

Internal regulations (trainees)

(Articles L.6352-3 to L.6352-5 and R.6352-1 to R.6352-15 of the French Labor Code)

TRAINING PROVIDER:

FTC Paris **Registered Office:** 149 avenue du Maine, 75014 PARIS **Training Location (Activity):** 1-7 Cours Valmy, 92800 PUTEAUX (and remote).

PREAMBLE

The purpose of these Internal Regulations is to define the general and permanent rules and to specify the regulations regarding health and safety, as well as the rules relating to discipline, in particular the sanctions applicable to trainees and their rights within the framework of disciplinary proceedings. They apply to all trainees enrolled in a session provided by FTC Paris, whether the training takes place on the provider's premises, on external premises (client site, coworking space), or remotely (Distance Learning/FOAD).

SECTION 1: HEALTH AND SAFETY

Article 1 – General Rules

Each trainee must ensure their personal safety and that of others by respecting the general and specific health and safety instructions in force at the training location. When the training takes place in a third-party establishment (Client Company or Coworking Space), the safety instructions of that establishment apply to the trainees.

Article 2 – Ban on Smoking and Vaping

It is strictly forbidden to smoke or vape in training rooms and common areas, in accordance with Decree No. 2006-1386 of November 15, 2006.

Article 3 – Alcoholic Beverages and Drugs

It is forbidden for trainees to enter or remain in the establishment in a state of intoxication or under the influence of drugs, as well as to introduce alcoholic beverages or illicit substances into the premises.

Article 4 – Accidents

Any accident or incident occurring during or in the course of training must be immediately reported by the injured trainee or witnesses to the training provider's manager (Mr. Otman FEKAR). In accordance with Article R. 6342-3 of the French Labor Code, an accident occurring to a trainee while on the training site, or while traveling to or from it, shall be the subject of a declaration by the provider's manager to the competent social security fund.

SECTION 2: GENERAL DISCIPLINE

Article 5 – Attendance and Schedules

Trainees must comply with the training schedules set and communicated in advance by the provider. Adherence to schedules is mandatory.

- **In-person:** Trainees are required to sign the attendance sheet as the training progresses.
- **Remote (Distance Learning/FOAD):** Attendance is justified by connection logs, submitted work, and participation in virtual classes.

Article 6 – Absence and Lateness

In the event of absence or lateness to the course, the trainee must notify the training provider (and their employer if they are an employee) as soon as possible. Any unjustified absence may be reported to the employer or the funding body.

Article 7 – Behavior

Every trainee is asked to behave in a manner that guarantees respect for the basic rules of civility, community life, and the smooth running of training sessions. Any racist, sexist, homophobic, or discriminatory remark or behavior is subject to immediate exclusion.

Article 8 – Use of Equipment

Each trainee has the obligation to keep in good condition the equipment entrusted to them for their training. Trainees are required to use the equipment in accordance with its intended purpose.

Article 9 – Specifics of Remote Training (FOAD)

In the context of remote sequences:

- FTC Paris provides trainees with appropriate technical and pedagogical assistance, specifies the activities to be carried out as well as their indicative duration, and organizes evaluations marking the progress or conclusion of the training action.
- The trainee undertakes to connect from a quiet environment.
- The use of the camera is strongly recommended for pedagogical reasons.
- The trainee is prohibited from recording or broadcasting the sessions without the explicit agreement of the trainer and other participants (respect for image rights and GDPR).

SECTION 3: SANCTIONS AND PROCEDURES**Article 10 – Scale of Sanctions**

Any breach by the trainee of any of the provisions of these Internal Regulations may be subject to a sanction. Any act considered wrongful by the director of the training provider may, depending on its nature and severity, be subject to one of the following sanctions in ascending order:

- Written warning.
- Reprimand (Blâme).
- Temporary exclusion from the training.
- Permanent exclusion from the training.

Article 11 – Disciplinary Procedure (Disciplinary Guarantees)

No sanction may be imposed on the trainee without the latter having been informed beforehand of the grievances held against them. When the director of the training provider envisages taking a sanction that has an impact, immediate or otherwise, on the presence of a trainee in a training course, the procedure is as follows:

- The director summons the trainee, indicating the purpose of this summons.
- During the interview, the trainee may be assisted by the person of their choice.

