

Intern Guidelines and Responsibilities

- If participating in the roommate search process, your roommate choice must be submitted to your Primacy Consultant and Oakwood at a **minimum of thirty (30) days prior to your internship start date**. Otherwise, your roommate will be assigned to you via Qualcomm roommate matching protocols.
- Roommate request must be completed and submitted within 2 weeks of signage of intern acceptance paperwork.
- Complete all housing paperwork as quickly as possible.
- Qualcomm is providing your temporary housing, however, it is the responsibility of the guest to minimize potential damage claims by reporting any defects as promptly as possible.
- A Move In inspection form will be left in your apartment for your approval. This must be completed and returned to local Oakwood contact. Any unreturned forms are assumed to be accurate and defects or damages at move out will become the responsibility of the guest.
- No overnight guests or pets are allowed. If Oakwood finds that you have had an overnight guest in your apartment, your Qualcomm HR representative will be notified and you will be responsible for any costs incurred. These costs include, but are not limited to, a linen change fee, maid service charges and hotel costs.
- Intern acknowledges and agrees that the apartment assigned to intern may not be assigned or sublet by the Intern, or used for any unlawful or immoral purpose.

HOUSING AGREEMENT FORM FOR INTERNS

Subject to the terms of this agreement, it is understood that Qualcomm will provide paid housing in the form of an apartment (which may be shared with one or more other interns) to the intern named below, relating to their work assignment with Qualcomm.

This apartment will be furnished and will include all utilities and basic cable. The intern residing in the apartment will be held responsible for damages above normal wear & tear to the apartment, including but not limited to: all furnishings, house wares, and any other items within the apartment, and excepting loss or damage occasioned by fire or other insurable casualty. Any items missing or damaged will be the responsibility of the intern(s) residing in the named apartment.

If more than one intern shares the apartment address stated below, then liability shall be joint and several. The language "joint and several" means that if more than one person resides at the same address as the intern below, then each person individually and all persons collectively, are fully responsible for all obligations set forth in this Agreement, unless expressly agreed otherwise, in writing, by and among Qualcomm, its vendors and the intern. For example, the intern signing this Agreement may be liable for any or all damages to the premises, even if caused by another intern living within the same premises.

By signing this Agreement, the intern acknowledges and agrees that Qualcomm, Primacy and Oakwood Worldwide shall have no responsibility for any damages or losses associated with the apartment or its use by the intern

By signing below, the intern agrees to comply with all terms, rules, regulations, and conditions established by the owner and/or manager of the property at which the apartment is located and, if applicable, as contained in the Lease Agreement* that has been completed between Qualcomm and Oakwood Worldwide. **INTERN SPECIFICALLY ACKNOWLEDGES THAT FAILURE TO COMPLY WITH ANY SUCH TERMS, RULES, REGULATIONS AND CONDITIONS MAY SUBJECT INTERN TO IMMEDIATE EVICTION BY Oakwood Worldwide.**

Intern acknowledges and agrees **that the apartment assigned to intern may not be assigned or sublet by the undersigned, or used for any unlawful or immoral purpose.**

Intern under the age of 18 must have a parent/legal guardian sign this document.

Intern (Print Name) Intern Signature Date

Parent/Guardian Signature (Required if intern is under 18 years of age) Date

*A list of furnishings included with the apartment, and a list of the apartment complex Rules and Regulations, will be available for your review upon check-in.

Guest Information – Bed Bugs

Thought extinct, bedbugs are real. A number of cases are reported and confirmed each year throughout the United States. Oakwood Worldwide takes every precaution to educate our guests and to prevent the spread of these bothersome pests.

Please allow us to assist you by using the following guidelines regardless of whether you are traveling locally or abroad.

- Use the luggage racks provided inside hotel rooms instead of placing your luggage on the floor. Carefully inspect your luggage before and after every trip.
- Pull back bedspreads/sheets/quilts on hotel beds upon arrival and check the seams carefully. Bedbugs are approximately the size of an apple seed and will be visible. Also check for molted skins and blood spotting. Contact Hotel Management immediately and request another room if you find any evidence.
- No control efforts are needed unless an infestation is detected and verified by an expert.

If an infestation is suspected, please contact your housing provider immediately. Oakwood Worldwide is partnered with a licensed, trained, and experienced local pest control company. We can help with effective and thorough inspections. Provide you with the information needed, and can assist with needed control efforts.

Identification

Bedbugs are parasites. As their name implies, they are usually associated with guests sleeping quarters. Their source of food is human blood. These insects are flat, oval, reddish brown in color, approximately ¼ inch in length at full maturity, and are nocturnal in their feeding habits.

Several kinds of insects resemble bedbugs so specimens should be carefully compared with good reference images to confirm their identity or verified by a professional pest control expert.

While bedbugs do not transmit any pathogens or diseases, their bites usually result in swollen, red, itchy welts.

It often takes a trained professional 4-6 hours to do a thorough inspection and initial treatment. Please be advised that additional inspections and treatments are usually necessary.

Life Cycle

Bedbugs are insects which go through a gradual metamorphosis consisting of the egg stage, nymph stage, and finally, the adult stage.

A fertile adult female will lay up to two hundred eggs per day. In order to lay eggs the adult female must have a blood meal. The eggs are laid in protective places such as cracks and crevices, behind wall pictures, on the bed frame and mattresses, under loose wall paper, etc. They will generally be found anywhere bedbugs are present. These eggs are glued to their surface with a gluey substance and take 1-2 weeks to hatch.

Once the egg hatches the first nymph will be almost colorless upon emerging. At this point in development it is very small and hard to detect. The nymph will seek a host for its first feeding. The first meal will take between three to ten minutes. When completed, the nymph will go into hiding for six to ten days where it molts and then returns for another meal. The nymph will go through five instars and must feed before each molt. As the nymph develops it progressively resembles the adult in appearance. The nymph stage varies in the length of time it takes to develop into an adult.

Upon its final molt the bedbug will be capable of reproduction. They will seek a mate. Bedbugs during their adult life and must feed before egg production. Their mouth parts are of the piercing, sucking style and while feeding an anticoagulant is released by the insect to allow the blood to flow freely. It is this anticoagulant that causes irritation and itching. Some people are more sensitive than others. A small round hardened bump with a red spot in the middle is characteristic of the bite. While feeding, the insect will leave blood excretions. Blood spots will appear on the bedding material as a result. Bed bugs can also leave a musty odor which can be offensive.

Carefully inspect the bed frame, mattress, and other furniture for signs of bedbugs and their eggs. Although dead bugs, cast bug skins, and blood spots may indicate an infestation occurred previously, they do not confirm that an infestation is still active. You must search for live bugs and confirm that they are bedbugs before considering treatment options.

Confirm first which area of the residence is causing the most discomfort. This is usually the bedroom but could be any area that the guest uses for sleeping such as a loft, office or sofa.

If you suspect bedbug activity, Please call your housing provider immediately.

Minimizing the Risk

- Reduce clutter
- Dispose of trash properly. IF YOU SUSPECT BEDBUG ACTIVITY DO NOT DISPOSE OF ANY ITEMS THAT HAVE NOT BEEN PROPERLY SEALED TO PREVENT THE POSSIBLE SPREAD OF BUGS.
- Call your housing provider/contact immediately upon suspecting activity. This may help minimize costs to you.