

RULES OF PROCEDURES OF THE CONVICTIONSRH TRAINING ORGANIZATION

PREAMBLE

These internal regulations (the "**Regulations**") of the ConvictionsRH training organization (the "**Organization**") are subject to the provisions of articles L.6352-3 and 5 and R.6352-1 to 15 of the French Labour Code.

The Rules are available and can be consulted by any Trainee before he/she starts training. A copy of the Rules is permanently displayed in each training room and on [the Organization's website](#).

When the 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 latter internal regulations, which will take precedence over those of the Regulations.

Article 1 - Purpose and Scope of the Regulations

The Rules apply to all persons participating in a training course organized by the Organization (the "Trainee(s)") for the duration of the course. A copy is given to each Trainee.

The Internal Regulations define the health and safety rules, the general and permanent rules relating to discipline as well as the nature and scale of sanctions that may be taken against Interns who contravene them, and the procedural guarantees applicable when a sanction is envisaged.

Each person must abide by the terms of the Regulations during the entire duration of the training action.

Article 2 - Information required from the Trainee

The information requested, in any form whatsoever, by the Organization from the candidate for a training action as defined in Article L.6313-1 of the Labour Code, or from a Trainee, can only be used to assess his or her ability to follow the training action, whether it is requested, proposed, or continued. This information must have a direct and necessary link with the training action, and it must be answered in good faith.

SECTION 1: HEALTH AND SAFETY RULES

Article 3 - General principles

The prevention of accident and illness is imperative and requires everyone to comply with:

- the applicable health and safety regulations on the training premises; and
- of any instructions imposed by the management of the Organization or by the manufacturer or the trainer, particularly regarding the use of the equipment made available.

Each Trainee must therefore ensure his or her own personal safety and that of others by respecting, according to his or her training, the general and specific instructions concerning health and safety.

If he/she notices a malfunction of the security system, the Trainee must immediately inform the management of the Organization.

Failure to comply with these instructions will expose the Trainee to disciplinary sanctions.

Article 4 - Fire instructions

In accordance with articles R. 4227-28 et seq. of the French Labour Code, fire instructions and in particular a map showing the location of fire extinguishers and emergency exits are posted on the Organization's premises.

The Trainee must take note of them.

In the event of an alarm, the Trainee must stop all training activities and calmly follow the instructions of the authorized representative of the Organization or the emergency services.

Any Trainee who witnesses the start of a fire must immediately call the emergency services by dialling 18 from a landline telephone or 112 and alert a representative of the Organization.

Article 5 - Alcoholic Beverages and Drugs

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

Trainees will have access to non-alcoholic beverage dispensing stations during breaks.

Article 6 - No smoking

In accordance with the decree n°2006-1386 of November 15, 2006, it is formally forbidden to smoke in all closed and covered places which receive the public, or which constitute places of work. This prohibition applies to classrooms where training sessions are held, as well as to all premises where this prohibition is in force.

Article 7 - No eating in the training rooms

Unless expressly agreed by the Organization, it is forbidden to eat in the training rooms or in the kitchen, which is reserved for the Organization's salaried staff.

It is forbidden to eat in common areas (reception hall, corridors, landings, etc.)

Article 8 – Accident

The Trainee who is the victim of an accident - occurring during the training or during the journey between the training place and his/her home or workplace - or the witness of such an accident immediately notifies the management of the Organization.

The head of the Organization, or his or her duly appointed representative in case of absence, will take the appropriate steps for care and will make the declaration to the competent social security fund.

SECTION 2: GENERAL DISCIPLINE

Article 9 - Formalities attached to the follow-up of the training

The Trainees are required to follow all the sequences programmed by the Organization, with assiduity and punctuality, and without interruption. Attendance sheets are signed by the Trainees, by half-day, and countersigned by the trainer.

At the end of the training action and at the express request of the Client, the Trainee is given a certificate of completion of the training and a certificate of attendance to be sent to his employer/administration or to the organization that finances the action.

Article 10 – Training schedule

Trainees must comply with the schedules set and communicated in advance by the Organization.

Except in exceptional circumstances, Trainees may not be absent during the scheduled training hours.

Article 11 – Absences, delays, or early departures

Any foreseeable absence of the Trainee, whether he/she is also the client, and whatever the cause, must be announced and declared in writing, on a blank sheet of paper or by e-mail. Depending on the context, in the case of reimbursement of the training, the general conditions of sale of the Organization, the Training Agreement, the estimate, and more generally article L.6354-1 of the Labour Code will apply.

Any absence is subject to the written authorization of the head of the Organization or his representatives.

In the event of illness, the Trainee must inform the Organization from the first half-day of absence. A medical certificate must be presented within 48 hours.

In the event of an accident at work or during the course, the circumstances must be communicated in writing within 48 hours.

The Organization will immediately inform the financer (employer, administration, etc.) of this event.

Article 12 – Access to training facilities

Unless expressly authorized by the Organization's Management, the trainee may not:

- Enter or remain on the training premises for any purpose other than training;
- introduce, have introduced or facilitate the introduction of persons not belonging to the Organization;
- sell goods or services on the premises.

Article 13 – Behaviour

The trainees commit themselves to observe the behaviour in use in any community as well as the rules fixed by the trainer.

They undertake to respect the duty of reserve and discretion allowing the free expression of the group.

They must be as correct and courteous as possible with each other and with the staff they are called upon to work with.

It is strictly forbidden for trainees to:

- To have telephone conversations outside of break times;
- To remove the information posted on the signs provided for this purpose.

Article 14 – Use of the equipment

Unless specifically authorized by the Organization's Management, the use of training material is done on the training premises and is exclusively reserved for the training activity. The use of the material for personal purposes is forbidden.

The Trainee is required to keep the equipment entrusted to him/her for training in good condition. He/she must use it in accordance with its purpose and according to the rules issued by the trainer.

The trainee must immediately inform the trainer of any anomaly in the equipment.

SECTION 3: DISCIPLINE – SANCTIONS – PROCEDURE

Article 15 – Sanction

Any failure by the Trainee to comply with one of the stipulations of the Rules may be subject to a sanction.

Any measure, other than verbal observations, taken by the Director of the Organisation or his representative, following an action by the Trainee which he considers to be at fault, whether or not this measure is likely to immediately affect the Trainee's presence in the training course or to jeopardise the continuity of the training course, constitutes a sanction within the meaning of Article R. 6352-3 of the French Labour Code.

Fines or other financial penalties are prohibited.

The Management of the Organization informs the employer and the financing organization of the sanction taken, which, depending on the seriousness of the breach, may consist of

- A call to order;
- A written warning by the director of the Organization or his representative;
- An exclusion from the course.

Article 16 – Disciplinary procedure

Under the terms of Articles R. 6352-4 et seq. of the French Labour Code, no sanction may be imposed on a Trainee without the Trainee having been informed in advance of the grievances against him/her. When the Organization's Management or its representative is considering imposing a sanction that has an impact, whether immediate or otherwise, on a Trainee's attendance at a training course, the following procedure is followed:

1. The director or his or her representative shall summon the Trainee and indicate the purpose of the summons. The notice shall specify the date, time, and place of the interview. It shall be in writing and shall be sent by registered letter or delivered to the person concerned with a receipt;
2. During the interview, the Trainee may be assisted by the person of his or her choice;
3. The Director or his representative shall state the reason for the proposed sanction and shall hear the Trainee's explanations.

The Intern's employer is informed of this procedure, its purpose, and the reason for the proposed sanction.

The penalty may not be imposed less than one clear day or more than fifteen days after the interview.

It will be the subject of a written, reasoned decision, notified to the Trainee or apprentice by registered letter or delivered against receipt.

When the behaviour has made a temporary exclusion with immediate effect essential, no final sanction relating to this behaviour may be taken without the procedure set out above having been observed.

SECTION 4: COMPLAINTS PROCEDURE

The various parties involved in the training action (clients, beneficiaries, trainers) have the possibility at any time to make a complaint relating to the training offers and services of the Organization or to report any incident or malfunction noted during the realization of the training.

Within the framework of the Organization's procedure for managing undesirable events, the Client or the Trainees can make their complaint, during or after training, by sending a letter to the trainer(s) concerned and to the following persons:

Maider NEBOUT – Partner
Quality referent & Organization Director
maider.nebout@convictionsrh.com ; +33 6 34 62 58 24
ConvictionsRH : 8 Rue Saint Fiacre – 75002 Paris

The Training Organization ConvictionsRH undertakes to contact the Client/Beneficiary, within 48 to 72 hours, to deal with the complaint and consider the associated corrective actions, in close collaboration with the trainer(s) involved.

Done in Paris, on 01/12/2025