

SPECIFIC RULES FOR TRAINING

Article 1 : Definition

The present document is established in accordance with the Articles L.6352-3 and R.6352-1 to R.6352-15 of the French Labour Code.

It applies to all trainees for the duration of the training course.

Article 2: Discipline

It is strictly forbidden :

- to introduce alcoholic beverages or narcotic substances into the premises of the organisation,
- to appear in a state of inebriation or under the influence of narcotics,
- to smoke inside the company,
- to damage the premises and equipment made available

Article 3: Sanctions

Any action considered to be wrongful by the management of the training organisation may, depending on its nature and seriousness, be subject to one or other of the following sanctions in ascending order of importance

- Written warning by the company's management
- Reprimand
- Permanent exclusion from the premises, ban on attending training.

Article 4 : Pre-sanction interview and procedure

No sanction may be imposed on the trainee without the latter being informed at the same time and in writing of the grievances against him. When the company is considering imposing a sanction, it will summon the trainee by registered letter with acknowledgement of receipt or by delivery to the person concerned against a receipt, indicating the purpose of the summons, the date, time and place of the interview, unless the sanction envisaged does not affect the continuation of his training.

During the interview, the trainee may be assisted by a person of his choice, whether a trainee or an employee of the training organisation. The invitation mentioned in the previous article shall mention this option. During the interview, the reason for the envisaged sanction is indicated to the trainee: the latter is then given the opportunity to give any explanation or justification of the facts of which he is accused.

When a temporary exclusion with immediate effect is considered essential by the training organisation, no final sanction relating to the misconduct at the origin of this exclusion may be taken without the trainee having first been informed of the grievances against him/her and, if applicable, having been summoned to an interview and having had the opportunity to explain himself/herself before a Disciplinary Committee.

The sanction may not be imposed less than one clear day or more than 15 days after the interview or, where appropriate, after the opinion of the Disciplinary Committee.

The trainee is notified of the sanction in writing, stating the reasons, by registered letter or by letter delivered against receipt. The training organisation shall at the same time inform the employer, and possibly the joint body paying the training costs, of the sanction taken.

Article 5: Representation of trainees

Where a course lasts more than 500 hours, a full delegate and an alternate delegate are elected in a two-round uninominal ballot. All trainees are eligible to vote and to stand for election, except for prisoners admitted to a vocational training course.

The training company shall organise the ballot, which shall take place during training hours, at the earliest 20 hours and at the latest 40 hours after the start of the course. If it is not possible to appoint trainees' representatives, the training company shall draw up a statement of failure to do so and send it to the regional prefect with territorial jurisdiction.

The delegates are elected for the duration of the training course. Their functions end when they cease, for whatever reason, to participate in the training.

If the titular delegate and the alternate delegate have ceased their functions before the end of the training session, a new election is held under the conditions set out in Articles R.6352-9 to R.6352-12.

The trainees' representatives make any suggestion to improve the course of the training and the living conditions of the trainees in the training organisation. They present all individual or collective complaints relating to these matters, to health and safety conditions and to the application of the internal regulations.

Article 6 : Health and Safety

The prevention of the risks of accidents and illnesses is imperative and requires each person to comply fully with all applicable health and safety regulations. To this end, the general and specific safety instructions in force in the organisation, where they exist, must be strictly respected on pain of disciplinary sanctions.

When the training takes place on the company's site, the general and specific safety instructions applicable are those of the company.

Article 7

A copy of these rules shall be made available or given to each trainee (prior to any final registration) as part of a professional training contract.