



Training's Internal Rules

Preamble

☆Article 1: Purpose and scope of the Regulation

These regulations are drawn up in accordance with the provisions of Articles L.6352-3, L.6352-4 and L.6352-5 and R.6352-1 to R.6352-15 of the Labour Code.

It applies to all persons (customers or TELEMEDICINE TECHNOLOGIES staff) participating in a training course on the CleanWEB software organised by TELEMEDICINE TECHNOLOGIES, whether it is given in person or remotely, and for the duration of the training course.

The rules shall set out the health and safety regulations, the general and permanent rules on discipline, the nature of the sanctions that may be imposed on participants who breach them and the procedural safeguards that apply where a sanction is contemplated.

Each person must comply with the terms of these rules throughout the training course.

As regards training provided by digital means (webinars, etc.), the only articles that apply are those with a title marked ☆ . Articles without a title ☆ apply only to face-to-face training.

☆Article 2: Information

A copy of these rules is available to each participant.

Section 1: General Discipline

Article 3: Access to training premises

Unless expressly authorised by the management of the training organisation, the participant may not :

- enter or remain on the training premises for purposes other than training;
- introduce, cause to be introduced or facilitate the introduction of persons not belonging to the organisation ;
- to sell goods or services in the latter.

☆Article 4: Behaviour

Participants are invited to behave in a way that guarantees respect for the basic rules of good manners and community life and the smooth running of the courses

☆Article 5: Training times

Participants must comply with the timetable set and communicated in advance by the training organisation. Failure to comply with these times may result in sanctions.

Except in exceptional circumstances, participants may not be absent during training hours.

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☆Article 6: Absence, lateness or early departure

In the event of absence, delay or departure before the scheduled time, participants must notify the training organisation and justify their absence.

The training organisation immediately informs the funder of any absence (employer, administration, Fongecif, Region, Pôle emploi, etc.) of this event.

Any event that is not justified by specific circumstances constitutes misconduct subject to disciplinary sanctions.

If an absence is not justified, the training is still due.

☆Article 7: Formalities attached to the follow-up of the training

The participant is required to fill in the attendance sheet as the training course progresses. He/she may be asked to complete an assessment of the training at the end of the course.

At the end of the training action, he/she is given a training certificate and a certificate of attendance to be sent, as the case may be, to his/her employer/administration or to the body financing the action. This certificate of attendance can also be given directly by the training organisation to the trainee's employer.

The participant shall provide the training organisation as soon as possible with the documents he/she is required to complete: payment of training-related expenses; registration certificates

Article 8: Use of equipment

Unless specifically authorised by the management of the training organisation, the use of the training equipment is restricted to the training premises and is exclusively reserved for the training activity. The use of the material for personal purposes is prohibited.

The participant is obliged to keep in good condition the material 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 participant shall immediately report any defects in the equipment to the trainer.

☆Article 9: Registrations

It is formally forbidden, except by express dispensation, to record or film the training sessions.

☆Article 10: Teaching materials

The educational documentation provided before, during or after training sessions may not be modified in any way and may not be reused other than for strictly personal use.

Article 11: Responsibility of the organisation in case of theft or damage to participants' personal property

TELEMEDICINE TECHNOLOGIES declines all responsibility in case of loss, theft or deterioration of personal objects of any kind left by the participants in the premises of the training organisation or those of the company or establishment where the training takes place.

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Section 2: Health and safety rules

Article 12: Health and safety :

The prevention of accidents and illnesses, is imperative and requires everyone to comply fully with all applicable health and safety regulations. To this end, the general and specific safety instructions in force in the organisation, where they exist, must be strictly observed, on pain of disciplinary sanctions.

Each participant must therefore take care of his or her own personal safety and that of others by respecting, according to his or her training, the general and specific instructions on health and safety.

If he/she notices a malfunction of the security system, he/she shall immediately notify the management of the training organisation or its representative.

However, in accordance with Article R. 6352-1 of the Labour Code, when the training takes place in a company or establishment other than the training body which already has internal regulations, the health and safety measures applicable to participants are those of the latter regulations.

Article 13: Alcoholic beverages and drugs

The introduction or consumption of drugs or alcoholic beverages on the premises is strictly forbidden. It is forbidden for participants to enter or remain in the training centre while intoxicated or under the influence of drugs.

Participants will have access to soft drink stations during the breaks.

Article 14: No smoking

Smoking or vaping is strictly forbidden in the training rooms and more generally on the premises of the training organisation.

Article 15: No eating in the training rooms

Meals are not permitted in the training rooms.

Article 16: Fire instructions :

In accordance with articles R. 4227-28 et seq. of the French Labour Code, the fire instructions and in particular a map showing the location of fire extinguishers and emergency exits are posted on the premises of the training organisation. The participant must take note of them.

In the event of an alarm, the participant must cease all training activities and calmly follow the instructions of the authorised representative of the training organisation or the emergency services.

Any participant who witnesses the outbreak of a fire must immediately call for help by dialling 18 from a landline or 112 from a mobile phone and alert a representative of the training organisation.

Article 17: Accident

Any accident or incident occurring on the occasion of or during the course of the training must be reported immediately by the injured participant or persons witnessing the accident to the person in charge of the training organisation.

In accordance with Article R. 6342-3 of the Labour Code, any accident occurring to the participant while he or she is at the training site or while travelling to or from the training site shall be reported by the head of the training organisation to the social security fund.

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Section 3: Disciplinary measures

☆Article 18: Sanctions

Any action considered to be wrongful by the management of the training organisation or its representative may, depending on its nature and seriousness, be subject to one or other of the following sanctions

- Call to order ;
- Written warning by the Director of the training organisation ;
- Blame ;
- Temporary exclusion from training ;
- Permanent exclusion from the course.

The management of the training organisation shall inform the employer of the participating employee of the sanction taken.

☆Article 19: Pre-sanction interview and procedure

No sanction may be imposed on the participant without the latter being informed at the same time and in writing of the complaints against him/her. When the training organisation is considering imposing a sanction, it shall summon the participant by registered letter with acknowledgement of receipt or delivered to the person concerned against a receipt, indicating the purpose of the summons, the date, time and place of the interview, unless the sanction envisaged does not affect the participant's presence for the rest of the training course.

During the interview, the participant may be assisted by a person of his or her choice, either a participant in the training course or an employee of the training organisation. The summons mentioned in the previous article shall mention this option. During the interview, the reason for the envisaged sanction shall be indicated to the participant: the latter shall then have the opportunity to give any explanation or justification of the facts of which he/she is accused.

When a temporary exclusion with immediate effect is considered essential by the training organisation, no final sanction relating to the misconduct which led to this exclusion may be taken without the participant having first been informed of the grievances against him/her and, if necessary, having been called for an interview and having had the opportunity to explain himself/herself before a Disciplinary Committee.

The sanction may not be imposed less than one clear day or more than 15 days after the interview or, where appropriate, after the opinion of the Disciplinary Committee.

The participant shall be notified of the sanction in writing, stating the reasons, by registered letter or by letter delivered against receipt. The training organisation shall at the same time inform the employer, and possibly the joint body paying the training costs, of the sanction taken.

Done in : Boulogne-Billancourt, on: 16 November 2022

Signatures of the management of the training organisation :

President	Managing Director	Managing Director
Yoanni Matsakis	Philippe Haran	Hugues Gourbat
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