

TRAINEE INTERNAL RULES & REGULATIONS

Article 1 - Purpose and scope

These rules and regulations have been drawn up in accordance with the provisions of articles L.6352-3 and R.6352-1 to R.6352-15 of the French Labour Code (i.e. Code du Travail). They apply to all participants on training courses organised by Savoye. A copy is available on the website or issued to each trainee.

The rules and regulations establish the health and safety rules, general and permanent disciplinary rules, and the type and level of sanctions that may be brought against trainees who breach them, plus procedural guarantees applicable when a sanction is under consideration.

Everyone must comply with the terms of these rules and regulations for the full duration of the training course.

A copy of these rules and regulations is made available to every trainee (before any final registration) or issued to the trainee (before any final registration) under the terms of a vocational training agreement.

Section 1: Health and safety rules

Article 2 - General principles

Risks of accidents and diseases must be prevented and everyone must follow:

- Applicable health and safety advice on the training premises;
- Any instructions issued either by the Savoye training & documentation department, or by the trainer, particularly regarding use of equipment provided.

Every trainee must accordingly ensure their own safety and the safety of others by following, depending on his/her training course, general and special health and safety instructions.

Every trainee is required not to damage floors, or cause disruption in offices, corridors, and break rooms.

If he/she observes a safety system malfunction, he/she must immediately inform the Savoye training & documentation department. If he/she does not follow these instructions, disciplinary sanctions may be brought against him/her.

Article 3 - Fire instructions

Fire safety instructions and particularly a plan showing the location of extinguishers and emergency exits are displayed on Savoye's premises. The trainee must read this plan.

Items of emergency equipment (extinguishers, hoses, etc.) must not be handled except for their intended use.

In the event of an alert, the trainee must cease any training activity and calmly follow the instructions of either the accredited training centre representative or the emergency services.

Any trainee who witnesses the outbreak of a fire must immediately call the emergency services by dialling 18 from a landline or 112 from a mobile phone and inform a training centre representative.

Article 4 – Alcoholic beverages and drugs

There is a formal ban on bringing drugs or alcoholic beverages onto the premises or consuming them there.

Trainees must not enter or stay at the training centre in a state of drunkenness or under the influence of drugs. During breaks, trainees will have access to non-alcoholic drinks machines.

In the event that the trainee's state of drunkenness is liable to be dangerous to him/her or his/her environment, the centre's representative reserves the right to use a breath test to check his/her blood-alcohol level. The limit is the level used by the public authorities to prevent road accidents. Refusal constitutes negligence on the basis of which a disciplinary sanction stipulated in the internal rules and regulations may be brought.

Article 5 – Smoking ban

There is a formal ban on smoking in training rooms and more generally at the training centre. The representative may use his/her disciplinary power to sanction the employee if he/she does not comply with the smoking ban.

Article 6 - Accidents

If a trainee is the victim of an accident - occurring during the training course or during travel time between the training venue and his/her home or his/her workplace - or witnesses such an accident, he/she must immediately inform the training centre.

The training centre manager takes appropriate measures to provide treatment and report the incident to the relevant social security centre.

Section 2: General discipline

Article 7 - Regular attendance of the course by the trainee

Article 7.1 – Training course hours

Trainees must comply with the hours scheduled and communicated in advance by Savoye. Sanctions may be brought in the event of non-compliance with these hours.

Except in exceptional circumstances, trainees cannot be absent during training course hours.

Article 7.2 - Absences, late arrivals, or early departures

In the event of absence, late arrival or departure before the scheduled time, trainees must inform the training centre of this event and provides an explanation. The training centre immediately informs the funder (employer, administrative authority, vocational training management fund, region, job centre, etc.) of this event.

Any event not explained by special circumstances constitutes negligence on the basis of which disciplinary sanctions may be brought. In addition, in accordance with article R.6341-45 of the French Labour Code, the trainee - if his/her remuneration is paid by the public authorities - may face a deduction from his/her training course remuneration proportionate to the length of his/her absence.

Article 7.3 - Training course attendance rules

The trainee is required to sign a training register during the course. He/she may be required to review the training course.

Following the training course, on request, he/she will be issued a course completion certificate, and a training course attendance certificate may, as applicable, be issued to his/her employer/administrative authority or the organisation funding the course. As soon as possible, the trainee provides the training centre with the documents it must fill in as service provider (application for remuneration or payment of training-related costs; training course registration or attendance certificates, etc.).

Article 8 – Access to the training premises

Except with special permission from the training centre, the trainee cannot:

- Enter or stay on the training premises for purposes other than the training course;
- Bring, arrange for or facilitate the bringing of third parties into the centre;
- Sell goods or services in the centre.

Article 9 - Dress

The trainee must attend the centre correctly dressed.

Article 10 - Behaviour

Every trainee is required to behave in a way that guarantees compliance with the basic rules of etiquette, group soft skills, and smooth running of training courses.

Article 11 – Use of equipment

Except with special permission from the SAVOYE centre's representative, training equipment must be used on the training premises and exclusively for training activities. Equipment must not be used for personal purposes.

The trainee is required to keep the equipment entrusted to him/her for the training course in good condition. He/she must use equipment as intended and according to rules issued by the trainer.

The trainee immediately informs the trainer of any issues with equipment.

Section 3: Disciplinary measures

Article 12 - Disciplinary sanctions

In the event of any failure by the trainee to follow any of the instructions of these internal rules and regulations, sanctions may be brought by Savoye's manager or his/her representative.

In the event of any behaviour considered negligent, depending on the type and severity of negligence, one or other of the following sanctions may be brought:

- Initial warning;
- Written warning by Savoye's manager or his/her representative;

- Official warning;
- Temporary exclusion from the training course;
- Permanent exclusion from the training course.

Fines or other financial sanctions are prohibited.

Savoye's manager or his/her representative informs the following of the sanction brought:

- The trainee employee's employer or the trainee official's administrative authority;
- And / or the funder of the training course.

Article 13 - Disciplinary guarantees

Article 13.1 - Informing the trainee

No sanctions may be brought against the trainee without him/her having been informed in advance of the accusations against him/her.

However, when behaviour considered as negligent requires an interim temporary exclusion measure with immediate effect be taken, no permanent sanction relating to this behaviour may be brought without the trainee having been informed in advance of the accusations against him/her and, if applicable, the procedure described below having been followed.

Article 13.2. – Notification to attend an interview

When the training centre's manager or his/her representative considers bringing a sanction, the process is as follows:

- He/she notifies the trainee to attend by registered letter with acknowledgement of receipt or letter delivered to the interested party in return for a receipt, informing him/her of the purpose of the notification;
- The notification also states the date, time and location of the interview as well as the right to be assisted by a person of his/her choice who is a training centre trainee or employee.

Article 13.3. – Possible assistance during the interview

During the interview, the trainee may be assisted by a person of his/her choice, particularly the training course representative. The manager or his/her representative states the grounds for the sanction under consideration and records the trainee's explanations.

Article 13.4. – Delivery of the sanction

The sanction may be delivered neither less than one clear day nor more than a fortnight after the interview.

The sanction is notified in writing and explained to the trainee in the form of a registered letter or letter delivered in return for a receipt.

Signed in Dijon, on 18/02/2022