

2. RULES OF LIFE ON BOARD ENGLISH TRANSLATION

Article 1 - Purpose and scope

All trainees must respect the terms of these regulations throughout the duration of the training action.

These measures are compatible with Artelia's general internal regulations.

Article 2 - Hygiene and safety

Each trainee must ensure compliance with the general and specific health and safety instructions.

Cleanliness of premises

Trainees must keep the premises where the training takes place in order and in a constant state of cleanliness. As such, they are forbidden to eat in the classrooms.

Alcohol and narcotics

The introduction and consumption of narcotics are strictly prohibited.

It is also forbidden to enter or remain in the establishment while intoxicated or under the influence of narcotics.

Safety instructions – Fire

Fire instructions and in particular a map of the location of fire extinguishers and emergency exits are displayed in the training premises so that the trainees are familiar with them.

Trainees are required to immediately carry out the evacuation order given by the training leader or an Artelia employee.

Accident - declaration

Any accident or incident occurring during or during training must be immediately declared by the injured trainee or persons who witnessed the accident to the training organization.

No smoking or vaping

Smoking or vaping (use of an electronic cigarette) is prohibited in the training premises.

Trainees are authorized during their break time to smoke or vape outside the establishment.

Article 3 - Behavior

All trainees are asked to behave in a way that guarantees compliance with the basic rules of knowing how to live, knowing how to be in a community and the smooth running of the training.

For example, trainees are prohibited from:

To modify, use for a third party or distribute the training materials without the express authorization of the training organization;

To use their mobile phones during the sessions other than for training.

Article 4: Access to premises

Trainees have access to the premises where the training takes place exclusively to follow the course for which they are registered. They may not enter or remain there for any other purpose, unless authorized.

It is forbidden for them to be accompanied by people not registered for the course, unless authorized.

Article 5 - Use of equipment

All trainees are required to keep the equipment and documentation made available by the training organization in good condition. The use of the material for other purposes, in particular personal, is prohibited, except for the material made available for this purpose. It is strictly forbidden to distribute the personal codes necessary to connect to the extranet space.

The educational documentation provided during the training sessions is protected by copyright and may only be reused for strictly personal use.

It is strictly forbidden for the trainee, unless expressly waived, to record or film the training sessions.

Article 6: Theft or damage to trainees' personal property

The training organization declines all responsibility in the event of loss, theft or damage to personal items of any kind left by trainees in the training premises.

Article 7 - Penalties

Any action considered to be wrongful may, depending on its seriousness, be subject to one or other of the sanctions below, without necessarily following the order of this classification:

- warning by instructor or director ;
- temporary exclusion from training;
- permanent exclusion from training.

The training organization informs of the sanction taken, if necessary: the employer of the trainee or the administration of the trainee agent; and/or the sponsor of the internship.

Section 8: Advertising

These regulations are posted on the premises and on the website of the training organisation.