

INTERNAL REGULATIONS

These regulations are 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 Labour Code. It applies to all trainees for the duration of the training followed.

Article 1: Discipline:

It is strictly forbidden for trainees:

- To introduce alcoholic beverages into the premises of the organization;
- To present oneself to the training while intoxicated;
- To take away or modify training materials;
- To modify the computer settings;
- To eat in the classrooms;
- To use their mobile phones during the sessions;

Article 2: Maintenance in good condition and use of equipment:

Each student has the obligation to keep in good condition the material entrusted to him, or that he uses in self-service, for his training (computer, audio and video supports, dictionaries and other books or manuals). Students are required to use the material in accordance with its purpose: the use of the material for other purposes, including personal purposes, is prohibited (except with exceptional authorization from the management). Students should also ensure that they leave the classrooms/video room tidy.

Article 3: Health and safety:

Each trainee must ensure his personal safety and that of others by respecting the general and specific safety and hygiene instructions in force at the training site.

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

Article 4: No smoking

Pursuant to Decree No. 2006-1386 of 15 November 2006 laying down the conditions for the application of the smoking ban in places designated for collective use, smoking is prohibited in training premises, except in places reserved for this purpose.

Article 5: Catering areas

Access to the catering area is only allowed during the hours set for meals. It is forbidden, except with special authorization given by the head of the organization, to take meals in the rooms where the courses take place.

Article 6: Schedules, absence and delays:

Trainees are required to respect the course schedules.

Out of respect for the students in your group and the teacher, avoid delays. Notify the administration office for any absence minimum 48 hours in advance otherwise classes are due.

Article 7: Fire instructions:

In accordance with Articles R. 4227-28 et seq. of the Labour Code, fire instructions and in particular a location plan for fire extinguishers and emergency exits are posted in the training premises so as to be known to all trainees.

Article 8: Accident:

Any accident or incident occurring in relation with or during training must be immediately reported by the injured trainee or the persons witnessing the accident to the head of the organization.

In accordance with Article R 6342-1 of the Labour Code, the accident occurring to the trainee while he is at the place of training or while he is going to or from it, is the subject of a declaration by the head of the organization to the French social security fund.

Article 9: Responsibility of ALS FORMATION LANGUES in the event of theft or damage to trainees' personal property:

ALS FORMATION LANGUES declines all responsibility in the event of loss, theft or damage to personal belongings deposited by trainees on school grounds.

Article 10: Recordings:

It is strictly prohibited, unless expressly exempted, to record or film the training sessions.

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La certification a été délivrée au titre des catégories d'actions de formation

Article 11: Sanctions and disciplinary proceedings:

Any breach by the trainee of any of the provisions of these Internal Regulations may be subject to a sanction.

Any measure, other than verbal observations, taken by the head of the training organization or his representative, following an act of the trainee considered by him to be at fault, constitutes a sanction within the meaning of Article R 6352-3 of the Labour Code, whether or not this measure is likely to immediately affect the attendance of the person concerned to the training or to call into question the continuity of the training he receives.

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

- either in a warning;
- either in a reprimand;
- or in a permanent exclusion measure.

Fines or other monetary penalties are prohibited.

The head of the training organization must inform of the sanction taken (Article R 6352-8 of the Labour Code):

- the employer, when the trainee is an employee benefiting from training as part of the company training plan;
- the employer and the joint body which has borne the costs of the training, where the trainee is an employee benefiting from training as part of a training leave.

No sanction may be imposed on the trainee unless he has been informed in advance of the grievances against him.

Article 12: Advertising:

These rules shall be given to each trainee. A copy of this Regulation is available on the premises of the organisation and on the website.

Date and signature of the trainee preceded by the mention "read and approved"