

## *Internal regulations*

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### **INTERNAL REGULATIONS FOR PROFESSIONAL TRAINING**

#### **I – Preamble**

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MADAME ELIZABETH JEREMY is an independent professional training organization. MADAME ELIZABETH JEREMY is based at 68 Chemin des Viourds, 74400 - CHAMONIX-MONT-BLANC. declared under the activity declaration number No. 84740433574 with the DIRECCTE of Auvergne Rhône-Alpes.

These Internal Regulations are intended to specify certain provisions applying to all registrants and participants in the various courses organized by MADAME ELIZABETH JEREMY in order to enable the regular operation of the training offered.

##### Definitions:

- MRS ELIZABETH JEREMY will hereinafter be referred to as “training organization”;
- The people following the internship will hereinafter be referred to as “trainees”;
- The training director of MADAME ELIZABETH JEREMY will hereinafter be referred to as “the head of the training organization”

#### **II - General provisions**

##### **Article 1**

In accordance with articles L.6352-3 et seq. and R.6352-1 et seq. of the Labor Code, the purpose of these Internal Regulations is to define the general and permanent rules and to specify the regulations regarding health and safety. as well as the rules relating to discipline, in particular the actions applicable to trainees and their rights in the event of non compliance.

#### **III - Scope of application**

##### **Article 2: Persons Concerned**

These Regulations apply to all trainees registered for a session provided by MADAME ELIZABETH JEREMY, for the entire duration of the training followed. Each trainee is considered to have accepted the terms of these regulations when they follow training provided by MADAME ELIZABETH JEREMY and accept that measures will be taken in the event of non-compliance with the latter.

##### **Article 2: Training Location**

The training will take place either in the premises of MADAME ELIZABETH JEREMY, in external premises or online. The provisions of these Regulations are applicable not only within the premises of MADAME ELIZABETH JEREMY, but also in any premises intended to receive training.

#### **IV - Hygiene and safety**

##### **Article 4 : General Rules**

Each trainee must ensure their personal safety and that of others by respecting the general and specific safety and hygiene instructions in force at the training location. However, in accordance with article R.6352-1 of the Labor Code, when training takes place in a company or establishment that already has internal regulations, those specific safety and health measures apply.

**Article 5 : Smoking** Pursuant to Decree No. 92-478 of May 29, 1992 setting the conditions for applying the ban on smoking in places designated for collective use, smoking is prohibited in training premises, except in reserved areas for this use.

**Article 6 : Alcohol** Trainees are prohibited from entering or remaining in the establishment in a state of intoxication and from bringing in alcoholic beverages.

**Article 7 : Food** Meal(s) are not covered by MADAME ELIZABETH JEREMY.

### **Article 8 : Accidents**

Any accident or incident occurring during training must be immediately reported by the injured trainee or people who witnessed the accident to the head of the training organization. In accordance with articles R.6342-1 and following of the Labor Code, the accident must be declared by the head of the organization to the social security fund.

### **Article 9 : Fire instructions**

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

## **V – Discipline**

### **Article 10 : Timings**

The training times are set by MADAME ELIZABETH JEREMY and trainees are informed by email. Trainees are required to respect these schedules. MADAME ELIZABETH JEREMY reserves, within the limits imposed by the provisions in force, the right to modify the training schedules according to service requirements. In the event of absence or lateness for the course, the trainee should notify the trainer at least 24 hours in advance. In addition, an attendance sheet must be signed by the trainee. If notice is not provided, the trainer cannot guarantee that lessons will be rescheduled.

### **Article 11 : Access to the training location**

Unless expressly authorized by MADAME ELIZABETH JEREMY, trainees having access to the training location to follow their training cannot:

- enter or remain there for other purposes;
- facilitate the introduction of third parties to the organization.

### **Article 12 : Use of equipment**

Each trainee keep any equipment entrusted to them for their training in good condition. Trainees are required to use the equipment for its intended purpose. The use of the material for other purposes, in particular personal purposes, is prohibited, except for the material made available for this purpose. At the end of the internship, the trainee is required to return all materials and documents in his possession belonging to the training organization, except for educational documents distributed during training.

### **Article 13 : Recording**

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

### **Article 14 : Educational documentation**

The educational documentation provided during the training sessions is protected by copyright and may not be reused other than for strict personal use.

### **Article 15 : Responsibility of the training organisation in the event of theft or damage to property of trainees**

MADAME ELIZABETH JEREMY declines all responsibility in the event of loss, theft or damage to personal objects of any kind left by trainees in the training premises.

### **Article 16 : Actions as a result of non compliance**

Any failure by the trainee to comply with one of the provisions of these Internal Regulations may be subject to sanction. According to the article R.6352-3 of the Labor Code a sanction can be taken by the head of the training organization or a representative. Depending on the seriousness of the breach observed, the actions may result in a definitive exclusion measure.

Fines or other monetary sanctions are prohibited.

The head of the training organization must inform :

- the employer, when the trainee is an employee benefiting from an internship as part of the company training plan;
- the employer and the joint organization which covers the training expenses, when the trainee is an employee benefiting from a training as part of training leave. The exclusion of the trainee may in no case give rise to the reimbursement of the sums paid for the training.

### **Article 17 : Disciplinary procedure**

No action (such as exclusion) as a result of non compliance may be imposed without trainees having been informed in advance. When the training manager or their representative plans to take an action, they speak with the trainee, explain the reason for the envisaged sanction and discuss the issue with the trainee.

## **VI – Representation of trainees**

### **Article 18 : Representation of Trainees**

For training actions of a collective nature and whose total duration exceeds 500 hours, a titular delegate and a substitute delegate are elected simultaneously by two-round single-member ballot, according to the following procedures.

- All trainees are voters and eligible. The vote takes place, during training hours, no earlier than twenty hours and no later than forty hours after the start of the course.
- The head of the training organization is responsible for organizing the vote, ensuring that it runs smoothly. They send a report of deficiency, transmitted to the territorially competent regional prefect, when the representation of the trainees cannot be ensured.
- Delegates are elected for the duration of the course. Their functions end when they cease, for whatever reason, to participate in the internship. If the titular delegate and the alternate delegate cease their functions before the end of the internship, a new election is held.

### **Article 19 : Role of trainee delegates**

The delegates make suggestions to improve the progress of the internships and the conditions of the trainees. They present all individual or collective complaints relating to these matters, health and safety conditions and the application of the internal regulations.

## **VII – Publication and effective date**

### **Article 20 : Publication**

All trainees are invited to download this document from the Peak English - Madame Elizabeth Jeremy website and read it before the start of their training. A copy of these regulations is available on the Peak English website - Madame Elizabeth Jeremy : [www.peakenglish.fr](http://www.peakenglish.fr).

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MADAME ELIZABETH JEREMY