



THATI Executive Work Placement Policy:

- THATI Executive working hours are from Monday to Thursday for 8 hours per day
- The work-placement period is between one to two months, in case the organization would like to extend the period, an email shall be sent to THATI Academy team with new work placement form
- In case your organization has a day off, THATI Executive should attend HHEO - THATI Office
- THATI Executive has no personal/permission hours to be taking, in case there is any urgent leave they can take it from their annual leave after obtaining placement line manager and THATI director approval
- THATI Executive are not allowed to end their placement before the confirmed period
- THATI Executive attendance report should be sent monthly
- In case of facing any problem with the THATI Executive or there is a major issue with their performance please inform THATI management directly
- THATI Management has the right to end the placement if the assigned tasks were not followed as per the agreed work-placement opportunity sheet
- Organizations are not allowed to directly or indirectly hire or attempt to hire any THATI interns during the placement period or until they finish the program period. All hiring related communication shall be carried with THATI Academy management