

INTERNAL RULES TRAINING

Decree No. 2019-1143 of November 7, 2019

Article 1: These regulations are established in accordance with the provisions of Articles L 6352-3 and R 6352-1 to R 6352-15 of the French Labor Code. These regulations apply to all trainees for the duration of the training course with ALPHA OMEGA CONNECT.

HEALTH AND SAFETY

Article 2: The prevention of accident and illness risks is imperative and requires everyone to comply with all applicable health and safety requirements. To this end, the general and specific safety instructions in effect at ALPHA OMEGA CONNECT must be strictly adhered to, under penalty of disciplinary action.

They are posted at the entrance to the ALPHA OMEGA CONNECT offices.

In the event of an evacuation, the assembly point is located in the parking lot. Each intern must ensure their own personal safety and that of others by complying, as appropriate to their training, with the general and specific safety and hygiene instructions in effect at the internship location.

However, in accordance with Article R.6352-1 of the French Labor Code, when training takes place on the premises of a company or an establishment that already has internal regulations, the health and safety measures applicable to interns are those set out in these regulations.

GENERAL DISCIPLINE

Article 3: Interns are prohibited from:

- Leaving the internship without a reason (e.g., dropping out)
- Failing to show up without a reason or apology
- Smoking on the premises
- Entering the establishment while intoxicated
- Bringing alcoholic beverages onto the premises
- Taking objects/materials without written authorization
- Damaging the equipment and space provided

COMMUNICATION

Article 4: For any abnormal situation, for example, dropping out or unjustified absence, noted by the training advisor, the latter must inform the ALPHA OMEGA CONNECT administrative manager and the intern's employer in writing as soon as possible.

Article 5: Any action deemed improper by the training organization or the training advisor may, depending on its nature and seriousness, be reported in writing to the employer, who will determine the appropriate sanction. The intern will be informed in advance.

PUBLICITY OF THE RULES

Article 6: These rules are:

- Posted in the training room at ALPHA OMEGA CONNECT.
- Viewable on the ALPHA OMEGA CONNECT website.
- Appended to the paper training file provided to each participant for in-person training.

At the beginning of each course, the trainer informs trainees of the existence of these internal rules, which they can consult.

Done in Châtenoy-le-Royal, on 02/09/2025
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