

## **RULES OF PROCEDURE FOR SATODEV TRAINING**

### **Article 1 : Personnel subject to this regulation**

These rules apply to all trainees. Each trainee shall agree the terms of this contract when attending a training course provided by SATODEV.

### **Article 2 : General Conditions**

All trainees shall comply with these rules in all matters relating to the application of health and safety regulations, as well as the general and permanent rules relating to discipline.

### **Article 3 : General rules of hygiene and safety**

Each trainee shall ensure his personal safety and the one of others by respecting, according to his training, the general and specific safety instructions in force at the training site, as well as hygiene regulations. Furthermore, trainees sent to a company as part of a training course are required to comply with the health and safety measures set out in the company's internal regulations.

### **Article 4 : Maintaining the equipment in good condition**

Each trainee is obliged to keep in good condition the material entrusted to him for training. Trainees are required to use the equipment in accordance with its purpose: the use of the equipment for other purposes, including personal, is prohibited.

### **Article 5 : Fire instructions**

The instructions in case of fire (including a map of the location of fire extinguishers and emergency exits) are posted in the organization's premises so that all trainees are aware of them.

### **Article 6 : Accident**

Any accident or incident that occurs during the training course shall be immediately reported to the head of the organization by the trainee or by the witnesses of the accident.

In accordance with article R 6342-3 of the French Labor Code, any accident that occurs to a trainee while he is in the training organization, while going to or from the training center, shall be reported by the training center manager to the social security fund.

### **Article 7 : Alcoholic beverages and drugs**

The introduction or consumption of drugs or alcoholic beverages on the premises is strictly forbidden. It is forbidden for trainees to enter the establishment in a state of intoxication or under the influence of drugs.

**Article 8 : No smoking**

In application of the decree n° 92-478 of May 29, 1992, fixing the conditions of application of the prohibition of smoking in the places assigned to a collective use, it is forbidden to smoke in the training rooms. This ban also applies to electronic cigarettes.

**Article 9 : Access to the beverage dispensing station**

Trainees will have access to hot and cold soft drink stations during scheduled breaks.

**Article 10 : Dining facilities**

Access to the restaurant is only allowed during mealtimes. The trainee must go to the outside restaurant respecting the security conditions.

It is forbidden, unless special authorization is given by the Management or the person in charge of the training organization, to take meals in the rooms where the training courses take place.

**Article 11 : Schedules - Absence and lateness**

The training hours are set by the Management and brought to the attention of the trainees when they receive the training program. The trainees are required to respect these schedules under penalty of the application of the following provisions:

- In case of absence or delay in the course, the trainees shall inform the trainer or the secretariat of the organization in charge of the training and justify themselves. Furthermore, trainees may not be absent during training hours, except in exceptional circumstances specified by the management or the head of the training organization.
- When the trainees are employees undergoing training within the framework of the training plan, the organization shall inform the company in advance of such absences. Any absence or delay not justified by particular circumstances constitutes a fault liable to disciplinary sanctions.

In addition, trainees are required to fill out and sign the attendance certificate on a regular basis as the training progresses.

**Article 12 : Access to the Organization**

Unless expressly authorized by the Management or the person in charge of the training organization, trainees who have access to the organization to follow their training course may not:

- Enter or remain there for any other purpose;
- Introduce, have introduced, or facilitate the introduction of persons not belonging to the organization, nor of goods intended to be sold to the personnel or to the trainees.

**Article 13 : Dress and behavior**

Trainees are asked to come to the organization in decent clothing and to behave properly towards everyone in the organization.

**Article 14 : Information and display**

The circulation of information is done by posting on the panels provided for this purpose. Commercial advertising and political, union, or religious propaganda are prohibited within the organization.

**Article 15 : Responsibility of the organization in case of theft or damage of the trainees' personal property**

The organization declines all responsibility in case of loss, theft or damage of personal objects, of any kind, left by the trainees in its premises (classrooms, workshops, administrative premises, parking lots, locker rooms...).

**Article 16 : Sanction**

Any action considered as wrongful by SATODEV may, depending on its nature and severity, be the subject of a warning and may go up to the temporary or permanent exclusion from the training.

**Article 17 : Implementation**

The present internal regulations come into force on: 15/03/2022

name, first name and signature of the trainee preceded by the mention "read and approved":