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Introduction and Purpose

This Apprenticeship Agreement is made and entered into as of August 9, 2025, by and between DocuPal Demo, LLC, a company located at 23 Main St, Anytown, CA 90210, USA ("Employer"), and Acme, Inc ("ACME-1"), a business with its principal address at 3751 Illinois Avenue, Wilsonville, Oregon - 97070, USA ("Apprentice").

Intent

This Agreement establishes a formal apprenticeship program. The program aims to provide ACME-1 with comprehensive training and practical experience in software development. This will enable ACME-1 to achieve full competency in this field. This agreement will outline the terms and conditions under which the apprenticeship will operate. It clarifies the rights, responsibilities, and expectations of both DocuPal Demo, LLC, and ACME-1 throughout the apprenticeship period. The ultimate goal is to equip the apprentice with the skills and knowledge necessary for potential future employment and success in the software development industry.

Roles and Responsibilities

This section outlines the roles and responsibilities of DocuPal Demo, LLC (Employer), ACME-1 (Apprentice), and any involved training providers, to ensure a successful apprenticeship.

Employer Responsibilities

DocuPal Demo, LLC is committed to:

- Providing a safe and supportive learning environment for the apprentice.
- Assigning qualified mentors to guide and support the apprentice throughout the program.
- Delivering structured training programs that align with the apprenticeship objectives.
- Offering regular performance feedback to the apprentice, including progress reviews and areas for improvement.
- Adhering to all relevant labor laws and safety standards.



Apprentice Responsibilities

ACME-1 is expected to:

- Actively participate in all training activities and learning opportunities.
- Adhere to all company policies, procedures, and code of conduct guidelines.
- Complete all assigned tasks and projects diligently and to the best of their ability.
- Maintain a professional attitude and demeanor at all times.
- Be proactive in seeking guidance and clarification when needed.
- Respect the confidentiality of company information.

Training Provider Responsibilities (If Applicable)

Any third-party training provider engaged by DocuPal Demo, LLC will be responsible for:

- Delivering high-quality training that meets industry standards.
- Providing qualified instructors with expertise in the relevant subject matter.
- Assessing the apprentice's progress and providing feedback to both the employer and the apprentice.
- Ensuring that the training environment is safe and conducive to learning.

Agreement Duration and Schedule

This Apprenticeship Agreement will commence on August 9, 2025, and will continue for a duration of twenty-four (24) months. The anticipated completion date of this apprenticeship is August 9, 2027.

Working Hours

The apprentice's standard working hours are Monday through Friday, from 9:00 AM to 5:00 PM. Any changes to this schedule must be mutually agreed upon in writing by both Docupal Demo, LLC and ACME-1.



Probationary Period

There will be a probationary period of ninety (90) days, starting from the commencement date. During this period, both Docupal Demo, LLC and ACME-1 will evaluate the apprentice's suitability for the program. The apprenticeship may be terminated by either party during this period with written notice, as detailed in the termination section of this agreement.

Compensation and Benefits

Compensation Details

ACME-1 will compensate the Apprentice at a rate of \$15.00 per hour. This rate will be the basis for all hours worked during the apprenticeship.

Benefits Package

In addition to the hourly wage, the Apprentice will receive a comprehensive benefits package. This includes health insurance coverage. The Apprentice will also accrue paid time off. Sick leave will also be provided as part of the benefits package.

Performance-Based Increases

ACME-1 will conduct performance reviews every six months. These reviews will assess the Apprentice's progress and contributions. Based on these reviews, the Apprentice may be eligible for wage increases. These increases could be up to 5% of the current hourly rate, depending on performance.

Training Plan and Evaluation

This section details the training plan for the software development apprenticeship. It also explains how Acme, Inc will monitor and assess the apprentice's progress.



Training Modules and Learning Outcomes

The apprenticeship includes structured training modules. These modules cover software development, coding, and debugging. The apprentice will also learn about project management and teamwork. Each module has specific learning outcomes. By the end of the apprenticeship, the apprentice will be proficient in these key areas.

Monitoring and Assessment

Acme, Inc will monitor the apprentice's progress through regular meetings with assigned mentors. Performance reviews will occur quarterly. Project evaluations will assess practical skills. These evaluations will help track the apprentice's development and identify areas for improvement.

Certifications

Upon successful completion of the apprenticeship, the apprentice will receive a Certificate of Completion in Software Development. This certificate confirms the apprentice has met all requirements. The apprentice will also be eligible to pursue industry-recognized certifications. These certifications can further enhance their career prospects.

Health, Safety, and Workplace Conduct

ACME-1 is committed to providing a safe and healthy work environment for all employees, including apprentices. As an apprentice, you must comply with all applicable Occupational Safety and Health Administration (OSHA) standards. You must also follow all company-specific safety protocols. These protocols will be communicated to you during your onboarding and training.

Safety Standards

You are required to use personal protective equipment (PPE) as instructed and when required for specific tasks. Report any unsafe conditions or hazards to your supervisor immediately. Participate actively in safety training sessions and promote a culture of safety within the workplace.



Workplace Conduct

ACME-1 expects all employees to maintain a professional and respectful demeanor at all times. This includes punctuality, respect for colleagues, and adherence to the company's code of conduct. Treat everyone with courtesy and avoid any form of harassment or discrimination.

Disciplinary Procedures

Violations of safety standards or workplace conduct policies may result in disciplinary action. Disciplinary measures can include verbal warnings, written warnings, suspension, or termination, depending on the severity and frequency of the violation. ACME-1 is committed to fair and consistent enforcement of these policies.

Confidentiality and Intellectual Property

Confidentiality

During this apprenticeship, ACME-1 will have access to confidential information belonging to DocuPal Demo, LLC. This includes client data, company trade secrets, and proprietary software code. ACME-1 agrees to keep all such information strictly confidential. This obligation extends both during and for two years after the apprenticeship ends. ACME-1 shall not disclose this information to any third party.

Intellectual Property

DocuPal Demo, LLC will own all intellectual property rights. This includes any inventions, designs, or works created by ACME-1 during the apprenticeship. This covers all work produced as part of the apprenticeship program.

Termination and Suspension

This Apprenticeship Agreement may be terminated under certain circumstances. These include unsatisfactory performance by the Apprentice, or violation of Docupal Demo, LLC's company policies. Termination can also occur through mutual written agreement by both Docupal Demo, LLC and ACME-1.



Termination Notice

A written notice of thirty (30) days is required from either party to terminate this Agreement.

Consequences of Early Termination

In the event of early termination, Docupal Demo, LLC will review the circumstances. This review may include assessing the need for ACME-1 to repay any training costs incurred by Docupal Demo, LLC. The decision regarding repayment will be at the discretion of Docupal Demo, LLC.

Summary of Termination Scenarios

Scenario	Initiating Party	Notice Period	Potential Consequences
Unsatisfactory Performance	Docupal Demo, LLC	30 days	Termination of Agreement
Violation of Policy	Docupal Demo, LLC	30 days	Termination of Agreement
Mutual Agreement	Both	30 days	Termination of Agreement
ACME-1's Decision	ACME-1	30 days	Review of circumstances; potential repayment of costs

Dispute Resolution

ACME-1 and Docupal Demo, LLC are committed to resolving any disputes that may arise under this Apprenticeship Agreement in an amicable and efficient manner.

Informal Discussions

The parties will first attempt to resolve any dispute through informal discussions. This involves the individuals directly involved in the dispute communicating with each other to understand the issue and find a mutually acceptable solution.



Mediation

If informal discussions do not resolve the dispute, the parties agree to attempt mediation. In mediation, a neutral third party will help ACME-1 and Docupal Demo, LLC reach a settlement. The mediator's role is to facilitate communication and offer suggestions, but the mediator cannot impose a decision on either party. The parties will share the costs of the mediator equally.

Arbitration

If mediation is unsuccessful, any unresolved dispute arising out of or relating to this Apprenticeship Agreement shall be settled by binding arbitration administered in the State of Delaware. The decision of the arbitrator will be final and binding on both ACME-1 and Docupal Demo, LLC. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Signatures and Acknowledgments

This Apprenticeship Agreement becomes effective upon signing by all parties. By signing below, DocuPal Demo, LLC and Acme, Inc acknowledge that they have read, understood, and agree to all the terms and conditions outlined in this agreement.

Signatures

DocuPal Demo, LLC

Signature

Printed Name

Title

Date: _____

Acme, Inc



Signature

Printed Name

Title

Date: _____

Please sign and date this agreement to indicate your acceptance of the terms and conditions. Both DocuPal Demo, LLC and Acme, Inc should retain a copy of this fully executed agreement for their records. The effective date of this agreement is the date of the last signature below.

