

# Internal Rules applicable to the trainees

These internal regulations of Adinergy, 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 Adinergy 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 Adinergy'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;

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

## 1. CHANGE IN TRAINEES' PERSONAL SITUATION

### ARTICLE 1.1

Any change in trainee's personal situation regarding the information given at registration shall be communicated immediately to the person in charge of the training.

## 2. SUBSTANSIVE PROVISION

### ARTICLE 2.1 – MAINTENANCE OF EQUIPMENT

Each trainee has the obligation to keep in good condition the equipment entrusted to him for his training. Trainees are required to use the material in accordance with its purpose; any use for other purposes, including personal, is prohibited.

Depending on the training followed, trainees may be required to devote the necessary time to the maintenance or cleaning of equipment.

## 3. DISCIPLINE

### ARTICLE 4.1 – TIME SCHEDULE

Trainees are required to respect the training schedules under penalty of the application of the provisions of article 4.6

The schedules are set by the management and brought to the attention of the trainees during the presentation of the training program.

### ARTICLE 4.2 - ABSENCES AND DELAYS

In the event of absence or being late for the course, the trainees must notify the person in charge of the session and justify themselves.

In addition, trainees cannot be absent during training hours, except in the event of exceptional authorization from the session manager.

**If trainees are participating to a training plan financed by their employer, the organization informs the company beforehand of these absences.**

Any delay or unjustified absence constitutes a fault liable 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 4.4 – DRESSING AND BEHAVIOUR

Trainees must present themselves in decent dress and behave correctly towards everyone.

#### ARTICLE 4.5 - INFORMATION AND DISPLAY

Trainees are informed by all appropriate means, in particular on the panels provided for this purpose. Commercial advertising, political, union or religious propaganda are prohibited during training

#### ARTICLE 4.6 - SANCTIONS

Any breach by the trainee of these rules of procedure may be subject to a sanction.

Constitutes a sanction within the meaning of article R.922.3 of the Labor Code any measure, other than verbal observations, taken by the director of the training organization or his representative, following an action by the trainee considered by him as at fault, whether this measure is likely to affect immediately or not the presence of the person concerned in the course or to call into question the continuity of the training he receives.

Depending on the seriousness of the violation found, the sanction may consist of:

- Either a warning;
- Or a reprimand or a call to order;
- Or a precautionary measure of temporary exclusion;
- Or a definitive exclusion measure.

Fines or other pecuniary sanctions are prohibited

#### ARTICLE 4.7 – DISCIPLINARY PROCEDURE

No sanction may be imposed on the trainee without the latter having been informed in advance of the grievances held against him.

When the director of the training organization or his representative plans to take a sanction which has an impact, immediate or not, on the presence of a trainee in a training course, the following procedure is followed:

- 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 can be assisted by a person of his choice, trainee or employee of the training organization. The convocation mentioned in the preceding paragraph mentions this option.

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

The sanction cannot intervene less than one clear day nor more than fifteen days after the interview or, where applicable, after the transmission of the opinion of the Disciplinary Committee. It is the subject of a written and reasoned decision, notified to the trainee in the form of a letter which is given to him against discharge or a registered letter.

When the act has made a precautionary measure of temporary exclusion with immediate effect essential, no definitive sanction, relating to this act, can be taken without the above procedures having been complied with.

The CEO of the organization informs of the sanction taken:

- The employer, when the trainee is an employee benefiting from a training action as part of a company's training plan;
- The employer and the approved joint collecting body which has covered the training expenses, when the trainee is an employee benefiting from individual training leave;
- The approved vocational training fund that paid for the trainee's course.

## 6. APPLICATION

#### ARTICLE 6.1

These rules of procedure are in force on the date of their publication.