

# INTERNAL REGULATIONS APPLICABLE TO TRAINEES

## Article 1: General terms and conditions

These regulations have been drawn up in accordance with the provisions of Articles L.6352-3 and L.6352-4 and R.6352-1 to R.6352-15 of the French Labour Code.

They apply to all trainees for the duration of the course. All trainees must comply with these rules, which are designed to remind trainees of their rights and duties and to specify certain provisions that apply to training courses.

## Article 2: General health and safety rules

All trainees must ensure their own personal safety and that of others by complying with the general and specific health and safety instructions in force on the course site.

However, in accordance with article R.6352-1 of the French Labour Code, when training takes place in a company or establishment that already has internal regulations, trainees are required to comply with the health and safety measures set out in the host company's internal regulations.

In the context of distance learning, it is imperative to respect the health and safety rules of the place where the training session takes place, particularly the trainee's company.

EIPM cannot be held responsible for incidents or accidents occurring at a distance during training hours.

## Article 3: Fire/accident instructions

Fire instructions, and in particular a map showing the location of fire extinguishers and emergency exits, are posted on the organisation's premises so that all trainees are aware of them.

Any accident or incident occurring during or in connection with the training must be reported immediately by the trainee or witnesses to the accident to the head of the organisation.

## Article 4: General discipline on EIPM premises

- It is forbidden for trainees to enter or remain in the organisation in a state of intoxication, or to bring in alcoholic beverages.
- Smoking and vaping are prohibited on the premises.
- Trainees are asked to come to the organisation in decent clothes and to behave correctly towards everyone in the organisation.
- Unless expressly authorised by EIPM, it is strictly forbidden to record or film training sessions.
- During breaks, trainees will have access to a hot drinks station and a water fountain.
- It is forbidden to eat in the classrooms unless special authorisation has been obtained.

Unless expressly authorised by the EIPM, trainees who have access to the EIPM to follow their training course may not:

- Enter or remain there for other purposes.
- Introduce, cause to be introduced or facilitate the introduction of people from outside the organisation, or goods intended for sale to staff or other trainees.

#### **Article 5: Responsibility of the organisation**

EIPM accepts no responsibility for the loss, theft or damage of personal objects of any kind left on its premises by trainees, or for the theft of or damage to a vehicle in the car park.

#### **Article 6: Timetables - Absence and lateness**

Trainees must adhere to the timetable set and communicated in advance by the EIPM and agreed with the group at the start of the course to take account of any justified adjustments that may be necessary.

In the event of absence or lateness, trainees must inform the trainer or the training organisation and justify themselves. In addition, trainees may not be absent during course hours, except in exceptional circumstances agreed with the EIPM management or the trainer.

If the trainees are employees, the organisation must inform their employer of such absences in advance. Any absence or lateness not justified by special circumstances constitutes misconduct liable to disciplinary action.

Trainees are also required to fill in and sign the attendance certificate on a regular basis as the training session progresses.

#### **Article 7: Distance learning**

To ensure that distance learning courses run smoothly, trainees are required to provide their email address before the start of the course (this information is used solely for the purpose of sending trainees information relating to the organisation and management of the courses).

Prior to the start of the training session, trainees receive the connection link to take part in the training. They should check beforehand that this link is accessible from their computer equipment. If they encounter any difficulties, they should contact EIPM before the start of the training session for guidance.

Attendance is checked by the trainer. An email is sent to all participants for each half-day. It contains a link to an online attendance sheet that participants must sign.

The rules set out in Article 6 above concerning working hours and absences apply.

To ensure that the course runs smoothly, participants are asked to turn off their microphones when they are not speaking and to keep their cameras switched on throughout the course.

Unless expressly authorised by the course leader, distance learning trainees may not involve anyone who is not registered for the course.

## **Article 8: Sanctions and disciplinary procedures**

Any failure by the learner to comply with any of the provisions of these internal rules may result in a sanction.

Depending on the seriousness of the breach, the sanction may consist of a warning, reprimand, call to order or temporary or permanent exclusion.

No sanction may be imposed on a trainee without the trainee first being informed of the grounds for the sanction.

When the head of the training organisation or his representative is considering imposing a sanction which may or may not have an immediate impact on a trainee's attendance at a training course, he shall summon the trainee by registered letter with acknowledgement of receipt or by delivery against receipt, indicating the purpose of the summons, the date, time and place of the meeting and the possibility of being assisted by a person of his choice, whether a trainee or an employee of the training organisation.

The head of the training organisation or his representative will state the reason for the proposed sanction and will hear the trainee's explanations during the interview.

The sanction may not be imposed less than one clear day or more than fifteen days after the interview. The trainee will be notified of the decision in writing, stating the reasons, in the form of a letter delivered against receipt or a registered letter.

Where the misconduct has given rise to an immediate sanction (exclusion, suspension), no definitive sanction relating to this misconduct may be taken unless the trainee has first been informed of the grievances against him/her and the procedure described above has been followed.

The head of the training organisation will inform the employer and, where applicable, the joint body paying the training costs, of the sanction imposed.

## **Article 9: Publication**

These rules can be downloaded from the EIPM website <https://eipm.org/internal-regulations-applicable-to-trainees/> before registering to a training, they are also made digitally available to trainees when they enrol. These rules are also posted at EIPM premises.