

# ADDINSOFT

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## Training courses: Regulations

# Regulations

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## Article 1: Persons subject to the regulations

These regulations have been established 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 Labor Code. These rules apply to all trainees participating in a training course organized by Addinsoft, for the duration of the course.

## Article 2: General conditions

All trainees must comply with the rules in all matters relating to the application of health and safety regulations, as well as the general and permanent rules relating to discipline.

## Article 3: General regulations for hygiene and safety

Each trainee must take care of his or her personal safety and that of others by respecting, according to his or her training, the general and specific safety instructions in force on the training site, as well as in matters of hygiene.

However, in accordance with article R.6352-1 of the Labor Code, when training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to trainees are those of the aforementioned regulations.

In addition, trainees sent to a company as part of a training course are required to comply with the health and safety measures set out in that company's internal regulations.

## Article 4: Maintenance of equipment in good condition

Each trainee is obliged to keep the equipment entrusted to him/her for training purposes in good condition. Trainees are required to use the equipment in accordance with its purpose: the use of the equipment for other purposes, including personal use, is prohibited.

Depending on the course, trainees may be required to spend time maintaining or cleaning the equipment.

## Article 5: Use of machines and equipment

Tools and machines should only be used in the presence of a trainer and under supervision.

Any anomaly in the functioning of the machines and equipment and any incident must be immediately reported to the trainer in charge of the training course.

## Article 6: Fire safety instructions

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

Demonstrations or exercises are planned to check the operation of fire-fighting equipment and evacuation instructions (on this particular point, see articles R.4227-28 et seq. of the French Labour Code).

## Article 7: Accidents

Any accident or incident occurring during the training must be immediately reported by the trainee or the witnesses of the accident to the person in charge of the organization.

In accordance with article R 6342-3 of the French Labor Code, any accident sustained by a trainee while in the training organization or while travelling to or from the training center must be reported by the training center manager to the social security administration.

## Article 8: Alcoholic beverages

It is forbidden for trainees to enter or remain in the facility in an intoxicated state or to bring in alcoholic beverages.

## Article 9: Smoking is prohibited

In accordance with the decree n° 92-478 of May 29, 1992 fixing the conditions of application of the prohibition of smoking in the places assigned to a collective use, smoking is prohibited in the classrooms and in the workshops.

## Article 10: Attendance - Absence and lateness

The training schedules are set by the management or the head of the training organization and brought to the attention of the trainees either by posting or when the trainees are given the training schedule. The trainees are required to respect these training schedules under penalty of the following provisions:

- In case of absence or lateness to the course, the trainees must inform the trainer or the administrative office of the organization in charge of the training and justify themselves. Moreover, trainees cannot be absent during the course hours, except in exceptional circumstances specified by the management or the head of the training organization.

- When the trainees are employees undergoing training as part of the training plan, the organization must inform their company in advance of such absences. Any absence or delay not justified by particular circumstances constitutes a fault liable to disciplinary sanctions.

- In addition, for job-seeking trainees whose course is paid for by the State or a region, unjustified absences will result, in application of article R 6341-45 of the French Labor Code, in the withholding of remuneration proportional to the duration of the said absences.

In addition, the trainees are required to fill in or sign the attendance certificate regularly as the course progresses, and, at the end of the course, the training evaluation.

## Article 11: Access to the Organization

Unless expressly authorized by the Management or the person in charge of the training organization, trainees with access to the organization to follow their course cannot:

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- Enter or remaining there for other purposes

- Introduce, cause to be introduced or facilitate the introduction of persons not belonging to the organization, or goods intended to be sold to staff or trainees.

## Article 12: Dress and behaviour

Trainees are asked to come to the organization in decent clothing and to behave properly towards everyone in the organization.

## Article 13: Information and posting

The circulation of information is ensured by posting on the panels provided for this purpose. Commercial advertising, political, union or religious propaganda are forbidden within the organization..

## Article 14: Responsibility of the organization in case of theft or damage of trainees' personal property

The organization declines all responsibility in case of loss, theft or deterioration of personal objects of any kind left by the trainees on its premises (classrooms, workshops, administrative premises, parking lots, locker rooms, etc.).

## Article 15: Sanctions

Any failure by the trainee to comply with one of the prescriptions of the present internal regulations may be subject to a sanction, or penalty.

A penalty, or sanction, within the meaning of article R 6352-3 of the Labor Code can be any measure, other than verbal observations, taken by the person in charge of the training organization or his or her representative, following an action by the trainee considered by him or her to be at fault, whether or not this measure is likely to affect immediately the presence of the person concerned in the training course or to jeopardize the continuity of the training he or she receives

Depending on the seriousness of the breach, the sanction may consist of:

- A warning
- A reprimand or a call to order
- Permanent exclusion

Fines or other monetary penalties are prohibited.

The head of the training organization must report the sanction taken :

- to the employer, when the trainee is an employee benefiting from a training course as part of the company's training plan
- to the employer and the organization that paid for the training, when the trainee is an employee on training leave.

Any anomaly in the operation of the machines and equipment and any incident must be reported immediately to the trainer in charge of the course.

## Article 16: Disciplinary procedure

The following provisions constitute the restatement of articles R 6352-4 to R 6352-8 of the Labor Code.

No sanction may be imposed on a trainee without the trainee having been informed in advance of the charges against him/her. When the head of the training organization or his or her representative is considering a sanction that affects a trainee's attendance at a training course, whether immediate or otherwise, the procedure is as follows :

- The head of the training organization or his representative will summon the trainee and indicate the purpose of the summons.

- This notice specifies the date, time and place of the interview. It is written and sent by registered letter or delivered to the person concerned against a receipt.

- During the interview, the trainee may be assisted by a person of his/her choice, either a trainee or an employee of the training organization.

- The summons mentioned in the previous paragraph shall mention this option. The head of the training organization or his or her representative shall indicate the reason for the proposed sanction and shall obtain the trainee's explanations

- It is referred to by the head of the training organization or his representative after the above-mentioned interview and formulates an opinion on the proposed exclusion measure.

- The trainee is notified of this referral. He will be heard by the Disciplinary Committee at his request. In this case, he/she may be assisted by a person of his/her choice, either a trainee or an employee of the organization. The Disciplinary Committee will send its opinion to the Director of the organization within one clear day of its meeting.

- The penalty may not be imposed less than one full day nor more than fifteen days after the interview or, where applicable, after the opinion of the Disciplinary Committee has been transmitted. It is the subject of a written and reasoned decision, notified to the trainee in the form of a letter delivered to him/her against a receipt or by registered letter.

When the conduct has given rise to an immediate sanction (exclusion, suspension), no final sanction relating to this conduct may be taken without the trainee having first been informed of the grievances against him or her and, if applicable, the procedure described above having been followed.

## Article 17: representation of the trainees

In courses lasting more than 200 hours, the election of a titular delegate and an alternate delegate shall be carried out simultaneously in a two-round uninominal ballot, in accordance with the following procedures.

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· All trainees are eligible to vote and to be elected. Voting takes place during the training hours, not earlier than twenty hours and not later than forty hours after the beginning of the training course.

· The head of the training organization is responsible for organizing the ballot and ensuring that it is properly conducted. He/she will send a report of the lack of participation, transmitted to the regional prefect, when the representation of the trainees cannot be ensured.

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

If the titular delegate and the alternate delegate have ceased their functions before the end of the probationary period, a new election shall be held.

## **Article 18: Role of the trainee delegates**

The delegates make any suggestion to improve the course and the living conditions of the trainees in the training organization. They present all individual or collective complaints relating to these matters, to health and safety conditions and to the application of internal regulations. They are entitled to make known to the training council, when it is provided for, the observations of the trainees on the questions falling within the competence of this council.

## **Article 19: Implementation**

These rules are available on the trainees' extranet and are available to each trainee on request.