

INTERNSHIP AGREEMENT – 2021/2022FALLMastère Spécialisé®MMDCEParis

Preamble: the signatories of this internship agreement declare that they are familiar with French law 2014-788 on internship and work placements charter.

ARTICLE 1: Signatories of agreement - Content and location of placement.

The present agreement regulates the relationship between:

SKEMA Business School - Avenue Willy Brandt – 59777 Euralille – FRANCE

Represented by Alice GUILHON, by delegation of signature Anne-Laure OLRV, Student and Corporate relationship manager, talentandcareers@skema.edu

TOYOTA FINANCIAL SERVICES EUROPE AFRICA REGION REP OFFICE - avenue du Bourget 60 1130 BRUXELLES BELGIQUE

Represented by: MICHAEL JUNKER , Vice President ,Phone : 003228950795, e-mail : Valerie.Janssen@toyota-fs.com

Company supervisor: ALESSIO BECATTINI, General Manager Digital Marketing

Phone number : 003227454639, e-mail : alessio.becattini@toyota-fs.com

concerning the internship placement carried out by the student:

OMAR **KIRAMI** enrolled in 2021/2022FALLMastère Spécialisé®MMDCEParis

770 BLOC 05 LOT AL WIFAK TAZA HAUT, 35000, TAZA, Phone number :, born : 14/11/1996, e-mail : omarkirami96@gmail.com .

Tutored by the Academic supervisor: , talentandcareers@skema.edu

Location of placement (if different from location of the company): BELGIQUE

ARTICLE 1: Dates of Placement

The work placement will take place from 14/10/2021 to 30/05/2022.

The company shall notify the educational institution of any other temporary interruption of the internship (illness, unjustified absence, etc.) by e-mail at talentandcareers@skema.edu

Conditions of Placement

The Trainee will be required to be present at the workplace for a maximum of 35 hours per week.

Details of special circumstances where the Trainee is required to be present at the workplace at night, on Sundays or on public holidays should be outlined here: company presence according to the academic calendar provided by the student to his company.

An amendment should be added to the agreement in case of modification of the duration of the Placement at the request of the Company and the Trainee. In the case of end-of-study final year placements, the date of termination of the placement should not exceed the date of the final viva voce examination assessing the placement.

If government measures require it, and according to the arrangements made by your company, the student will be positioned in remote work.

ARTICLE 2: Objectives of placement

The main purpose of this internship placement is for the Trainee to apply in a practical way the skills and knowledge acquired at the School. This internship is fully integrated and mandatory in a global programme of an annual hourly volume of 200 hours minimum. The subject of the placement should be mutually agreed upon by the Company and the School and should take into consideration the general educational programme of the School and the Trainee's area of specialisation. The internship is a temporary period of work in a professional environment, where the student will acquire professional skills and put into practice the knowledge gained from his education in view of earning a diploma or certificate, and facilitating his professional integration.

Description of internship placement as approved by the School:

The responsibilities stated below are always subjected to company policy.

- Strategy: Involvement in Digital Marketing activities aligned with TFS (*Toyota Financial Services) Regional business strategies and objectives.
 - Project Management: Support the senior specialists to develop the project strategy from the main objectives, key pillars (analysis, development, implementation) timeline, specifically tracking the project progress and coordination of the different project stakeholders.
 - Analysis: Evaluate & analyse market conditions, digital maturity and competitor data to recommend future improvements within automotive finance (marketing) tools & ecommerce.
 - Analytics: Drive regular report outs on digital marketing performance, and strive to continuously propose improvements to the existing reporting of the Digital Key Performance Indicators.
 - Post-Launch Activities: Support after launch activities towards stakeholders and providers.
 - TME (*Toyota Motor Europe) updates/requests: In alignment with the Senior Specialists, support TME*colleagues being the focal point for communications and interactions to strengthen the systems integration;
 - Change Requests: Gather requests from TFS* markets across Europe & Africa region. Cooperate with the digital team to define the priorities. Follow up on technical developments.
 - Intern Performance: Provide the key findings and outcomes of the progress made towards the internship purpose by proper communication to the Senior Manager.
- Competencies: grasp the basic learning about the 5 pillars of the Toyota Way (Genchi Genbutsu, Kaizen, Challenge, Respect, Teamwork), proficient English speaking & writing skills, proficient user with Microsoft Office tools (Word, Excel, PowerPoint).
 - Other: Support, as may be reasonably expected, in any other sales and marketing related activities as directed by line manager or as requested by local TFS* markets.

Skills to develop: becoming a responsible professional:

- Evolve in a global system, understand the rules and expectations, even in a complex organization
- Adopt an action plan consistent with the stakes of a successful mission
- Work effectively in a multicultural or/and interdisciplinary team
- Communicate in a national or international dynamic environment
- Produce clear and well-organized presentations, both oral and written, in the language used at work
- Apply theoretical and technical knowledge in the professional environment
- Search for relevant information, share them if necessary
- Innovate, develop a task by taking into account the constraints of the context
- Behave ethically and adapt to the organization and its values

ARTICLE 3: Completion of Work Placement - Jury - Evaluation

The trainee will be supervised by his academic advisor, as designated in this agreement, who will ensure optimal conditions for the execution of the internship in accordance with the specified educational requirements.

The student will be contacted several times by his academic advisor during the internship.

The student will evaluate the quality of coaching and attention provided by the host organization.

On completion of the internship placement:

- the Company supervisor shall issue a certificate of satisfactory completion and an evaluation form that should be sent to the School.

ARTICLE 4: Status of Trainee – Conditions of Supervision

The Trainee shall remain a student of the School throughout the entire period of the internship placement and will be monitored by the School. The Company shall appoint a Company Supervisor who will provide technical supervision and ensure the placement is carried out under optimum conditions.

The company has to make sure that the student will carry out the internship in good and safe conditions both on the training place and any other place, including abroad.

If the Trainee is required to return to School during the Placement to attend classes or meetings, the School should duly inform the company of the dates.

ARTICLE 5: Discipline

The Trainee shall comply with the rules and regulations and code of conduct of the Company, and in particular with hours of work and Company health, safety and hygiene guidelines throughout the period of the placement.

The Company may terminate the Placement prematurely in case of gross misconduct on the part of the Trainee under article 10 of the present agreement.

ARTICLE 6: Remuneration and benefits - Reimbursement of costs

The Trainee may receive remuneration. The amount of this remuneration is set at 829.10 euros (gross) per month or 0 euros gross per hour. (Please consider only the fulfilled amount)

Details of fringe benefits and benefits in kind:

- offsite working allowance: 3 EUR/day allowance paid when you work from home
- housing/renting allowance: 400 EUR for a full month

ARTICLE 7: Social Welfare:

Throughout the Placement, the Trainee continues to benefit from student status under *French Sécurité Sociale* coverage, regardless of any other conditions acquired during the Placement.

For Placements undertaken by nationals of the European Economic Community in the European Economic Area, Trainees should be in possession of a valid European Health Insurance Card.

For Placements undertaken in Quebec by French nationals, Trainees must be in possession of form [SE401Q 104](#).

In all cases: the student must take out complementary medical insurance with an organisation of their choice (e.g. student or other mutual insurance organisation, ad hoc private insurance company, etc.) to fully cover their stay in the foreign country,

Insurance coverage for Accidents in the Workplace for Trainees abroad:

The Company must immediately notify the School within 24 hours if the Trainee suffers an accident in the workplace during the Placement. The Company should provide full insurance coverage for the Trainee if he/she is required to undertake assignments outside the perimeter of the place of work or in another country.

ARTICLE 8: Civil Liability and Insurance

Each of the three parties involved (i.e. the Company, the School and the Trainee) declare they are in possession of a valid civil liability insurance policy

For internships abroad or in overseas territories, the intern agrees to take out a travel assistance insurance contract (repatriation for health reasons, legal assistance, etc.) and an individual accident insurance policy.

When the host organization makes a vehicle available to the intern, it is its responsibility to check beforehand that the car's insurance policy includes coverage for its use by a student.

When the student is to use his own vehicle or a vehicle loaned by a third party for purposes of his internship, he shall expressly inform the insurer of the vehicle and, where applicable, pay the corresponding premium.

ARTICLE 9: Termination of Placement

If one of the three parties (Company, School or Student) wishes to prematurely terminate the Placement, this party should immediately inform the other parties and confirm this request in writing. The reasons given shall be examined carefully in close consultation with all parties and the final decision made at the end of the consultation.

ARTICLE 10: Secrecy and Duty of Confidentiality

Absolute confidentiality must be observed at all times. The Trainee undertakes that under no circumstance shall he/she publish any information about the company or divulge this information to a third party without the prior agreement of the Company. This condition also applies to the Work Placement Report. This condition applies for and after the duration of the Placement. The Trainee undertakes not to remove or keep any document or copy thereof or software of whatever nature appertaining to the Company without its consent.

The Trainee agrees to complete all the necessary arrangements in order to undertake his placement abroad (valid passport, insurance, visa or work permit ...)"

Signed at SKEMA, on 21/10/2021

The Company
Agreement signatory

The Trainee

SKEMA Business School
Alice GUILHON, by delegation of

signature, Anne-Laure OLRY



Internship supervisor

Academic supervisor, by delegation
of signature, Anne-Laure OLRY

Scan and send back the signed agreement to talentandcareers@skema.edu