

INTERNAL RULES FOR LEARNERS

Purpose and scope of application

Article 1: Purpose (Art. L6352-3 to L6352-5 of the French Labor Code)

The purpose of these internal rules is to ensure compliance with regulations by defining :

The main measures applicable to health and safety on the premises

The rules applicable to discipline, in particular the nature and scale of penalties applicable to trainees/apprentices and their rights in the event of a penalty,

These rules will be supplemented or amended, where appropriate, by memoranda drawn up in accordance with the law.

Article 2: Scope of application (Art. R6352-1 of the French Labour Code)

Where?

The provisions of these rules apply not only within the association located at 12 boulevard du lycée 74000 Annecy, but also in all premises, common parts of the building and areas annexed to the organization (catering areas, driveway, stairway, entrance to the house, courtyard of the building, car parking area, etc.).

It also applies to all premises outside the association where the Alliance Française d'Annecy is required to provide training.

However, when training takes place in a company or establishment that already has internal regulations in accordance with the law of August 4, 1982, the health and safety measures applicable to trainees are those of the latter regulations.

Who?

These rules apply to all students/learners of the association, whatever their status, objective, nature and duration of the financing of their training.

Each learner is deemed to accept the terms of the present regulations as soon as he/she takes a course provided by the Alliance Française Annecy.

Health and safety

Article 3: General provisions

In terms of health and safety, all trainees must comply strictly with both general regulations and specific instructions brought to their attention by posters, instructions, memos or any other means.

Article 4: Alcoholic beverages, tobacco and drugs

Alcoholic beverages: It is forbidden to enter the association in a state of drunkenness. It is also forbidden to introduce, distribute or consume alcoholic beverages within the association.

No smoking: in application of decree no. 92-478 of May 29, 1992 laying down the conditions for the application of the ban on smoking in places designated for collective use, smoking is prohibited in training premises.

Drugs: it is forbidden to introduce, distribute or consume drugs, in any form whatsoever, within the association.

Article 5: Cleanliness of premises

Sanitary facilities

Toilets and washbasins are provided for students. These facilities must be kept clean at all times. Students are required to inform reception if they notice any malfunctioning of these facilities..

Classrooms

Classrooms must be kept clean and tidy at all times. Depending on the course, students may be required to spend the time necessary to tidy up the room. Use of classrooms is under the responsibility and control of the instructor.

Break room and catering

It is not the role of the Alliance Française Ancey to provide catering services, nor to supply learners with a catering room.

However, the management of the Alliance Française Ancey does provide learners with a break room, sink, refrigerator, microwave oven, and a limited number of tables and chairs, depending on the space available.

Access to this room is reserved for break times.

Article 6: General accident prevention rules

In the interests of all concerned, learners must comply with all safety instructions, even verbal ones. Any accident or incident, however minor, occurring during or in connection with training must be reported immediately to the trainer by the learner involved or those who witnessed the accident. In the event of an accident occurring to a learner while on the association's premises, or while travelling to or from the premises, the management of the Alliance Française Anancy will report the accident to the appropriate authorities, in accordance with article R6341-35 of the French Labour Code.

Article 7: Fire prevention rules

Fire instructions, including a map showing the location of fire extinguishers and emergency exits, as well as the names of the persons in charge of intervention, are posted on the organization's premises in such a way as to be known by all learners. Demonstrations or exercises are planned to check the operation of fire-fighting equipment and evacuation prevention instructions. All trainees are required to :

- Scrupulously respect fire prevention instructions,
- Participate in fire drills and evacuation exercises

Smoking is prohibited in the training rooms, on the association's premises and in the common areas of the building.

Article 8: Duty to warn and right of withdrawal

Any learner who has reasonable cause to believe that a situation presents a serious and imminent danger to his or her life or health has the right to leave the course premises.

However, this right must be exercised in such a way as not to create a new situation of serious and imminent risk for others. The learner must immediately inform the trainer of any situation he or she considers dangerous. Any learner who observes a fault or anomaly in the installations or operation of the equipment is required to inform the trainer or management.

Liaison with the administration

Access to the course is reserved exclusively for students who have paid the full amount of the course for which they have enrolled.

Article 9 : Communication of administrative documents

Documents requested at registration and during the course must be provided as soon as possible to ensure that files are processed as efficiently as possible. The administrative department is open Monday and Friday from 9.00am to 12.00pm, Tuesday and Thursday from 9.00am to 12.00pm and from 2.00pm to 5.00pm. Students are responsible for providing these documents and their contents. The Alliance Française Annecy cannot be held responsible if the absence of these documents jeopardizes the financing of the course or registration for an exam. The learner may be obliged to leave the course immediately if the financing of the course cannot be confirmed.

Article 10: Attendance and validation of training

When the validation of training is subject to the completion of a minimum required volume of training hours, the Alliance Française Annecy cannot be held responsible for the failure to validate the level or for the refusal of registration by the competent authority if the learner has not respected his or her attendance or personal work commitments.

Furthermore, Alliance Française Annecy reserves the right to refuse registration for an exam to a student who has not respected his/her commitment to attendance or personal work.

Furthermore, Alliance Française Annecy reserves the right not to approve the registration for an exam of a student who has not completed the minimum required duration of training due to lack of attendance or personal work.

Discipline and sanctions

Article 11: General disciplinary provisions

Trainees must respect the common areas of the school and behave correctly towards other students. Learners are also bound by an obligation of discretion with regard to any information they may have concerning other trainees' businesses. Any breach of the rules relating to discipline may result in the application of one of the sanctions provided for in the present regulations.

Article 12: Training timetables

Training timetables are set by the management or the training manager and brought to the attention of trainees either on the website, in brochures, on posters, or when trainees receive their course programme. Training courses run from Monday to Friday, with a break of around 15 minutes. Management reserves the right to modify course timetables in line with service requirements, within the limits imposed by current regulations.

Trainees must comply with any changes made by management to training schedules.

Article 13: Attendance, absences and/or lateness

Keeping to the timetable and attending classes regularly are essential to the smooth running of the course for each learner and for the group as a whole. Learners are required to respect these training schedules, failing which the following provisions will apply: in the event of absence or lateness to the course, learners must notify the trainer or the administrative department of the organization in charge of the training, and justify themselves.

In addition, learners are not permitted to be absent during training hours, except in exceptional circumstances authorized by management.

Where learners are employees undergoing training as part of a training plan, the organization must inform the company of such absences in advance. Any absence or lateness not justified by special circumstances constitutes misconduct liable to disciplinary action.

Any course for which absence is not reported within a minimum of 48 hours will be charged.

In addition, in the case of job-seeking learners paid by the State or a region, unjustified absences will, in application of article R 6341-45 of the French Labor Code, result in a deduction from remuneration proportional to the duration of said absences.

An attendance register will be kept for each course or workshop, and will be used to issue

the course attendance certificate.

The following are considered justified absences:

- Illness or industrial accident lasting less than three months, justified by a work stoppage report sent to the association,
- Summons to an early medical examination, a job interview, an interview with an official authority,
- Force majeure (bad weather, transport strikes, etc.).

Any absence not corresponding to the criteria defined in the present article is considered unjustified, whether it is attributable to the learners or their employer.

In the event of absence, whether justified or not, the Alliance Française Annecy will inform:

- the employer, if the learner is an employee benefiting from a training course within the framework of the company training plan,
- the employer and the joint body which has covered the training expenses, if the learner is an employee benefiting from a training course within the framework of training leave.
- The sponsor of the action and the organization responsible for paying the learner if the training is subsidized by the State or the Region.
- The family, if the learner is subsidizing his or her own training.

The Alliance Française Annecy cannot be held responsible by the learner for not having had access to the lessons given during his/her absence or lateness.

Article 14: Entering, leaving and moving

Unless expressly authorized by the management or an official of the training organization, learners who have access to the organization in order to follow their training course may not:

- Enter or remain there if no training course in which they are participating is being given,
- Introduce, cause to be introduced or facilitate the introduction of persons not belonging to the organization, or goods intended for sale to staff or learners.

Unless expressly agreed by the trainer, learners may not leave the room before the scheduled end of the training period. Should the learner be authorized to leave the room before the scheduled time, he/she must do so as discreetly as possible so as not to disrupt the smooth running of the course.

Article 15: Dress and behavior



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Learners are asked to arrive at the training site in decent dress and to behave correctly towards all persons present in the association. The wearing of ostentatious religious symbols may be forbidden if it disturbs public order or is accompanied by proselytizing behavior that disrupts the course. Behavior must also refer to a correct attitude.

Article 16: Use of Alliance Française Annecy equipment

It is the responsibility of each learner to ensure that the equipment loaned to him or her for training purposes is kept in good condition. Learners are required to use the equipment in accordance with its purpose: the use of equipment for other purposes, particularly personal use, is forbidden. It is strictly forbidden to:

- Install or download, even temporarily, software, photos, drawings, illustrations, fonts, etc. from demo versions, free offers, copies or loans for which the association does not hold the licenses
- Connect to pornographic, paedophilic, violent, etc. Internet sites.
- Use photos, drawings, illustrations of a pornographic, paedophilic or violent nature, etc.

Depending on the course, learners may be required to devote the necessary time to maintaining or cleaning the equipment.

At the end of the course, learners are required to return all equipment and documents in their possession belonging to the association. Equipment may only be used in the presence of a trainer and under supervision. Any anomaly in the operation of machines and equipment, or any incident, must be reported immediately to the trainer in charge of the course.

Article 17: Use of personal computers

The association provides learners with the necessary and sufficient IT resources to ensure that training sessions run smoothly. Unless specifically required and with the prior agreement of the trainer, the use of personal computers for training is forbidden. Outside training times, or when required for training purposes, the use of a computer is possible.

Out of respect and politeness towards the instructors and other students, and to ensure that the course is properly assimilated, the use of the telephone during the course is strongly discouraged.

Article 18: Recordings

It is strictly forbidden to record or film training sessions, unless expressly authorized. Learners must make a backup copy of their working documents on their own USB storage media. Management cannot be held responsible for any damage to the medium caused by another learner or the instructors.

Article 19: Teaching methods and documentation

The teaching methods and documentation distributed are protected by copyright and may not be reused other than for strictly personal use, or distributed by learners without the prior and formal agreement of the training organization's management and/or the authors.

Article 20: The organization's liability in the event of theft or damage to learners' personal property

The Alliance Française Anancy declines all responsibility for loss, theft or damage to personal items of any kind left by students on its premises (classrooms, administrative premises, break rooms, etc.).

Article 21: Advertising

These rules and regulations are given to each trainee prior to final enrolment. By completing the enrolment form, the trainee signs that he/she has read the rules and will abide by them. A copy of these rules is available at the association's reception desk and on the Alliance Française Anancy website (www.alliance-francaise-annecy.com). Changes may be made to this document at any time, and it is the learner's responsibility to check for such changes by consulting either the Alliance Française Anancy website or the notice board at reception.