

## INTERNAL REGULATIONS APPLICABLE TO THE TRAINEES

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These internal regulations of IFP Training, a training organization, have been drawn up in accordance with the articles L6352-3 to 5 and R6352-1 onwards of the French Labor Code.

It is applicable to all the trainees, whatever their position, received by IFP Training in the organization's premises or in the premises made available.

The objectives of these regulations are:

- to remind the main applicable measures relating to health and safety in the premises IFP Training's trainees are received in;
- to set the rules applicable regarding the discipline and particularly the nature and the scale of sanctions applicable to the trainees as well as their rights in case of a sanction;
- to specify the terms according to which the trainees' representation is provided, for the training sessions with a duration of more than five hundred hours.

Trainees are being informed of these internal regulations by display in the training premises.

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### 1. CHANGE IN THE TRAINEES' PERSONAL SITUATION

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#### Article 1.1 – Personal situation

Any change in the trainee's personal situation regarding the information given at registration shall be communicated immediately to the training coordinator or the secretariat at the training center.

If a trainee has a disability and would like to adapt training program, the trainee can contact our disability advisor at [referent.handicap@ifptraining.com](mailto:referent.handicap@ifptraining.com).

#### Article 1.2 - Break in the course

Thanks to the variety of activities and learning situations, the training course can be led from different pedagogical angles. In case of difficulties, the participant must ask for an appointment with the session leader without delay.

If the trainee withdraws from the course, the employer will be informed.

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### 2. SUBSTANTIVE PROVISIONS

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#### Article 2.1 – Keeping the material in good condition

Each trainee must keep in good condition the material that is entrusted to him/her for the training. Trainees shall use the material in accordance with its purpose; any use for other purposes, in particular personal ones, is forbidden.

Depending on the training attended, the trainees may have to spend time to maintain or clean the material.

#### Article 2.2 – Responsibilities of the training organization in case of personal good robbery or damage

The organization declines any responsibility in case of loss, robbery or damage of the personal objects of any kind left by the trainees in its premises.

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### 3. HEALTH AND SAFETY

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#### Article 3.1 – Use of the machines

The tools and machines shall be used in the presence of a trainer only and under the trainer's supervision.

Any anomaly in the operation of the machines and any incident shall be immediately communicated to the trainer responsible for the training cause.

#### Article 3.2 – Wearing of the PPE

When the training course makes it necessary, the trainees will be admitted in workshop or on the industrial sites only if they wear the required personal protective equipment (helmets, shoes, glasses, etc.).

#### Article 3.3 – Fire instructions

The fire instructions and particularly a location map of fire extinguishers and fire escapes are displayed in the premises so that all the trainers can know them. Moreover, they are reminded to the trainees verbally at the beginning of the course.

#### Article 3.4 - Accident

Any accident or incident that occurred in the context or during a training course shall be immediately reported by the trainee injured or people who witnessed the accident to the manager of the training center.

If the trainee injured is an employee following a training course in the framework of a training plan, the training

organization informs the company as soon as possible and if required, the latter will draw up the accident notification. In the other situations (CIF, unemployed persons...), the organization will draw up the accident notification itself.

#### Article 3.5 – Alcoholic beverages

It is strictly forbidden for trainees to enter or stay on the premises under the influence of alcohol, or to take alcoholic beverages in.

#### Article 3.6 - Catering

Access to the restaurant area is authorized only during the hours set for lunches and in the conditions set in the training course organization.

Trainees shall not have lunch in the premises allocated for the training.

#### Article 3.7 - Beverages

Trainees can access the soft drink distribution points, shall they be hot or cold, during the break times set in the course organization.

#### Article 3.8 – No smoking allowed

Under the law n° 91-32 of January 10, 1991 no smoking allowed on the premises, except in the places made available specifically for this purpose.

#### Article 3.9 - Sequences in a company

The trainees sent to a company in the framework of a training course must conform to the health and safety measures set by the company's internal regulations.

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## 4. DISCIPLINE

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#### Article 4.1 - Hours

The trainees must respect the training hours, under penalty of the application of the provisions of the article 4.2.

The hours have been set by the management and communicated to the trainees during the presentation of the course program.

#### Article 4.2 - Absences and lateness

In case of absence or lateness to the course, the trainees shall advise the course coordinator or the secretariat of the training center and to make excuses for it.

Moreover, the trainees shall not leave the premises during the training hours, except if they have been given an exceptional authorization by the center manager (or on delegation of the latter).

**If the trainees are employees who follow a training course in the framework of a training plan, the training organization lets the company know about the absences beforehand.**

Any lateness or absence with no excuse constitutes a fault subject to disciplinary sanctions.

Moreover, the unemployed trainees may be subject to a salary deduction proportional to the duration of the absences with no excuse pursuant to the article R 961-15 of the labor Code.

#### Article 4.3 – Access to the training centers

Unless expressly authorized by the training center manager, the trainees cannot enter and remain in the premises for other purposes than the attendance to the course.

It is forbidden to smuggle, to make smuggle or to make smuggling easier for any person not connected to the training center or any good that may be sold to the employees or the trainees.

#### Article 4.4 – Clothing and behavior

Trainees shall come to the center in proper attire and have a correct behavior with all.

#### Article 4.5 – Information and display

Information is communicated to the trainees by all the appropriate means, particularly via the display panels provided for this purpose.

No commercial advertising, no political, labor or religious propaganda allowed in the training centers.

#### Article 4.6 - Sanctions

Any trainee's breach of these internal regulations will be subject to a sanction.

A sanction in accordance with the article R.922.3 of the Labor Code is any measure, other than the verbal observations, taken by the training organization's CEO or his representative, following a trainee's act considered by him as at fault, shall the measure immediately affect the presence of the trainee in the course or question the continuity of the training course the trainee is receiving.

Depending on the severity of the breach observed, the sanction may consist in:

- Either a warning;
- Or a reprimand or a reminder;
- Or a protective order of temporary exclusion;
- Or a definite exclusion order.

Fines and other financial sanctions are forbidden.

#### Article 4.7 – Disciplinary procedure

No sanction can be given to trainees without informing them of the grievances against them beforehand.

When the training organization's CEO or his representative considers taking a sanction that has an impact, shall it be direct or not, on the presence of a trainee in a course, the following takes place:

- The CEO or his representative calls the trainee, giving the trainee the purpose of the invitation. This specifies the date, the time and the place of the interview. It is written and sent by registered letter or given to the trainee with an acknowledgment of receipt.
- During the interview, the trainee may be assisted by a person of his/her choice, a trainee or an employee of the training organization. The invitation

mentioned in the above subparagraph includes this faculty.

The CEO or his representative indicates the reason for the sanction considered and he collects the trainee's explanations.

The sanction may not occur less than one clear day and more than fifteen days after the interview or, when applicable, after transmitting the recommendation of the disciplinary committee. It is subject to a written and reasoned decision, which is notified to the trainee as a letter given to him with an acknowledgement of receipt or a registered letter.

When the act has made it necessary to take a protective order of temporary exclusion with immediate

effect, no definite sanction relating to this act can be taken without respecting the above procedures.

The organization's CEO informs the following bodies of the sanction taken:

- The employer, when the trainee is an employee following a training course in the framework of the training plan of a company;
- The employer and the approved vocational training fund that paid for the training costs, when the trainee is an employee on an educational leave;
- The approved vocational training fund that paid for the trainee's course.

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## 5. TRAINEE'S REPRESENTATION IN THE FRAMEWORK OF LONG DURATION COURSES

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*The following provisions take up the articles R6352-9 to R6352-15 of the labor Code and are not applicable to the prisoners allowed to take part to a professional training course.*

### Article 5.1 – Procedure for conducting elections

In every course with a duration of more than 500 hours, one titular delegate and one alternate delegate are elected in parallel by the first past the post system with two rounds.

All the trainees are voters and eligible.

The election takes place during the training hours, at least twenty hours and not later than forty hours after the beginning of the course.

The training organization's CEO or his representative is in charge of the organization of the elections, and he makes sure they go on smoothly. He draws up a report of defaulting when there cannot be any trainees' representative.

The delegates are elected for the duration of the course. Their functions come to an end when they stop, for any reason, attending the course.

If the titular delegate and the alternate one have stepped down from their positions before the end of the course, a new election takes place, in the conditions presented above.

### Article 5.2 – Function of the trainees' delegates

The delegates make any suggestion to improve the course and the living conditions of the trainees in the training center. They submit all the individual or collective claims related to these matters, the health and safety conditions at work and the enforcement of the internal regulations.

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## 6. CODE OF ETHICAL CONDUCT

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### Article 6.1

The Sapin II French law on transparency, fight against corruption and modernization of economic life came into force in June 2017. This provides for a set of measures designed to prevent corruption and influence peddling. These measures are part of IFP Training's general ethics and social responsibility policy.

In this regard, we ask you to read our [code of ethical conduct](http://www.ifptraining.com), which can be downloaded from our website [www.ifptraining.com](http://www.ifptraining.com).

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## 7. APPLICATION

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### Article 7.1

These internal regulations apply from the date of signature.

Rueil-Malmaison, May 31<sup>th</sup>, 2024

Chairman of the Executive Board

Rémi MOUCHEL

