

# doors.

## INTERN ONBOARDING GUIDE

Welcome to DOORS NYC! We're thrilled to have you on board as an intern. This guide will help you get started and make the most out of your internship experience.

### Connect on Social Media

Stay connected and engaged by following DOORS NYC on social media platforms. Find us on Instagram, TikTok, and LinkedIn to stay updated on the latest news, events, and behind-the-scenes moments. Feel free to share your internship journey and connect with other interns, team and our designers.

Instagram: [@doors.nyc](#)

TikTok: [@doors.nyc](#)

LinkedIn: [doors.nyc](#)

### Update Your LinkedIn Profile

Showcase your affiliation with DOORS NYC by updating your LinkedIn profile. Add "Intern at DOORS NYC" to your experience section and include a brief description of your role and responsibilities. This will help you build a professional network and highlight your involvement with our organization.

### Understand DOORS: Presentation Review

Take the time to familiarize yourself with DOORS and its mission. We have prepared a presentation that provides an overview of who we are, what we do, and our values. Understanding our organization's goals will enhance your overall internship experience. You can find the presentation [HERE](#).

### Write Reviews About DOORS NYC

To help DOORS NYC grow the community, we encourage you to write reviews about DOORS NYC on various platforms: [Trustpilot](#), [Yelp](#), and [Google](#).

Welcome to the DOORS NYC family!

## **Intern Policy Acknowledgment: Surveillance, Product Borrowing, Intellectual Property and Discount Policy**

### **Video Surveillance Acknowledgment and Consent**

I, the undersigned, hereby acknowledge that DOORS NYC ("Company") has informed me of the presence of video surveillance cameras installed at the Company's premises. These cameras are intended for theft prevention and to ensure the safety and security of the Company's assets, employees, and visitors. I understand that I may be captured on video camera footage during my internship at the Company's premises.

By signing this document, I give my full consent to be videotaped as part of the Company's surveillance efforts and understand that this footage may be used as evidence in the event of theft or any other security-related incidents.

### **Product Borrowing and Theft Prevention Policy**

I further acknowledge that, as an intern at DOORS NYC, I am not permitted to borrow, take, or wear any retail items or PR samples from the premises without explicit written approval from a duly authorized representative of DOORS NYC. I understand that any unauthorized removal of products from the Company's premises will be considered theft, and such actions will prompt the Company to report the incident to the police and pursue legal action as deemed necessary.

### **Confidentiality and Intellectual Property Agreement**

I acknowledge that during my internship, I will be given access to confidential contact data, including but not limited to designer contacts, customers, stylists, editors, and influencers, which is the intellectual property of DOORS NYC. I agree not to download, save, or otherwise record this information on my personal laptop or devices. This information is to be used solely for the purpose of fulfilling my internship tasks, and access to this data shall terminate upon the conclusion of my internship period.

### **Intern Discount Policy**

DOORS NYC values the contribution of its interns and, as a token of appreciation, offers all interns a 20% discount on purchases at the DOORS NYC retail store.

I hereby agree to abide by the terms and conditions outlined in this document during my internship period at DOORS NYC.

Intern Signature: \_\_\_\_\_



Date: **06-07-2024**

Print Name: **Guadalupe Soriano**

**DOORS NYC Representative Signature:**  **Date:** 06/06/24

**Print Name and Position:** Isabella Tognazzo | Business Development & Scouting