4. Fair Companies do not feed university graduates, who have applied for a permanent position, with hopes by asking them to accomplish an internship first.

Applicants do not have to prove to their employer by means of an internship that they are suitable for permanent employment. Rather, there is a statutory probation period to get to know each other and the work duties.

5. Fair Companies pay interns an appropriate compensation for expenses.

The field of tasks and previous knowledge of the intern as well as his/her period of service are decisive for the remuneration of the internship. In case of several months of duty, the salary should reflect the current maximum BAföG rate of 670 euros per month unless a statutory rule requires a higher compensation. A lower pay is only possible for introductory placements and secondary student internships.

6. Fair Companies ensure transparency regarding tasks, contact person and objectives of the internship as well as concerning the rules of the initiative.

Interns should be aware of the targets and objectives of the internship and of the rules the company commits to. As a Fair Company, the company undertakes to publish the rules of the Fair Company Code internally at a suitable place (e.g., via intranet, as an annex to the internship agreement, on the notice board, ...) as well as to mention the possibility to get in touch via faircompany.de. This type of transparency is an essential element of the working feedback system. As part of the quality control, the company commits to actively invite the interns to share their experiences by means of the Fair Company questionnaire after their learning period. Companies can communicate their Fair Company membership in a variety of ways via print and online media. In this context, they commit to point out the rules and contact options on faircompany.de at a suitable place.