

LEGAL

Introduction

FOSPAH is a statutory forum committed to safeguarding individuals from workplace harassment and promoting inclusive, respectful, and equitable environments. FOSPAH hires interns on paid and unpaid basis, for varying length of terms. These interns work at FOSPAH on a full time basis while the management may permit some flexibility at its discretion. Irrespective of the term or status, all Interns at FOSPAH are expected to uphold the highest standards of professionalism, gender sensitivity and, confidentiality while contributing meaningfully to our mission. Given the sensitive nature of the work, interns must handle all tasks with care, discretion, and integrity.

Code of Conduct for Interns at FOSPAH

1. Professionalism

- Interns must act professionally and respectfully towards all staff and visitors.
- Punctuality and regular attendance are mandatory. Any absence must be communicated in advance in writing with approval of the concerned authority/ supervisor and in case of an emergency the concerned authority/ supervisor be intimated telephonically.
- Interns are expected to wear attire appropriate to a professional work environment.
- Interns should adhere to their job description and perform tasks as assigned, in a timely manner. They are encouraged to take initiative but, after approval from their supervisor.

2. Confidentiality

- Interns must maintain strict confidentiality of all case details, hearings, internal discussions, and sensitive documents.
- No case-related information may be recorded, shared or published externally in any forum without express permission. Failure to comply with confidentiality requirements will attract disciplinary measures.
- No social media posts related to FOSPAH will be permitted, unless expressly allowed by the supervisor at FOSPAH

3. Behaviour

- Interns shall be courteous and will take direction from their supervisor
- Rude, unprofessional or inappropriate behaviour will result in prompt end of internship

4. Integrity and Ethics

- Interns should maintain impartiality and avoid any conflict of interest.
- Interns must disclose any affiliations or relationships that could affect their assigned work.
- Plagiarism or misrepresentation of work is strictly prohibited.

5. Communication

- Interns must use respectful and formal language in verbal and written communication.
- Interns must demonstrate gender sensitivity, empathy, and respect at all times, especially when interacting with individuals who have experienced harassment, as well as when handling any related content or documentation.
- Emails and memos should be drafted using official formats and channels.
- Any grievances must be reported to HR or the Internship Coordinator, issues will be handled confidentially and promptly.

6. Use of Resources

- Office resources (computers, printers, stationery) should be used responsibly and only for work-related tasks.

7. Feedback and Supervision

- Interns should participate in weekly reviews with their supervisors.
- Feedback is to be taken constructively for growth and improvement.
- Interns must submit one research paper every month on any topic related to harassment or women property right selected by him/her with the approval of the supervisor or assigned by the supervisor.
- Interns must submit all assigned work to their supervisor before end of their term
- Submit a final report summarizing their experience and contributions.
- Research or material submitted shall be FOSPAH's property.

8. Exit Protocol

- Interns must submit an application at the completion of their internship tenure and receive their internship certificate.

Tasks for Summer Legal Interns at FOSPAH

Legal Research & Drafting

- Research on laws related to workplace harassment, gender-based violence, and ombudsperson functions.
- Draft legal memos and summaries on landmark cases and precedents.
- Assist in drafting notices, letters, and case briefs.

Case Management Support

- Organize and update physical and digital case files.
- Prepare summaries and timelines for ongoing cases.
- Observe and document hearings respectfully, maintaining courtroom decorum.
- Make status entries in database for day-to-day cases.
- Maintain a tracker of legal amendments and new judgments relevant to harassment laws and gender rights.
- Submit any day-to-day task assigned by the supervisor.

Policy Review

- Assist in reviewing FOSPAH policies and suggest updates in line with recent legal developments.
- Draft briefs on international best practices in harassment prevention.

Awareness & Outreach

- Support legal awareness campaigns through content preparation and materials review.
- Assist in planning and organizing legal literacy workshops or sessions.
- Attend orientation session covering mission, laws, code of conduct, dress code etc.

Documentation

- Maintain daily log of activities and key takeaways.
- Contribute to end-of-internship report compilation.
- Each intern be assigned to a supervisor and be assigned specific task which will be reshuffled after one month.

MEDIA & COMMUNICATIONS

Code of Conduct for Media & Communications Interns at FOSPAH

1. Professionalism

- Interns must demonstrate professionalism in interactions with staff and visitors.
- Punctuality and consistent attendance are essential. Absences should be communicated in advance in writing and in case of an emergency the office be intimated telephonically.
- Interns are expected to wear attire appropriate to a professional work environment.
- Interns should adhere to their job description and perform tasks as assigned, in a timely manner. They are encouraged to take initiative but, after approval from their supervisor.

2. Confidentiality

- Maintain confidentiality regarding internal communications, drafts, campaigns, and unpublished content.
- No social media/media, visual, or written content may be shared externally without prior approval by the supervisor at FOSPAH.

3. Behaviour

- Interns shall be courteous and will take direction from their supervisor
- Rude, unprofessional or inappropriate behaviour will result in prompt end of internship

4. Integrity and Ethics

- Ensure factual accuracy and integrity in all public communications.
- Do not claim authorship of others' work and ensure proper attribution in all content.

4. Communication

- Use respectful and professional language in all internal and external communications.
- Follow official formats and templates for content, reports, and emails.

5. Use of Resources

- Use digital and physical resources (design software, printing, photography equipment) responsibly and solely for assigned tasks.

6. Feedback and Supervision

- Attend weekly check-ins with your supervisor to review progress.
- Embrace constructive feedback for professional development.
- Interns must submit all assigned work to their supervisor before end of their term

7. Exit Protocol

- Submit all finalized work and an end-of-internship report.
- Complete the formal application process to obtain an internship certificate.

Tasks for Media & Communications Interns at FOSPAH

Content Creation

- Design engaging graphics, infographics, and visual content for social media and awareness campaigns.
- Write educational and informative blogs for FOSPAH's website.
- Assist in designing materials that communicate key messages of FOSPAH.
- Prepare newsletters summarizing FOSPAH activities, legal updates, and awareness campaigns on a monthly/quarterly basis.

Amplify the Message

- Assist in managing and updating FOSPAH's digital platforms (Facebook, LinkedIn, Instagram, TikTok) with engaging and timely content.
- Monitor analytics and suggest creative ways to boost reach and engagement.

Media Coverage

- Photograph and film FOSPAH events, short videos/ podcast series featuring interviews with legal experts, victims (with consent) or staff, workshops, and outreach activities with permission.
- Edit visual content for internal use, social media, and public dissemination.
- Support live event coverage and ensure timely content delivery across platforms of approved content.

Research Work

- Research public engagement trends and media strategies in the gender rights space.
- Analyze content performance and help refine content strategies for stronger impact.

Build the Archive

- Maintain a detailed daily log of tasks, outputs, and learnings.
- Maintain a Google Drive of all the photographs and videos of past events.
- Contribute to a comprehensive end-of-internship portfolio that reflects your work and growth.