



THE BANK OF NEW YORK MELLON

*2008 High School  
Internship Program*

*Intern's Reference Guide*

# TABLE OF CONTENTS

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## **Section 1**

- ◆ Welcome Letter
- ◆ Mission

## **Section 2 - General Information**

- ◆ Fact Sheet
- ◆ Checklist
- ◆ Performance Management

## **Section 3 - Mentoring**

- ◆ Mentoring Program
- ◆ Mentoring Guidelines

## **Section 4 - Standards of Excellence**

- ◆ School Performance
- ◆ Job Performance
- ◆ Conduct

## **Section 5 - Intern Guidelines**

- ◆ Personal Dress and Appearance
- ◆ Commitment of Time
- ◆ Handling personal relationships
- ◆ Computer Usage/E-mail

## **Section 6 - Time Sheet Procedures**

- ◆ Mellon's Payroll Policy
- ◆ Completing the Time Sheet
- ◆ Record Keeping
- ◆ Payroll Contact
- ◆ Time Sheet Schedule

## **Section 7 – Tips for Internship Success**

- ◆ Professionalism
- ◆ Positive Attitude
- ◆ Be Proactive
- ◆ Document Projects
- ◆ Personal Development

## **Section 8 - Recognition Event**

- ◆ Award Descriptions
- ◆ Nomination Process

## **Section 9 - Partnerships**

- ◆ New York City
- ◆ Pittsburgh
- ◆ Boston/Everett

## **Section 10 – The Bank of New York Mellon**

- ◆ Overview
- ◆ Products and Services

## Welcome!

On behalf of The Bank of New York Mellon, it is our pleasure to welcome you to the 2008 Internship Program for high school students.

There are several components to your summer internship at BNY Mellon. In addition to your assignments, you will be involved in a true learning experience both on and off the job. Your assignments will provide you with real-world experience and the expectation is that you will take advantage of this opportunity to learn new skills and improve those skills that you have already acquired.

The guidelines that follow will help in the transition from an academic to a corporate environment. Please take advantage of this opportunity, as it may be the beginning of a life-long career in the financial services industry.

It is important that you read this handbook in its entirety. You are encouraged to make notes and keep it handy throughout the summer. The handbook is designed to assist you throughout your internship experience and it is to your benefit to be familiar with the various sections, as it will help you in your daily activities. Good Luck!

Sincerely,

Internship Program Team

Yvette Furlonge, Brandy Thomas  
Veronica Pontes, Dion Walker

## Internship Program Mission

To provide opportunities for high school students to map out career paths by gaining hands-on experience, skills and knowledge.

**GENERAL INFORMATION****Section 2****FACT SHEET**

Name	
Department	
Supervisor Name	
Phone Number	
Alternate Supervisor	
Phone Number	
Human Resources Representatives	<b>Boston:</b> Yvette Furlonge (617-722-3569); Veronica Pontes (617-722-7688) <b>Pittsburgh:</b> Brandy Thomas (412-236-8962) <b>New York City:</b> Dion Walker (212-635-7708)

**Internship Business Hours**

Start Time	9:00 a.m.
Lunch	1 hour (Check with supervisor for appropriate time to take lunch)
End Time	4:00 p.m.
Overtime	No overtime is permitted
Employment Dates	July 7 – August 22

**Sick Day Procedures**

Call in	To Supervisor
By	8:00 a.m.
Phone #	Please confirm with supervisor:
Caution	Do not leave message on voicemail. If unable to reach supervisor or alternate supervisor, please call one of the HR representatives above.

**Please complete and keep this fact sheet with you.**

## INTERN CHECKLIST

<b>Reference Guide</b>	<b>Check</b> <input checked="" type="checkbox"/>
♦ Be familiar with the Internship Program Reference Guide	
♦ Take note of the dates/times of events on calendar	
♦ Review the Standards of Excellence	
♦ Understand Intern Guidelines	
♦ Ensure complete understanding of Time Sheet Procedures	
♦ Review Tips for Internship Success	
♦ Familiarize yourself with The Bank of New York Mellon information	
♦ Set personal and professional goals for the summer	
♦ Be prepared to ask questions about the program, department, company	
<b>During Your Internship</b>	
♦ Be on time for work and if unavoidable, call your supervisor	
♦ Ask for clarification if you are unsure about directions for a project	
♦ Take notes when instructions are being given	
♦ Treat all information received with utmost confidentiality	
♦ Check completed work to ensure an error free project	
♦ Meet your mentor; Agree on meeting dates/times	
♦ Dress appropriately for a business environment	
♦ Mark your calendar for training activities	
♦ Network with other interns	
♦ Participate in professional development workshops	
<b>End of Internship</b>	
♦ Complete End-of-Summer Program Assessment	
♦ Submit Manager/Mentor Nominations	
♦ Receive Performance Evaluation	
♦ Attend Recognition Event	
♦ Return ID Badge to supervisor	

# PERFORMANCE MANAGEMENT

**Intern Name:**

**Supervisor Name:**

**Department/Location:**

Please list the intern's project goals and assess intern's performance in achieving established goals.

## RESULTS-BASED GOALS

# 1
# 2
# 3

Please rate the competencies below according to the following scale:

**1=Outstanding; 2=Exceeds Expectations; 3=Meets Expectations; 4=Below Expectations; 5=Unsatisfactory**

COMPETENCIES	ASSESSMENT
Communications Skills	
Accountability	
Adaptability	
Initiative	
Ability to follow instructions	
Ability to meet deadlines	
Organizing Ability	
Listening Skills	
Quality of Work	
Quantity of Work	

Do you have any suggested areas of improvement for your summer intern?

Please comment on your intern's job performance and professionalism.

# Mentoring Program

## Section 3

<b>Internship Program Mentoring</b>	<p>The Internship Program has established a formal mentoring program for interns. Mentoring is a developmental, sharing, and helping relationship where one person invests time, know-how, and effort in enhancing another person's growth, knowledge and skills. The mentor responds to the needs and requests of the mentee in ways that prepare him or her for greater productivity or achievement in the future.</p> <p>Mentoring can provide an experience-sharing insight into the organizational culture, encouragement to grow as a person, and a vehicle for feedback. While mentoring relationships usually begin with the potential benefits to the mentee in mind, successful relationships also benefit the mentor, through increased learning, and personal development.</p>
<b>Mentoring Goal</b>	<ul style="list-style-type: none"> <li>• To take a personal interest in an intern's career development by exposing intern to new ideas, perspectives, standards and norms of the profession</li> <li>• To develop a professional relationship that enables interns to enhance skills and reach their fullest potential</li> <li>• To provide opportunities for effective networking and cross-departmental development</li> </ul>
<b>Mentor Roles &amp; Responsibilities</b>	<p><b>Mentors make a commitment to:</b></p> <ul style="list-style-type: none"> <li>• Devote adequate time to the mentoring process and maintain regular contact with mentees</li> <li>• Respect mentor-mentee confidentiality</li> <li>• Coach mentees and provide feedback</li> <li>• Guide mentees in self-evaluation</li> <li>• Provide mentees with an opportunity for new experiences and skill improvement</li> </ul>
<b>Mentee Roles &amp; Responsibilities</b>	<p><b>Mentees make a commitment to:</b></p> <ul style="list-style-type: none"> <li>• Accept responsibility for personal growth</li> <li>• Devote adequate time to the mentoring process</li> <li>• Remain receptive to feedback and coaching from mentor</li> <li>• Address development needs with mentors</li> <li>• Maintain a proactive attitude</li> </ul>
<b>Conditions for Successful Mentoring Relationships</b>	<p><b>Mentor/Mentee:</b></p> <ul style="list-style-type: none"> <li>• Clear and realistic expectations</li> <li>• Shared responsibility</li> <li>• Mutual learning</li> <li>• Commitment to developing and maintaining a professional relationship</li> </ul>
<b>How will it Work?</b>	<ul style="list-style-type: none"> <li>• Internship Program coordinates volunteers for interns and notifies manager</li> <li>• Mentor reaches out to intern through manager</li> <li>• Mentor/mentee agree on meeting frequency - dates/time (3-4 times during the summer)</li> <li>• Meetings should occur during company time and on company premises</li> <li>• Mentor/mentee exchange information (phone number/e-mail etc.)</li> <li>• Mentor/mentee discuss goals to be established</li> <li>• Mentee keeps manager apprised of the meeting dates/time</li> </ul>
<b>Mentoring Differs from Managing</b>	<p style="text-align: center;"><b><i>Manager Provides Competency; Mentor provides Counsel</i></b></p> <p><b>MANAGERS:</b></p> <ul style="list-style-type: none"> <li>• Train and orient interns to the responsibilities of the job</li> <li>• Increase expertise and competency</li> <li>• Share department vision and job requirements</li> <li>• Provide performance feedback</li> </ul> <p><b>MENTORS:</b></p> <ul style="list-style-type: none"> <li>• Provide advice and help mentee to understand and navigate the organization</li> <li>• Help to promote self discovery and provide tips for skill building</li> <li>• Facilitate a confidential and objective relationship</li> <li>• Improve career satisfaction by celebrating successes and providing feedback</li> </ul>

# **Mentoring Guidelines**

## **Jessica Nulph, GIP College Alumni, Class of 2003**

### **Opening of meeting:**

1. Introduce yourself and thank mentor for their time and willingness to participate.
2. Establish the parameters of the mentor/mentee relationship by defining what topics are appropriate to discuss (limited to work, or can personal be incorporated such as work/life balance and leisure interests?).

### **Mentee's Expectations/Objectives for the mentoring experience:**

1. To be coached and encouraged to achieve their highest potential.
2. To receive advice/insight about managing (or working in) a department such as the time commitment, the challenges, and the benefits/advantages.
3. To be assisted/guided in their professional development.
4. To receive guidance about how to break into the corporate world and rise up within the organization.
5. To gain from the mentor's knowledge and experience.
6. To gain feedback about their performance and progress, and objective opinions about their strengths and weaknesses.
7. To learn what is expected of them, and of a full-time employee in the (defined) department.
8. To learn about BNY Mellon's corporate culture.
9. To receive guidance in setting realistic goals and form a career plan.
10. To build bridges and make valuable contacts.
11. To model their behavior and learn what critical skills they need to acquire from my mentor.

### **Mentee's contribution/pledge toward making the Mentoring program successful:**

1. They will be open and receptive to suggestions/advice given by the mentor.
2. They will come to meetings prepared with questions, ready to learn, and on time.
3. They will keep all discussions in strict confidence.

### **Questions for the mentor:**

1. What are your job duties?
2. How long have you been working here?
3. How did you decide what career was right for you?
4. What is a typical day like for you?
5. What do you like/dislike about your job?
6. What did you learn the hard way?
7. What kind of education was required to get your job?
8. What are your hobbies/interests?
9. How do you balance your work and home life?
10. Have you ever had a mentor in your life? Tell me about them.
11. Are higher degrees rewarded/beneficial in moving high within the organization?
12. What were your educational and career choices? What are your life goals?
13. What is important to you? (research, family, hobbies, sports)
14. Where does family stop and work begin?
15. What are the boundaries of work relationships if you are trying to move up in the organization?
16. What is it like to manage managers who are older than yourself? Was there resistance? What approach must you take to reach all ages?
17. What current trends do you see within the financial services industry and (your given area of business)?

### **Conclusion of meeting:**

1. Set up the next meeting.
2. Thank mentor for his/her time and openness.

# Standards of Excellence

# Section 4

Interns are expected to excel in three major areas: **School Performance, Job Performance and Conduct**

<b>School Performance</b>	<p>Interns must maintain a B- average or better at school and have a 90 percent attendance record in order to be considered for employment. Failure to meet either of these goals <b>may</b> result in the student not being hired for a summer job.</p>
<b>Job Performance</b>	<p>Make the most of your work! This is an opportunity to learn new skills, take the initiative where possible, and make a good impression as a future employee.</p> <p>Managers will provide feedback on your performance at the end of summer. Please be aware that this evaluation is reviewed and will have an impact when an intern is being considered for an internship the following year. BNY Mellon’s long-term goal is to have high school interns convert to college interns and ultimately to full time employees.</p>
<b>Conduct</b>	<p>To participate in the internship program, interns must demonstrate acceptable behavior at school and at the worksite. <b>All summer interns are held to the same standards of performance as full-time employees at the work site.</b></p> <ul style="list-style-type: none"> <li>▪ The Internship Program is an extension of your High School Standards of Behavior and will be strictly enforced.</li> <li>▪ Each student must respect the rights of other interns and BNY Mellon employees.</li> <li>▪ Learning and working can only take place when everyone behaves with care and respect for others. The rules below will be strictly enforced in the workplace.</li> </ul>
<b>Interns should:</b>	<ul style="list-style-type: none"> <li>▪ Come to work every day, on time, ready to learn and to work</li> <li>▪ Take an active part in the Internship Program events</li> <li>▪ Behave respectfully toward people of all ages, races, ethnic groups, religions, and of both sexes.</li> <li>▪ Display conduct of a professional, businesslike manner at all times while in the workplace or on company premises including shuttle buses where applicable.</li> <li>▪ Report ready to work at workstation either at starting time (9:00 a.m.) or after a scheduled lunch</li> <li>▪ Understand that excessive absence and tardiness will be grounds for termination</li> <li>▪ Adhere to job requirements and expectations as outlined by supervisor</li> <li>▪ Refrain from any unauthorized use of the phone, internet, email and computer</li> <li>▪ Participate in workshops coordinated by BNY Mellon</li> </ul>
<b>Interns should NOT:</b>	<p><b><i>Students will be referred to Human Resources if they violate the rules below</i></b></p> <ul style="list-style-type: none"> <li>▪ Bring to the workplace dangerous objects of no reasonable use to a student, such as knives, guns, studded belts or bracelets, or other weapons prohibited by State law</li> <li>▪ Be in possession of a dangerous object</li> <li>▪ Take by force things that belong to other people/Steal</li> <li>▪ Damage or deface property that belongs to other people</li> <li>▪ Interfere with or distract other interns while they are working.</li> <li>▪ Continuously and purposely make loud noises in the workplace</li> <li>▪ Use sexually offensive or intimidating language, obscene gestures, or body contact</li> </ul>

## Intern Guidelines

## Section 5

<p><b>Personal Dress and Appearance</b></p>	<p>The Bank of New York Mellon has a policy of business casual attire for its employees. Check with your supervisor regarding appropriate attire for your department as some areas may require professional attire.</p> <p><b>Generally the following items should not be worn:</b></p> <ul style="list-style-type: none"> <li>▪ Hats, sneakers, sweat pants, other athletic attire</li> <li>▪ Jeans, spandex, shorts, miniskirts, t-shirts with phrases</li> <li>▪ Sheer or low-cut blouses, tank/halter tops</li> </ul>
<p><b>Commitment of Time</b></p>	<ul style="list-style-type: none"> <li>▪ Arrive on time at your desk and be prepared to begin work</li> <li>▪ Don't agree to a job schedule if it conflicts with previous commitments</li> </ul> <p>Since commuting time is not always predictable, interns should leave allowances for unexpected delays. Interns should contact their supervisor before the scheduled start time to notify him/her of an intended absence. Be sure to speak directly to your supervisor <b>OR</b> an alternate supervisor contact. <b>Do not</b> rely on leaving a message on voice mail, as the manager may not retrieve messages until later in the day.</p> <p>A conflict that prevents an intern from working or arriving on time on a specific day should be cleared with as much notice as possible. Interns should request time off from the supervisor a few days in advance if needed.</p>
<p><b>Handling Personal Relationships</b></p>	<ul style="list-style-type: none"> <li>▪ Personal calls during work hours are not allowed</li> <li>▪ Socializing is limited to break time and lunch</li> <li>▪ Visiting fellow interns during work hours is not permitted</li> </ul>
<p><b>Computer Usage</b></p>	<p>To be certain that you are aware of and understand BNY Mellon's corporate policy on the use of BNY Mellon information systems, please take note of the following points:</p> <ul style="list-style-type: none"> <li>▪ BNY Mellon computers are for BNY Mellon business – While it may be appropriate to send personal e-mails occasionally, your computer should be used principally for BNY Mellon business</li> <li>▪ Disseminating offensive or obscene material over BNY Mellon information systems is a serious violation of corporate policy – In certain circumstances; it may also be a violation of state or federal law. Corporate policy defines the sending of such material as an "intolerable offense" that may lead to immediate termination.</li> <li>▪ There is no right to privacy when using BNY Mellon information systems – Management reserves the right to access, read and base disciplinary decisions on any e-mail or other electronic communication originating from or sent to a BNY Mellon computer. Even when they have been deleted, e-mails may be accessed, subpoenaed and used as evidence in either civil law suits or criminal prosecutions. Employees are advised to write e-mails as if persons other than the recipient will read the email.</li> </ul>
<p><b>E-Mail Alert!</b></p> <p><b>Very Important</b></p>	<ul style="list-style-type: none"> <li>▪ Abuse of e-mail privileges creates unacceptable exposure for both BNY Mellon and its employees and will not be tolerated.</li> </ul> <p><b>Please be aware that this policy is vigorously enforced.</b></p>

## Time Sheet Procedures

## Section 6

<b>BNY Mellon's Payroll Policy</b>	To facilitate the payroll process, the following procedures should be followed to ensure timely receipt of check. Hourly Non-Benefited employees are paid for the hours worked. Any time off must be reflected on the time sheet including holidays/sick days/personal time. Interns are not paid for the lunch period or holiday such as Fourth of July.
<b>Time Sheet</b>	The correct time sheet should read " <b>For use by Non-Benefited Hourly Associates only</b> ". The first time that you use this record it will be a standard sheet and will not have your name on it. Please print your name and AIM # (internal zip code) on the sheet under the BNYMellon logo. You will receive a personalized time sheet after the first week. The back of the time sheet provides information on "Converting minutes worked to tenths of hour".
<b>Completing the Time Sheet</b>  <b>Please follow instructions carefully!</b>	<p><b>Each day, fill in the time box and the total number of hours you've worked for that day. To be clear, label the date on top of each day (Monday – Friday).</b></p> <p><b>Fill in your employee ID No. (Appears on the label on your orientation packet).</b></p> <p><b>Under the employee ID Number is another box for a date (MM/DD/YYYY).</b></p> <p><b>** Fill in the date of the last day you will be using the entire time sheet.</b></p> <p><b>For example: If employment began on Monday, July 7, 2008;</b></p> <p><b>The first box starts with 7/07/08 and ends on 7/11/08;</b></p> <p><b>The second box starts with 7/14/08 and ends on 7/18/08;</b></p> <p><b>The third box starts with 7/21/08 and ends on 07/25/08;</b></p> <p><b>All three boxes will be filled up by 08/01/08.</b></p> <p><b>Add daily hours and enter the Total Hours for the Week.</b></p> <p><b>** That date (08/01/08) must be bubbled in on the lower left of the timesheet.</b></p>
<b>Record Keeping</b>	<p>On a daily basis, enter the time you begin work and the time you end each day;</p> <p>Have your supervisor sign the time sheet before the end of the day on Friday;</p> <p>If timesheet is signed for week 1; Have supervisor initial timesheet for subsequent weeks</p> <p>If timesheets are not received by the deadline, pay will be processed in the next cycle.</p> <p><b>There will be no exceptions to extending the deadline for receipt of timesheet.</b></p>
<b>Massachusetts-based Interns ONLY</b>	<p><b>Please fax time sheet to Pittsburgh every Friday (3:00-4:00 p.m.) for the current week to the attention of: Dorothy Taylor – Fax # 412-236-1567</b></p> <p>Send an email to <b>Dorothy Taylor</b> to alert her that you are faxing your time card. Time sheets will be processed if received <b>before 11:00 A.M. on Monday</b> for the week that just ended. Managers should retain the original time sheets in their files.</p> <p><a href="mailto:Dorothy.Taylor@bnymellon.com">Dorothy.Taylor@bnymellon.com</a> Phone # 412-234-9715; Fax # 412-236-1567</p> <p><b>Please note: MA hourly-paid interns are paid weekly</b></p>
<b>Interns at all Other Locations</b>	<p>Submit time sheet according to <b>2008 Time Card Schedule</b>. Please keep a copy of your time sheet for your records and send original to:</p> <p><b>Payroll via interoffice mail (151-0603).</b></p> <p><b>Interns at all other locations are paid bi-weekly (except MA)</b></p>
<b>Payroll Inquiries</b>  <b>All Locations</b>	<p><b>Please contact the HR Customer Service Center for general inquiries.</b></p> <p><b>Dial: 412-236-4748 - Select Option #4</b></p>

**Internship Program  
2008 Time Card Schedule\*  
May 15 – October 31**

BNY Mellon Time Record Week Beginning Dates	BNY Mellon Time Record Week Ending Dates	TIMECARD DUE IN PAYROLL	PAY DATE
BEGIN	END	DUE	PAY
April 13, 2008	May 3, 2008	May 6, 2008	<b>May 15, 2008</b>
May 4, 2008	May 17, 2008	May 20, 2008	May 30, 2008
May 18, 2008	May 31, 2008	June 3, 2008	June 13, 2008
June 1, 2008	June 14, 2008	June 17, 2008	June 30, 2008
June 15, 2008	June 28, 2008	July 1, 2008	July 15, 2008
June 29, 2008	July 19, 2008	July 22, 2008	July 31, 2008
July 20, 2008	August 2, 2008	August 5, 2008	August 15, 2008
August 3, 2008	August 16, 2008	August 19, 2008	August 29, 2008
August 17, 2008	August 30, 2008	September 2, 2008	September 15, 2008
August 31, 2008	September 13, 2008	September 16, 2008	September 30, 2008
September 14, 2008	September 27, 2008	September 30, 2008	October 15, 2008
September 28, 2008	October 18, 2008	October 21, 2008	<b>October 31, 2008</b>

➤ **Hourly-paid employees are paid weekly in MA. All other locations are paid bi-weekly.**

<b>Professionalism</b>	<p><b>Take your responsibilities seriously. Treat your internship like a full-time job by always behaving professionally.</b></p> <ul style="list-style-type: none"> <li>• Show up on time. Tardiness is not a quality employers look for in potential hires</li> <li>• Take only the specified break-time for lunch or coffee and always return on time</li> <li>• Avoid missing work. If you must be absent, request permission from your supervisor in advance</li> <li>• Dress for success. In this era of “business casual” take cues from your co-workers and dress appropriately</li> </ul>
<b>Positive Attitude</b>	<p><b>Almost as important as the work you do is the way you work. Keep motivated and positive to make sure you're the kind of worker employers love to hire.</b></p> <ul style="list-style-type: none"> <li>• Don't complain about the tasks you are given. Even menial chores can teach you a lot about how an office works.</li> <li>• Approaching your work with enthusiasm is a good way to convince supervisors to give you bigger responsibilities.</li> <li>• Everything has a purpose. Learn how the small tasks fit into the big picture.</li> <li>• Get along with others. Be pleasant and courteous to everyone and try to get along with the other interns.</li> <li>• Don't burn any bridges. You never know when you will see someone later in your career.</li> </ul>
<b>Be Proactive</b>	<p><b>Your internship can be the foundation of a great career. Be proactive about using your internship to lay that foundation.</b></p> <ul style="list-style-type: none"> <li>• Develop additional responsibilities. Interns who identify office needs and ask to take on new challenges demonstrate the initiative and motivation that companies are looking for</li> <li>• Look for opportunities to further your education. If there is a project that interests you, ask your supervisor if you can help out</li> <li>• Network. Getting to know people in the company can lead to great opportunities. You can do this by arranging informational interviews with full-time staff members</li> <li>• Before you leave your internship, schedule an interview with your supervisor to review your performance</li> <li>• Ask to attend meetings and events. You will learn how things work.</li> </ul>
<b>Document Projects</b>	<p><b>Even if your internship experience seems unforgettable, you may need to refresh your memory later on. Keeping a record can help.</b></p> <ul style="list-style-type: none"> <li>• Start with a daily journal. Create a list of your daily tasks and chart your feelings about your work. Which tasks did you like the most? Which seemed the least interesting? Reviewing the list later can help you make future career decisions</li> <li>• Record your various projects. Describe the purpose and guidelines of each project and your particular contribution</li> <li>• Ask your supervisor if you can keep a copy of any projects you work on - brochures, reports, etc. These can be a great addition to a portfolio when you're looking for a job</li> <li>• Keep in touch and keep a record of your performance. Ask for copies of any performance reviews.</li> </ul>
<b>Personal Development</b>	<p>Enhance your corporate experience by investing in reference material that will help in your continued personal and professional development aspirations.</p> <p>Resources include: Take this Job and Love it-Matthew Gilbert; Forget for Success-Eric Harvey and Steve Ventura; Failing Forward-John Maxwell; Get Along, Get Ahead: 101 Courtesies for the New Workplace - Karen S Hinds.</p>

As we strive to create a culture of leadership through the Internship Program, a recognition program has been established to acknowledge the contributions of interns while they are employed during the summer.

Managers and mentors will be recognized for their Perseverance, Integrity and Commitment to the development of interns in the college and high school internship programs.

### *AWARD DESCRIPTIONS*

#### **Certificate of Participation: All Interns**

- Acknowledges that interns successfully completed the requirements of the Internship Program

#### **Certificate of Recognition: By Nomination**

- **Performance:** Interns who have exceeded established and challenging performance targets and achieved an “Outstanding” or “Exceeds Expectations” on the overall performance rating.
- **Great Idea Award:** Interns who have presented ideas to improve a process or service.

#### **PIC Awards - Managers/Mentors: By Nomination**

Managers and mentors who have demonstrated characteristics of PIC: **P**erseverance, **I**ntegrity and **C**ommitment to the development of interns.





## Partnerships

## Section 9

The Bank of New York Mellon partners with various organizations and academic institutions to recruit high school interns for its locations across sectors/shared services groups.

<p><b>New York City Partnerships</b></p>	<ul style="list-style-type: none"> <li>▪ Academy of Finance (National Academy Foundation)</li> <li>▪ Black Data Processing Association (BPDA)</li> <li>▪ Harlem YMCA</li> <li>▪ Job Opportunities Program (JOP) of the Inner-City Scholarship Fund (ICFS)</li> <li>▪ Science Research Program</li> <li>▪ The Albert G. Oliver Program</li> <li>▪ The Financial Women’s Association (FWA)</li> <li>▪ The Wall Street Finance and Scholastic Training Track (Fast Track)</li> <li>▪ The Youth Employment Summer Program (YES)</li> <li>▪ Virtual Enterprise</li> </ul>
<p><b>Pittsburgh Partnerships</b></p>	<p><b>The Pittsburgh Regional Internship Collaborative Enterprise (PRICE)</b> seeks to provide exposure, experience and empowerment to the region’s high school, college, special needs and non-traditional population. The best-in-class program is designed to combine learning and real-world, hands-on experience in order to maximize the outcome. To this end, Pittsburgh interns are encouraged to participate in PRICE events and activities to enhance their internship experience. PRICE welcomes BNY Mellon’s participation in the structured events that involve training, networking and a project to benefit the city of Pittsburgh.</p> <p><b>Urban Youth Action (UYA) Urban Youth Action, Incorporated (UYA)</b> is a youth education and development program that emphasizes the importance of education, employment readiness, community service, and leadership development. Students enrolled in the after-school program attend weekly educational sessions.</p> <p><b>The Western Pennsylvania School for the Deaf (WPSD)</b> is a non-profit school with high academic expectations. WPSD provides quality educational services and a complete extracurricular program to deaf and hard-of-hearing children through grade 12. The curriculum incorporates state and national standards and uses the public school curriculum as guides when beneficial. WPSD offers mainstreaming opportunities through a variety of local programs including a local private elementary school.</p>
<p><b>Boston Partnerships</b></p>	<p><b>The Boston Private Industry Council (PIC)</b> is a business led intermediary organization that connects the youth of Boston to education and employment opportunities to meet the demands of employers in a changing economy. PIC’s mission is to strengthen Boston’s communities and its workforce by preparing the youth for positions in the financial services industry.</p> <p><b>The Horace Mann School (HMS)</b> is the oldest public school for the deaf and hard of hearing in the United States and has a rich history of providing quality education for deaf and hard of hearing students. The HMS educates all students by creating diverse learning environments that develop their full academic, social, technical, and vocational potentials so that they can be life long learners, responsible citizens and active participants in both their deaf and hearing communities.</p> <p>Candidates are sourced from other inner-city programs: The North Cambridge Catholic High School (A Cristo Rey Network School) and the METCO Program.</p>



## Overview

## Section 10

Today's Bank of New York Mellon was formed in July 2007 through a merger between The Bank of New York Company, Inc. and Mellon Financial Corporation of Pittsburgh. The combination of two enterprises rich in history, vision and performance has created a global financial services growth company unmatched in its commitment to asset management and servicing.

Two great companies have been reborn, true to the traditions on which they were founded and have created the world's largest securities servicing provider and a top asset management firm globally — a financial services growth company without peer.

The Bank of New York Mellon has 40,000 employees, more than one quarter of which is located outside the United States. The Company serves more than 100 markets through a global presence in 34 countries establishing it as a truly global provider to a truly global clientele.

The Bank of New York Mellon is positioned to deliver world-class service to clients, provide superior performance to shareholders and create more and better opportunities for the people who keep the company strong — all while sustaining a commitment to the communities in which it operates.

Our success in being the very best provider, exceeding investor expectations and supporting an environment where everyone can thrive and excel requires us to adopt a set of core values — and a shared commitment to living those values each and every day.

Each of the following four values is fundamental to our sustained ability to win, grow and achieve our personal and professional objectives:

- **Client Focus:** Being our clients' "partner of choice" by delivering the world's best client service
- **Trust:** Acting with the highest standards of integrity and openness to ensure the trust of those we serve
- **Teamwork:** Fostering diversity and collaboration, and empowering employees to deliver our very best
- **Outperformance:** Consistently exceeding the expectations of our clients, employees, communities and shareholders

In sum, The Bank of New York Mellon is a client-focused, trusted financial institution driven by an empowered global team dedicated to outperforming in every market it serves.



THE BANK OF NEW YORK MELLON

## Products and Services

The Bank of New York Mellon provides a broad range of products and services in the areas of Asset Management, Asset Servicing, Wealth Management, Issuer Services, and Treasury Services. Our customers are institutions, corporations, and high-net-worth individuals as well as consultants and advisors who work with them.

<b>BNY Mellon Asset Management</b>	Is a leading global provider of investment management products and services. With a great depth and breadth of expertise, we help clients achieve their goals through a wide array of strategies, in every major sector and asset class through various distribution channels.
<b>BNY Mellon Asset Servicing</b>	Offers clients world-class products, technology and service to help enhance the management, administration and oversight of their investment process.
<b>BNY Mellon Wealth Management</b>	Ranks among the nation's leading wealth managers, with more than 200 years' experience in investment management, wealth and estate planning, private banking and finance, and global custody and information reporting. We provide thoughtful, customized strategies for individuals and families, their family offices and business enterprises, charitable giving programs, and endowments and foundations, along with exceptional service from a team of talented professionals.
<b>Issuer Services</b>	Issuers of debt and equity securities, as well as financial intermediaries and investors worldwide, share a common need for innovative and efficient securities services. The Bank of New York Mellon Issuer Services meets this need with a comprehensive array of services supported by cutting-edge technology and some of the most seasoned experts in the industry in: <ul style="list-style-type: none"><li>▪ Global Corporate Trust Services</li><li>▪ Depositary Receipt Services</li><li>▪ Shareowner Services</li></ul>
<b>Treasury Services</b>	BNY Mellon is a premier foreign exchange provider and a market maker in over 100 currencies. We offer a comprehensive array of innovative products and consultative services to investor, corporate and correspondent bank clients. Our derivatives offerings include a full range of currency, equity and interest rate products, while our London-based currency management specialist, BNY Overlay Associates, provides investment advisory services to institutional investors. <ul style="list-style-type: none"><li>▪ Capital Markets</li><li>▪ Liquidity Services</li><li>▪ Global Markets</li><li>▪ Working Capital Solutions</li><li>▪ International Payment Services</li><li>▪ Trade Finance Services</li></ul>
<b>Broker-Dealer &amp; Advisory Services</b>	BNY Mellon offers broker-dealers and registered investment advisors an innovative and comprehensive array of services supported by cutting-edge technology and some of the most seasoned experts in the industry. <ul style="list-style-type: none"><li>▪ Broker-Dealer Services</li><li>▪ Registered Investment Advisor Services</li><li>▪ Execution Services</li></ul>