

INTERNAL RULES – Training

PREAMBLE

Article 1 – Purpose and scope of the Regulation

These rules apply to all persons participating in a training action organized by 4 As. A copy is given to each trainee.

The regulations define the rules of health and safety, the general and permanent rules relating to discipline, as well as the nature and scale of the sanctions that may be imposed on trainees who contravene them and the procedural guarantees applicable when a sanction is envisaged.

[It shall also determine the rules for the representation of trainees for training courses lasting more than 500 hours] All persons must comply with the terms of these regulations throughout the duration of the training action.

SECTION 1: HEALTH AND SAFETY RULES

Article 2 - General principles

The prevention of the risks of accidents and illnesses is imperative and requires everyone to respect:

- The requirements applicable to health and safety at training sites;
- Any instructions imposed either by the management of the training organization or by the manufacturer or the trainer, in particular with regard to the use of the equipment provided.

Each trainee must therefore ensure his or her personal safety and that of others by respecting, according to his or her training, the general and specific instructions in terms of hygiene and safety. If he notices a malfunction in the safety system, he immediately notifies the management of the training organization.

Failure to comply with these instructions exposes the person to disciplinary sanctions.

Article 3 - Fire instructions

Fire instructions, and in particular a map of the location of fire extinguishers and emergency exits, are posted in the premises used by the training organization. The trainee must read it. In the event of an alert, the trainee must cease all training activities and calmly follow the instructions of the authorized representative of the training organization or the emergency services.

Any trainee who witnesses the start of a fire must immediately call the emergency services by dialing 18 from a landline telephone or 112 from a mobile phone and alert a representative of the training organization.

Article 4 - Alcoholic Beverages and Drugs

The introduction or consumption of drugs or alcoholic beverages on the premises is strictly prohibited. Trainees are prohibited from entering or staying in the training organization under the influence of alcohol or drugs. Interns will have access during breaks during indoor activities to the non-alcoholic beverage dispensing stations on some sites.

Article 5 - Smoking ban

It is strictly forbidden to smoke in the training rooms and more generally on the premises of the training organization.

Article 6 - Accident

The trainee who is the victim of an accident – occurring during the training or during the travel time between the training place and his or her home or place of work – or the witness of this accident shall immediately notify the management of the training organization.

The head of the training organization undertakes the appropriate steps in terms of care and makes the declaration to the competent Social Security fund.

SECTION 2: GENERAL DISCIPLINE

Article 7 - Attendance of the trainee in training

Article 7.1. - Training schedules

Trainees must comply with the schedules set and communicate in advance by the training organization. Failure to comply with these hours may result in penalties. Except in exceptional circumstances, interns may not be absent during internship hours.

Article 7.2. - Absences, delays or early departures

In the event of absence, delay or departure before the scheduled time, the trainees must notify the training organization and justify themselves.

The training organization immediately informs the funder (employer, administration, Fongecif, Region, Pôle emploi,...) of this event. Any event not justified by special circumstances constitutes misconduct punishable by disciplinary sanctions.

In addition, in accordance with Article R6341-45 of the French Labor Code, the intern – whose remuneration is paid by the public authorities – is liable to a deduction from his or her internship remuneration proportional to the duration of the absence.

Article 7.3. - Formalism attached to the follow-up of the training

The trainee is required to fill in the attendance sheet as the action progresses. He may be asked to carry out an assessment of the training.

At the end of the training action, they are given a certificate of completion of the training and a certificate of attendance at the training course to be sent, as the case may be, to their employer/administration or to the organization that finances the action.

The trainee must submit to the training organization as soon as possible the documents that he or she must provide as a service provider (request for remuneration or coverage of costs related to the training; certificates of registration or entry into an internship, etc.).

Article 8 - Access to training premises

Unless expressly authorized by the management of the training organization, the trainee may not:

- enter or remain in the training premises for purposes other than training;
- introducing, causing to be introduced or facilitating the introduction of persons outside the body;
- sell goods or services in the latter.

Article 9 - Dress

The trainee is invited to present himself to the organization in correct clothing.

Article 10 - Conduct

All trainees are required to behave in a way that guarantees compliance with the basic rules of good manners, community interpersonal skills and the smooth running of the training.

Article 11 - Use of equipment

Unless specifically authorized by the management of the training organization, the use of the training material is made at the training sites and is exclusively reserved for the training activity. The use of the material for personal use is prohibited.

The trainee is required to keep the equipment entrusted to him for training in good condition. He must use it in accordance with his purpose and according to the rules issued by the trainer. The trainee immediately reports any anomaly in the equipment to the trainer.

SECTION 3: DISCIPLINARY MEASURES

Article 12 - Disciplinary sanctions

Any failure by the trainee to comply with any of the requirements of these internal regulations may be subject to a sanction pronounced by the head of the training organization or his representative. Any act considered to be wrongful may, depending on its nature and seriousness, be subject to one or more of the following sanctions:

- Call to order; - Written warning by the director of the training organization or by his representative; - Blame; - Temporary exclusion from the training; - Permanent exclusion from the training. Fines or other penalties are prohibited.

The head of the training organization or his representative shall inform of the sanction taken:

- The employer of the trainee employee or the trainee agent's administration (*Editor's note: only when the training is carried out on behalf of the employer or the administration*);

- And/or the funder of the internship.

Article 13 – Disciplinary guarantees

Article 13.1. – Information of the trainee

No sanction may be imposed on the trainee without the latter having been informed in advance of the grievances against him. However, when an act considered to be wrongful has made it necessary to take a temporary precautionary measure of exclusion with immediate effect, no definitive sanction relating to this act may be taken without the trainee having first been informed of the grievances against him or her and, possibly, that the following procedure has been complied with

Article 13.2. – Invitation for an interview

When the director of the training organization or his representative intends to impose a sanction, the following procedure shall be followed:

- he summons the trainee by letter delivered to the person concerned against discharge, indicating the purpose of the summons;
- The summons also indicates the date, time and place of the interview as well as the possibility of being assisted by a person of one's choice, a trainee or an employee of the training organization.

Article 13.3. – Assistance possible during maintenance

During the interview, the trainee may be assisted by a person of his or her choice, in particular the traineeship delegate.

The director or his representative shall state the reason for the proposed sanction and obtain the trainee's explanations.

Article 13.4. – Imposition of the sanction

The sanction may not be imposed less than one clear day or more than fifteen days after the interview.

The sanction is the subject of a written and reasonable notification to the trainee in the form of a registered letter or delivered against discharge.

SECTION 4: TRAINEE REPRESENTATION

(Editor's note: section applicable if you have actions lasting more than 500 hours. There is nothing to prevent such provisions from being provided for actions of a shorter duration).

Article 14 – Organization of elections

In internships lasting more than 500 hours, a titular and substitute delegate is elected simultaneously by a single-member ballot in two rounds, according to the following procedures: All trainees are eligible to vote and to be elected, except for prisoners. The ballot takes place, during the hours of the training, no earlier than 8 p.m. and no later than 40 hours after the start of the course; The head of the training organization is responsible for organizing the election. He ensures that it runs smoothly. He shall send a report of deficiency, sent to the prefect of the region with territorial jurisdiction, when the representation of the trainees cannot be ensured.

Article 15 – Term of office of trainee delegates

Delegates are elected for the duration of the course. Their duties end when they cease, for any reason whatsoever, to participate in the training period. If the titular delegate and the substitute delegate have ceased their duties before the end of the training period, a new election shall be held.

Article 16 – Role of Trainee Delegates

The delegates make suggestions to improve the course of the internships and the living conditions of the trainees in the training organization. They present all individual or collective complaints relating to these matters, health and safety conditions and the application of the internal regulations.

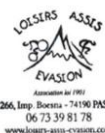
Done in Passy, 24.11.2023

Signature:



Frédéric BOUNIOL

Jérémy MARICOT



Update – 11/2023