



## INTERNSHIP CONTRACT

### BETWEEN ON THE ONE HAND

Amazon EU SARL  
whose registered office is established  
5, Rue Plaetis  
L-2388 Luxembourg

hereafter referred to as “**Amazon**”

### AND ON THE OTHER HAND

Tommaso Maria D’Ugo  
residing at Via Roccaraso 66, Rome 00135, Italy

hereafter referred to as the “**Intern**”

Both hereafter jointly referred to as the “**Parties**” and individually as the “**Party**”

#### **Preamble:**

The Intern wants to accomplish an internship within Amazon, in order to make contact with the professional environment and to apply his theoretical knowledge to real work environment.

Amazon undertakes to give the Intern the possibility to get acquainted with the working environment. Amazon will try to ensure during the internship that the Intern receives a proper practical training through the accomplishment of various roles and tasks.

In order to guarantee the correct performance of the internship an internship supervisor (“**The Internship Supervisor**”) will be designated by Amazon.

## **Article 1      Terms of internship**

- 1.1 Without prejudice to the rights to terminate the Internship Contract with immediate effect as stated in article 12.2, the present internship contract (the "**Internship Contract**") is concluded for a fixed term duration. It shall commence on 01/05/2023 and end on 01/09/2023.

## **Article 2      Purpose of the internship**

- 2.1 Amazon offers to the Intern an internship that focuses on a variety of projects.
- 2.2 The Internship Supervisor will be Nadine Kalter. The Internship Supervisor will set up an internship plan (the "**Internship Plan**") for the Intern, detailing the roles the Intern will be familiarising himself/herself with during the Internship as well as the tasks and the learning objectives linked to such roles.

## **Article 3      Place of execution of the internship**

- 3.1 The Intern shall carry out his internship in principle at Amazon's registered office located in Luxembourg or wherever Amazon may consider appropriate for the execution of the Internship Contract.

## **Article 4      Internship hours and Holiday**

- 4.1 The Intern shall perform his internship between 8.30 a.m. and 5.30 p.m. with a lunch break of one hour. The normal internship weekly hours shall be 40 hours spread on 5 days per week, from Monday to Friday.
- 4.2 You will be entitled (in addition to the normal Luxembourg public holidays) to take 26 working days as holidays in each holiday year which runs from 1 January through 31 December and you will be paid your basic salary during such holidays. This amount will be pro-rata in accordance with the length of this Internship Contract.
- 4.3 Your holiday entitlement accrues at the rate of 2.16 days per month from the commencement of this Internship Contract.
- 4.4 If at the end of this Internship Contract, you have taken fewer holidays than your pro-rated entitlement, the untaken holiday entitlements will typically be paid in lieu, subject to the deductions for any social security contributions and taxes in accordance with the applicable statutory provisions. One day's holiday pay will be deemed to be 1/260th of your annual basic salary.
- 4.5 Holiday entitlement unused at the end of the holiday year can only be carried over into the following holiday year when urgent personal needs or Company requirements necessitate it and only with your manager's approval. This unused entitlement should not exceed 5 days and must be taken by 31 March of the following calendar year. If not so taken, it will lapse without payment in lieu.
- 4.6 All holiday scheduling and organization will be arranged to ensure smooth business operation and your Internship Supervisor's approval is required prior to your scheduling or changing any holiday.

## **Article 5 Internship indemnity**

- 5.1 The Intern shall be entitled to a monthly gross indemnity of EUR 3000.00 in order notably to cover the costs related to the execution of the internship.
- 5.2 The payment of the indemnity will be made at the end of each calendar month after deduction of social security contributions and payroll taxes, if any, as required by the law.

## **Article 6 Expenses**

- 6.1 Any reasonable expenses incurred by the Intern while performing tasks under the internship on behalf of Amazon will be reimbursed, subject to the Expenses Policy in Amazon's Policies and Procedures.

## **Article 7 Exclusivity of Services**

- 7.1 The Intern shall devote his time, attention and abilities to his internship and act in Amazon's best interest at all times.
- 7.2 The Intern may not, without Amazon's written consent, be in any way directly or indirectly actively engaged or concerned in any other business or undertaking where this is or is likely to be in conflict with Amazon's interest.
- 7.3 Publications or public appearances by the Intern relating directly or indirectly to his internship shall be authorised by Amazon beforehand.

## **Article 8 Confidential information**

- 8.1 Much of the Intern's activities will be highly confidential. The Internship Contract is therefore subject to and conditional upon his signing and returning the Confidentiality, Non-Competition and Invention Assignment Deed to Amazon.

## **Article 9 Disability and Notification of Absence**

- 9.1 If the Intern is absent during the internship hours for any reason and his absence has not previously been authorised, the Intern shall immediately inform the Internship Supervisor (or if he/she is unavailable, a direct colleague of the Internship Supervisor) and keep him/her informed of the expected date of return.
- 9.2 In the event of disability on account of sickness or injury, and in the event of an extension of this initial disability period, the Intern shall notify the Internship Supervisor (or if he/she is unavailable, a direct colleague of the Internship Supervisor) as soon as possible.
- 9.3 Your sick pay will be paid in accordance with the laws of the Grand-Duchy of Luxembourg.

## **Article 10 Disciplinary Rules**

- 10.1 Amazon expects high standards of conduct from its Interns. Details of the disciplinary rules are contained in Amazon's Policies and Procedures.

## **Article 11 Problem Resolution Procedures**

- 11.1 If the Intern is unhappy about any aspect of his internship with Amazon, he should first discuss the matter with his Internship Supervisor. If the Intern is still unhappy he should pursue the matter through the Problem Resolution procedure (full details of which are contained in Amazon's Policies and Procedures).

## **Article 12 Termination of the Internship Contract**

- 12.1 Without prejudice to article 12.2, the Internship Contract will automatically end on the last day of the Internship Contract as set out in Article 1 hereof.
- 12.2 In the case of serious improper behavior of one of the Parties, the other Party can terminate the Internship Contract with immediate effect and without any indemnity.
- 12.3 At the end of the Internship Contract, the Intern will return to Amazon without delay all correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon or relating to its business affairs or dealing which are in his possession or under his control.

## **Article 13 Policies and Procedures**

- 13.1 The Intern will be required to comply with Amazon's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon's Policies and Procedure. Amazon's Policies and Procedures are accessible via Intranet and a hard copy may be inspected during normal working hours at the Human Resources Department. The Intern is expected to familiarise with these Policies and Procedures and to comply with them.
- 13.2 Amazon reserves the right to change these Policies and Procedures from time to time. The Intern will be notified of any such changes one week prior to them coming into force.

## **Article 14 Variations**

- 14.1 Any additions or modifications of these terms would have to be in writing and signed by the Parties.

## **Article 15 Nullity – Legislation – Courts' jurisdiction**

- 15.1 If any term of provision of this Internship Contract shall to any extent be held invalid or unenforceable, the remaining terms and provisions shall not be affected thereby.
- 15.2 The Internship Contract is subject to the provisions and conditions of the legislation with respect to the internship contract, as they derive from section L. 151-1 (second paragraph) of the Luxembourg Labour Code and from the grand-ducal regulation dated 10 August 1982.
- 15.3 The Parties hereby explicitly agree that any disputes as to the existence, interpretation, completion or termination of the Internship Contract shall be settled by the Courts of Luxembourg.

*Evelyn Gonzalez Escalante*

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Evelyn Gonzalez Escalante – Sr Mgr New Joiner Support  
For and on behalf of the Company

I confirm that I have read, understand and agree to the terms in this Internship Contract.

*Tommaso Maria D Ugo*

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Tommaso Maria D Ugo  
The Intern

Date: Jan 23, 2023