



Information for interns at Infineon Technologies AG
Infineon Technologies AG

Table of Contents

1. Changes in personal circumstances.....	3
2. Relocations.....	3
3. Works security, checks.....	3
4. Non-company activities.....	4
5. Use of company facilities.....	4
6. Abuse of position at work.....	4
7. Holdings and interests, restraint of trade.....	4
8. Secondary employment.....	4
9. Maintaining trade secrets and data confidentiality, information security.....	5
10. Publications.....	5
11. Duties of care and proper order.....	5
12. Safety at work.....	6
13. Inventions, industrial proprietary rights and copyright.....	6
14. Reference Letter.....	6

1. Changes in personal circumstances

Information is required about any changes of significance to a person's employment so the Human Resources Department can properly carry out its duties.

Information which must be provided includes for example:

- change of address
- change in marital status
- change of name
- change of nationality
- conscription or other events relating to military or community service
- the assumption of a public office
- circumstances which confer, change, or terminate special rights such as those arising from the Law of Maternity Protection (Mutterschutzgesetz)
- the awarding of a statutory pension or of state pension payments
- change in health insurance scheme membership

Interns who fail to provide the required information or who provide incorrect information shall bear any disadvantageous consequences of this.

2. Relocations

It is permissible to relocate interns to another equivalent workplace which they can be reasonably expected to accept, provided the applicable provisions are taken into account.

3. Works security, checks

No-one is allowed to be on company premises **outside normal working hours** without special permission.

It can be agreed between local management and the Works council that all interns show their **employee ID card** on entering company premises without being requested to do so, or use technical access control systems. Security personnel, who must identify themselves as such, can also request the presentation of an employee ID card inside company premises if there is justified reason to do so.

Employee ID cards must not be passed on to others. They are company property and must be returned to the company when interns leave the company. Any loss of an employee ID card must be reported without delay.

Checks can be carried out on company premises and at entrances and exits to it for the purpose of protecting company and personal property.

4. **Non-company activities**

Private business transactions between interns and employees on company premises are not permitted. Exceptions to this rule require the prior consent of local management and the Works Council.

Private visits by people who are external to the company during working hours are only permitted in urgent cases.

5. **Use of company facilities**

Equipment, material and facilities (such as telephones, fax machines, PCs including e-mail and internet/intranet, copiers, mailing facilities and tools) located in offices and workshops and intended for business use must not be used for non-business purposes. Any exceptions to this rule and where applicable, payment for use will be arranged on a local basis.

The company's address must not be used for private mail.

6. **Abuse of position at work**

Interns must not use their position at work to demand, accept, procure or obtain promises of advantages for themselves. This does not include accepting gifts of small value on occasions; other gifts must be declined or, as appropriate, returned.

Nor may interns grant or promise unjustified advantages to others in performing the duties assigned to them.

7. **Holdings and interests, restraint of trade**

To be able to identify whether there is a possible conflict of interests arising out of the functions performed by individual interns, every direct or indirect **holding or interest** in companies or enterprises which are business partners of Infineon Technologies AG or of its affiliates must be notified to the Human Resources Department in writing. Notification must also be given if any of an employee's close relatives have a holding or interest in such companies or enterprises of which the intern is aware.

8. **Secondary employment**

The Human Resources Department must be given prior written notification of any intention to undertake paid secondary employment.

Permission to undertake secondary employment can be refused if it will adversely affect the intern's work performance or conflict with the intern's obligations within the company, or if there is a risk of a conflict of interests.

Occasional authoring, talks or lectures and other occasional activities are not considered secondary employment.

9. Maintaining trade secrets and data confidentiality, information security

Secrecy must be maintained both during and beyond the term of employment as intern about the **company's internal affairs** relating, for instance, to details of its organization and facilities, and about its commercial, production, research and development procedures and internal accounting figures if there are not in the public domain. Particular attention is drawn to legislation on unfair competition.

Unless justified directly by the nature of the work performed, the **removal of items** and commercial documentation of any kind and the electronic transmission of corporate data is not permitted without the manager's approval. The same applies to producing extracts, files, copies, drawings and forms.

Particular attention is drawn to the company's rules concerning information security.

Interns may not produce any **video, audio or data recordings** on company premises for any purpose other than work purposes.

Interns must each maintain secrecy about the **income and personal circumstances of other employees** if such details become known to them through the nature of their work.

The Federal Data Protection Law (Bundesdatenschutzgesetz: BDSG) prohibits interns from collecting, processing or utilizing any personal data which becomes known to them through the nature of their work unless authorized to do so (data secrecy). This applies to work-related activities both inside and outside the company (on the premises of customers and interested persons, for instance). This prohibition will remain in force even after the employment has ended. Particular attention is drawn to the penal provisions, especially of the above-cited law (BDSG section 43).

10. Publications

Any verbal or written pronouncements of a specialist nature which affect the company's interests and are intended for a wider circle require the manager's prior consent. This will be granted if they do not conflict with the company's interests.

11. Duties of care and proper order

The proper and cost-conscious handling of company facilities and **work materials** is a quality feature. Interns are liable under the applicable regulations for any damage or loss they may cause.

A **ban on smoking** will be proposed where safety regulations or production-related factors make this absolutely essential.

Interns are also prohibited from adversely having an adverse affect on general and personal safety and their ability to work in accordance with their contract as a result of taking **alcoholic beverages or other intoxicants**.

12. Safety at work

All interns must do their utmost to promote health and safety at work. All must conscientiously obey the safety regulations and the company's instructions and notices aimed at preventing accidents and occupational diseases. In cases where interns are responsible for others' safety, they must also make them aware of the hazards associated with their work and of the relevant safety regulations and monitor compliance with these.

When interns are assigned to work at the offices or plant of a third-party, in part when carrying out installation work, the safety regulations and instructions applicable at those locations must also be followed.

All interns are under a duty to carefully follow the **fire prevention** regulations.

Use must always be made of existing **protection devices** and protection equipment provided. If protection devices required by law have not been provided, despite an intern's having drawn attention to this fact, the intern can refuse to continue working until the shortcoming has been rectified, without suffering any disadvantages from doing so. Anyone who removes protection devices and equipment, renders them ineffective, or fails to use them, or who fails to heed safety and fire-prevention regulations or relevant instructions of the company must expect to face the legal consequences.

All interns are insured with the Precision and Electrical Engineering Trade Association (Berufsgenossenschaft der Feinmechanik und Elektrotechnik) against the consequences of accidents occurring on company premises, on the direct route between home and work, and while performing official work-related duties. This **insurance protection** also covers occupational diseases.

All **accidents at work** must be **reported without delay** to the manager, the safety engineer, or the Human Resources Department by the person injured or, if that person is unable to do so, by the employee who first noticed the accident.

13. Inventions, industrial proprietary rights and copyright

Inventions, applications for the registering of intellectual property rights, intellectual property rights and copyright are governed by the relevant legal and contractual provisions.

When an intern creates a work protected by copyright in the course of performing job-related work or through the substantial application of the company's experience or work, at the instant of its creation the company obtains the exclusive, transferable right, unlimited in terms of time or place, to use the protected work in any way whatsoever, and to copy, process, publish, and sell it without reference to the author and without the company's having to pay any separate remuneration for this.

14. Reference letter

The intern is entitled to a reference letter for his/her internship.