

INTERNAL RULES TRAINING

Decree No. 2019-1143 of November 7, 2019

Section 1:

These regulations are drawn up in accordance with the provisions of Articles L 6352-3 and R 6352-1 to R 6352-15 of the Labor Code.

These regulations apply to all trainees, for the duration of the training followed with ALPHA OMEGA CONNECT.

HEALTH AND SAFETY

Section 2:

Preventing the risk of accidents and illnesses is imperative and requires everyone to comply with all applicable health and safety requirements. To this end, the general and specific safety instructions in force at ALPHA OMEGA CONNECT must be strictly observed under penalty of disciplinary sanctions. They are displayed at the entrance to the ALPHA OMEGA CONNECT office.

In the event of an evacuation, the assembly point is located in the car park.

Each trainee must ensure his personal safety and that of others by respecting, depending on his training, the general and specific safety instructions in force at the training sites, as well as in terms of hygiene. However, in accordance with article R.6352-1 of the Labor Code, when the training takes place on the site of a company or an establishment that already has internal regulations, the health and safety measures applicable to trainees are those of the latter regulation.

GENERAL DISCIPLINE

Section 3:

It is forbidden for trainees:

- To smoke inside the office
- To enter the establishment in a state of intoxication
- To introduce alcoholic beverages into the premises
- To leave the internship without reason
- To take away objects/materials without written authorization
- To damage the equipment and the place

PENALTIES

Section 4:

Any action considered wrongful by the director of the training organization or his representative may, depending on its nature and seriousness, be subject to one or other of the sanctions below by order of significance:

- Written warning by the Director of the training organization or his representative
- Blame
- Permanent exclusion from training

DISCIPLINARY GUARANTEES

Section 5:

No sanction can be administered to the trainee without the latter being informed at the same time and in writing of the grievances held against him.

Section 6:

When the president of ALPHA OMEGA CONNECT or his representative plans to take a sanction, he summons the trainee by registered letter with acknowledgment of receipt or given to the person concerned against discharge, indicating the subject of the summons, the date, the time and place of the interview, unless the sanction envisaged is a warning or a sanction of the same nature which does not have an immediate impact or not on the presence of the trainee for the rest of the training.

Section 7:

During the interview, the trainee can be assisted by a person of his choice, trainee or employee of the organization. The convocation mentioned in the previous article mentions this option. During the interview, the reason for the sanction envisaged is indicated to the trainee, whose explanations are collected.

Section 8:

The sanction cannot intervene less than one day nor more than 15 days after the interview or, where applicable, after the transmission of the opinion of the Disciplinary Committee.

It is the subject of a written and reasoned notification to the trainee in the form of a letter delivered against discharge or a registered letter.

Section 9:

When an action considered to be wrongful has made a precautionary measure of temporary exclusion with immediate effect essential, no definitive sanction relating to this action can be taken without the trainee having been informed beforehand of the grievances held against him and possibly, that he has been summoned to an interview and given the opportunity to be heard by the Disciplinary Committee.

Section 10:

The president of ALPHA OMEGA CONNECT informs the employer, and possibly the joint body responsible for the training costs, of the sanction taken.

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PUBLICATION OF THE RULES

Clause 11:

These rules are displayed in the training room.

At the beginning of each course, the trainer or the administrative officer informs the trainees of the existence of these rules of procedure, which they can consult.

Châtenoy le Royal on 03/28/2022
Olivia Lhoumeau

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