

## INTERNAL REGULATIONS PTD TRAINING CENTRE

(in compliance with Articles L.6352-3, L6352-4 and R6352-1 to R6352-15 of the French Labour Code)

### **Article 1 - Applicable persons**

These regulations apply to all trainees. By attending a training course provided by the PTD training centre, each trainee is considered to have accepted the terms of these internal regulations.

### **Article 2 - General conditions**

All trainees are required to adhere to these rules regarding the implementation of health and safety regulations, as well as the general and permanent rules governing discipline.

### **Article 3 - General health and safety rules**

It is the responsibility of all trainees to ensure their personal safety and the safety of others by following the general and specific health and safety regulations in effect at the training site, based on their respective training.

However, as stated in article R.6352-1 of the French Labor Code, if the training takes place in a company or establishment that already has its own internal regulations, the health and safety measures applicable to trainees will be those outlined in those regulations.

### **Article 4 - Procedure for requesting and conducting training in accordance with Article L.6353-8 of the French Labour Code**

The program and objectives of the training course, the list of trainers along with their titles or qualifications, the schedule, the procedures for assessing the training, the contact information of the person responsible for trainee relations from the training client company, and the applicable internal regulations for the training course are provided to the trainee prior to final registration.

### **Article 5 - Nature of information requested from trainees in accordance with Article L.6353-9 of the French Labour Code**

Any information requested, in any form, by a training organization from an applicant for a training course or a trainee can only be utilized for assessing their suitability to participate in, request, or continue the training course. This information must be directly and necessarily linked to the training program. Applicants or trainees are obligated to respond truthfully. In accordance with the European Data Protection Regulation effective from May 25, 2018, trainees have the right to access their personal data, to rectify or delete such data, and to object to the processing of their personal data.

### **Article 6 - Confidentiality of trainees' personal data**

All individuals involved are committed to maintaining the confidentiality of any personal or professional information disclosed by trainees.

#### **Article 7 - Maintenance of equipment in good condition**

All trainees are required to keep the equipment assigned to them for training purposes in good condition. Trainees must use the equipment according to its intended purpose, and using the equipment for personal purposes, including personal use, is strictly prohibited. Depending on the course, trainees may need to dedicate time to the maintenance or cleaning of the equipment.

#### **Article 8 - Fire safety instructions**

Fire safety instructions, including a map displaying the location of fire extinguishers and emergency exits, are visibly posted within the organization's premises to ensure all trainees are aware of them. Demonstrations or exercises are planned to verify the functionality of firefighting equipment and to provide instructions on evacuation procedures. (For more information on this aspect refer to articles R.4227-28 et seq. of the French Labor Code).

#### **Article 9 - Reporting accidents**

Any accidents or incidents that occur during or in relation to the training must be promptly reported by the trainee involved or witnessed to the organization's supervisor. In accordance with article R 6342-3 of the French Labor Code, any accidents involving a trainee on the training site or during travel to and from the site must be reported by the site manager to the appropriate social security fund.

#### **Article 10 - Prohibition of alcoholic beverages**

Trainees are strictly prohibited from entering or remaining on the organization's premises while under the influence of alcohol or bringing alcoholic beverages onto the premises.

#### **Article 11 - No smoking**

In compliance with decree no. 92-478 of May 29, 1992, which establishes the conditions for the enforcement of the smoking ban in premises designated for collective use, smoking is strictly prohibited in the classrooms.

#### **Article 12 - Timetables - Absence and lateness**

In the event of absence or lateness to a course, trainees are required to inform the trainer and provide a valid justification. Trainees are generally not permitted to be absent during course hours, unless there are exceptional circumstances specified by the trainer. When trainees are employees

participating in training as part of a training plan, the trainer must notify the company of any anticipated absences in advance. Furthermore, trainees must regularly complete and sign the attendance certificate throughout the course, as well as the training report and course follow-up certificate upon completion of the course.

### Article 13 – Access to the training site

Unless explicitly authorized by the management or the head of the establishment where the training is taking place, trainees who have access to the training site for their course may not:

- Enter or remain on the premises for any other purpose.
- Introduce, assist in the introduction of, or facilitate the entry of individuals who do not belong to the establishment, or goods intended for sale to staff or trainees.

### Article 14 – Dress and behaviour

Trainees are expected to arrive at the training site dressed appropriately and to conduct themselves with proper behaviour towards all individuals present on the premises.

### Article 15 – Information and posting

Information is disseminated through posters displayed on designated bulletin boards. The display of commercial advertisements and the promotion of political, trade union, or religious propaganda are strictly prohibited on the premises of the training organization.

### Article 16 – Responsibility of the training establishment in case of theft or damage to trainees' personal property

The training establishment disclaims any responsibility in the event of loss, theft, or damage to personal belongings of any kind left by trainees on its premises, including classrooms, administrative areas, parking lots, and sanitary facilities.

### Article 17 – Sanctions

Any violation of the provisions outlined in these internal regulations by a trainee may result in disciplinary action. According to article R 6352-3 of the French Labor Code, a sanction is defined as any measure, except verbal warnings, taken by the head of the training organization or their representative in response to an action by the trainee that is deemed to be in violation. **The sanction may vary depending on the severity of the offence and can include a warning, reprimand, call to order, or permanent exclusions.** It is important to note that specific provisions regarding the application of these sanctions are outlined in the agreement signed by the organization with the State or the Region. Fines or other financial penalties are strictly prohibited. The trainer of the training



organization must inform the employer about any sanction imposed if the trainee is an employee participating in the training as part of the company's training plan.

*For PTD France training organization,  
Mr. Philippe ROUX*