



## **RULES OF PROCEDURE**

(September 2023)

### **Article 1 - Purpose**

These regulations are established in accordance with the provisions of Articles L.6352-3 and L.6352-4 and R.6352-1 to R.6352-15 of the Labour Code. They apply to all trainees/students for the duration of the training course.

Its purpose is to remind everyone of their rights and duties in order to organise life during the training course in the interest of all.

### **Article 2 – General health and safety rules**

Each student must ensure his or her own personal safety and that of others by respecting the general and specific safety instructions in force at the Alliance française de Lyon.

### **Article 3 – Fire instructions**

Fire instructions and in particular a map showing the location of fire extinguishers and emergency exits are posted on the premises so that all trainees are aware of them.

### **Article 4 - Accident**

Any accident or incident occurring on the occasion of or during training must be reported immediately by the trainee who has suffered an accident or by the persons who witnessed the accident to the person in charge of the organisation.

In accordance with article R 6342-3 of the French Labour Code, any accident occurring to a trainee while he or she is in the training centre or while travelling to or from the training centre must be declared by the training centre manager to the social security fund.

### **Article 5 – Alcoholic beverages**

It is forbidden for trainees to enter or remain in the organisation in a state of intoxication and to bring in alcoholic beverages.

### **Article 6 – No smoking or vaping**

In application of decree n° 92-478 of 29 May 1992 fixing the conditions of application of the ban on smoking in places assigned to collective use, it is forbidden to smoke or vapourise in the establishment and in particular in the rooms where training is given.

### **Article 7 – Timetables - Absence and lateness**

The timetable of the training course is set by the head of the Alliance française de Lyon and brought to the attention of the trainees either by means of a notice board or when the trainees are given the programme.

Trainees are required to respect these timetables, failing which the following provisions will apply:

- In case of absence or delay, the trainees must inform the secretariat of the Alliance française on [peda@aflyon.org](mailto:peda@aflyon.org) and justify themselves. Furthermore, trainees may not be absent during training hours, except in exceptional circumstances specified by the head of the Alliance française de Lyon training organisation;
- When the trainees are employees undergoing training as part of the training plan, the organisation (Alliance française) must inform the company of these absences. Any absence or delay not justified by particular circumstances constitutes a fault liable to disciplinary sanctions;
- In addition, for job-seeker trainees paid by the State or a region, unjustified absences will result, in application of article R 6341-45 of the Labour Code, in a deduction of remuneration proportional to the duration of the said absences.

In addition, trainees are required to sign the individual attendance certificate and the collective attendance sheet at each session.

### **Article 8 – Dress and behaviour**

Trainees are asked to come to the organisation in decent clothes and to behave properly towards everyone in the organisation.

### **Article 9 – Information and display**

Information is circulated by means of posters. Commercial advertising and political, trade union or religious propaganda are prohibited within the organisation.

### **Article 10 - The organisation's liability for theft of or damage to trainees' personal property of trainees**

The organisation declines all responsibility in the event of loss, theft or deterioration of personal objects of any kind left by trainees on its premises.

### **Article 11– Sanctions**

Any action considered as wrongful by the management of the Alliance française de Lyon may, depending on its nature and seriousness, be subject to one or other of the following sanctions in ascending order of importance:

- Written warning by the Director of the Alliance française;
- Permanent exclusion from the course

**Article 12 – Pre-sanction interview and procedure.**

No sanction may be imposed on the trainee without the latter being informed at the same time and in writing of the grievances against him/her. When the Alliance française is considering imposing a sanction, it will summon the trainee by registered letter with acknowledgement of receipt or by delivery to the person concerned against a receipt, indicating the purpose of the summons, the date, time and place of the interview, unless the sanction envisaged has no impact on the trainee's presence for the remainder of the course.

During the interview, the trainee may be assisted by a person of his/her choice, whether a trainee or an employee of the training organisation. The invitation mentioned above mentions this option. During the interview, the reason for the envisaged sanction is indicated to the trainee: the latter is then given the opportunity to give any explanation or justification for the facts of which he or she is accused.

When the Alliance Française considers that a temporary exclusion with immediate effect is essential, no final sanction relating to the misconduct which led to this exclusion can be taken without the trainee having been informed beforehand of the grievances against him/her.

The sanction may not be imposed less than one clear day nor more than 15 days after the interview or, where appropriate, after the opinion of the Disciplinary Committee.

The trainee is notified of the sanction in writing, stating the reasons, by registered letter or by letter delivered against receipt. The training organisation shall at the same time inform the employer, and possibly the joint body paying the training costs, of the sanction imposed.

The cost of the training remains due even if the trainee is excluded as a result of a sanction.

**Article 13 - Advertising**

These rules are also posted on the pedagogical notice board in the school hall.