



ENGINEERING CONSULTANCY • RESEARCH

INTERNAL REGULATIONS OF EOMYS TRAINING ORGANIZATION

Internal regulations of EOMYS Engineering - professional training organization. Established in accordance with articles L6352-3 and L6352-4 and R6352-1 to R6352-15 of the Labour Code

Article 1 - Purpose and scope of the regulation

The present rules apply to all persons participating in a professional training action organized by EOMYS Engineering. A copy is given to each trainee.

The rules define the rules of hygiene and safety, the general and permanent rules relating to discipline as well as the nature and the scale of the sanctions which can be taken towards the trainees who contravene them and the procedural guarantees applicable when a sanction is envisaged.

All trainees must respect the terms of these rules throughout the training program.

SECTION 1: HEALTH AND SAFETY RULES

Article 2 - General Principles

The prevention of risks of accidents and illnesses is imperative and requires everyone to respect: the applicable health and safety regulations on the training premises; any instructions imposed by the management of the training organization or by the manufacturer or the trainer, particularly with regard to the use of the equipment made available.

Each trainee must ensure his or her own personal safety and that of others by respecting the general and specific health and safety instructions for his or her training. If he/she notices a malfunction of the security system, he/she immediately informs the management of the training organization.

Failure to comply with these instructions may result in disciplinary action.

It is strictly forbidden for trainees to film part or all of the training, or to make an audio recording of it.

Article 3 - Fire instructions

Fire instructions, including a map showing the location of fire extinguishers and emergency exits, are posted on the training organization's premises [in several places in the entrance hall at the training organization's address]. The trainee should be aware of these.

In the event of an alarm, 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 outbreak of a fire must immediately call the emergency services by dialing 18 from a landline or 112 from a cell 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 forbidden. It is forbidden for trainees to enter or remain in the training organization in a state of intoxication or under the influence of drugs. During breaks, trainees will have access to non-alcoholic beverage dispensers

Article 5 - No Smoking

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

Article 6 - Injury

The trainee who is the victim of an accident - occurring during the training or during the travel time between the training place and his home or workplace or the place of his accommodation - or the witness of this accident immediately notifies the management of the training organization. The head of the training organization will take the appropriate steps to provide medical care and will file a declaration with the competent social security fund (in the case of a French participant).

SECTION 2: GENERAL DISCIPLINE

Article 7 - Attendance of the trainee in

Article 7.1. Training hours

The trainees must comply with the schedules fixed and communicated in advance by the training organization. In case of non respect of these schedules, the training organization does not offer any catch up of the content (except mutual agreement beforehand). Except in exceptional circumstances, trainees may not be absent during training hours.

Article 7.2. - Absences, delays or premature departures

In the event of absence, delay or departure before the scheduled time, trainees must notify the training organization and justify their absence. The training organization immediately informs the financer (employer, administration, Fongecif, Region, Pôle emploi, etc.) of this event.

Any event not justified by particular circumstances constitutes a fault for which the training organization refuses all responsibility.

Furthermore, in accordance with article R6341-45 of the French Labor Code, the trainee -whose remuneration is paid by the public authorities- is liable to have his or her training remuneration withheld in proportion to the duration of the absence.

Article 7.3 - Formalities attached to the follow-up of the training

The trainee is required to fill in the attendance sheet as the course progresses. He/she may be asked to make a report on the training.

At the end of the training course, the trainee is given a certificate of completion of the training and a certificate of attendance to be sent to his/her employer/administration or to the organization that finances the course.

The trainee gives, as soon as possible, to the training organization the documents that he/she has to fill in as a provider (request for payment of the costs related to the training; certificates of enrolment or entry to the course...).

Article 8 - Access to training premises

Unless expressly authorized by the management of the training organization, the trainee may not: enter or remain on the training premises for purposes other than training; introduce, have introduced or facilitate the introduction of persons not belonging to the organization; sell goods or services on the premises.

Article 9 - Dress

The trainee is asked to come to the organization in appropriate dress.

Article 10 - Behavior

All trainees are required to behave in a way that guarantees respect for the basic rules of good manners and community life as well as the smooth running of the training courses.

Article 11 - Use of equipment

Unless specifically authorized by the management of the training organization, the use of the training equipment is done on the training premises and is exclusively reserved for the training activity. The use is always under the supervision of the training organization. The use of the material for personal purposes is forbidden. Eomys declines all responsibility in case of accidents caused by the trainee himself. The trainee is required to keep in good condition the equipment entrusted to him for the training. He/she must use it in accordance with its purpose and according to the rules issued by the trainer. The trainee must immediately inform the trainer of any anomaly in the equipment.

SECTION 3: DISCIPLINARY MEASURES

Article 12 - Disciplinary sanctions

Any failure by the trainee to comply with any of the provisions of these internal regulations may be subject to a sanction imposed by the head of the training organization or his representative. Any action considered as wrongful may, depending on its nature and seriousness, be subject to one of the following sanctions
call to order ;
written warning by the director of the training organization or his representative; reprimand ;
temporary exclusion from the course; permanent exclusion from the course.

Fines or other financial penalties are prohibited.

The head of the training organization or his or her representative will inform the employer of the trainee or the administration of the trainee of the sanction taken
- and/or the financer of the course.

Article 13 - Disciplinary

Article 13.1. - Information to the trainee

No penalty may be imposed on a trainee without the latter having first been informed of the grievances against him/her.

However, when an act, considered to be wrongful, has made it essential to take a temporary exclusionary measure with immediate effect, no final sanction relating to this act may be taken without the trainee having first been informed of the grievances against him/her and, if applicable, that the procedure described below has been followed.

Article 13.2 - Convocation for an interview

When the director of the training organization or his representative is considering taking a sanction, the procedure is as follows

he/she shall summon the trainee -by registered letter with a request for acknowledgement of receipt or delivered to the person concerned against a receipt- 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 his/her choice, either a trainee or an employee of the training organization.

Article 13.3. - Possible assistance during the interview

During the interview, the student may be assisted by a person of his/her choice, in particular the course delegate.

The director or his representative will indicate the reason for the proposed sanction and will hear the trainee's explanations.

Article 13.4. - Issuance of the sanction

The sanction may not be imposed less than one clear day nor more than fifteen days after the interview. The trainee will be notified of the sanction in writing, with reasons, by registered letter or by delivery against receipt.

SECTION 4: TRAINING COURSES ORGANIZED AT THE TRAINEES' PREMISES

For training courses organized at a client's premises, the trainers of the training organization will have to travel to the client's workplace - or to a training location made available by the client.

For training courses held on the client's premises for the training of its personnel, the health and safety rules of the client's internal regulations must be respected.

The provisions relating to discipline of the internal rules of the training organization EOMYS Engineering remain intact in these cases and must be respected by all the participating trainees.

SECTION 5: TRAINEE REPRESENTATION

For training courses longer than 500 hours: not applicable at EOMYS Engineering.

Established in : Lille, January 2021, 1



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