

# **RULES AND REGULATIONS**

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The Rules and Regulations shall apply to all the trainees of all the trainings provided by SELF THERAPIE FORMATION (also hereafter referred to as « the Training Organization »).

For the purposes of these Rules and Regulations:

« Trainees » refer to the people enrolled in the training and who participate in it;

« The Person Responsible for the Training Organization » is the legal representative for the Training Organization, or the person appointed by the Training Organization to coordinate the organization of the trainings provided by the Training Organization and to ensure the smooth running of the trainings;

The « Trainer » is the natural person in charge of implementing the training or a training module in which the Trainees are enrolled.

## **PREAMBLE**

### **Article 1: Purpose and scope of application of the Rules and Regulations**

The purpose of these rules and regulations is to define:

- firstly, the measures applicable in terms of health and safety;
- secondly, the disciplinary rules, namely the general and permanent rules related to discipline, but also the nature and scale of the sanctions applicable on Trainees who break these rules and the procedural safeguards applicable when a disciplinary action is contemplated;
- finally, the modalities governing the Trainee's representation for trainings of more than 500 hours.

### **Article 2: Information requested of the Trainee**

The information requested of the Trainee, in whatever form, is for the sole aim of appreciating his/her aptitude to undertake the training program, whether solicited, proposed or pursued. This information is directly related to the training, and the Trainee should respond in good faith.

## **PART ONE : HEALTH AND SAFETY**

### **Article 3: General principles**

The Training Organization is responsible for the health and safety within the training premises. It is the Training Organization's responsibility in this regard to implement and to enforce all measures and rules necessary for every aspect of the training's organisation and implementation.

The Training Organization recalls in this regard that the prevention of accidents and illness risks is imperative and requires everyone's compliance of:

- hygiene and safety requirements within the training premises.
- any directive enforced either by the Training Organization or by the Trainer concerning in particular the use of materials made available.

In this respect, it is noted that when the training is done in a venue that already has its Rules and Regulations, the health and safety measures applicable are those established by the venue.

When the training is run within the Training Organization's premises, or in external premises that don't have their own Rules and Regulations, the following provisions should be applied.

Each Trainee must take care to ensure their own safety and that of the other participants by respecting the general and particular guidelines in terms of health and safety.

The health and safety rules that are of a general nature are detailed in the following articles. Specific or occasional health and safety rules may be issued in the form of memoranda whenever the specificities of the situation, the activity or the training organization call for them.

It is for the Trainers to supervise the Trainees and to inform them as frequently as necessary in terms of safety issues relevant to the training.

It is the Trainee's duty to promptly report to the Trainer or to the Training Organization any urgent measure necessary to stop any potential danger.

Any disregard for health and safety instructions renders the Trainee liable to disciplinary sanctions.

#### **Article 4 – Fire instructions**

The fire instructions and in particular a map of where the extinguishers and emergency exits are located will be displayed within the premises of the Training Organization.

The Trainee must review them.

The Trainees undertake not to obstruct any emergency exit, and when appropriate to follow the evacuation procedures.

In the event of a fire alarm sounding, the Trainee must stop all activity related to the training and calmly follow the Person Responsible for the Training Organization or Trainer's instructions, or those of the emergency services.

Any Trainee who witnesses the beginning of a fire must immediately call the emergency services by dialing 911, and must notify a staff member.

#### **Article 5 : Cleanliness of sanitary facilities**

Trainees commit to leave the sanitary facilities (toilets and washbasins) provided within the premises of the training in a clean and tidy condition.

#### **Article 6 : Meals**

The place and time of meals and breaks are decided by the Trainers in concertation with the Trainees. Unless provision is specifically made for this, the Trainees agree not to eat their meals within the rooms allocated for the training.

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

Possession or consumption of alcoholic beverages or drugs within the training grounds is strictly forbidden. Furthermore, it is prohibited to enter or remain within the training grounds in a state of impairment due to alcohol or drugs.

#### **Article 8 : Smoking and vaping prohibition**

It is strictly forbidden to smoke or vape within the training grounds.

It is therefore forbidden to smoke or vape in any enclosed and covered area used for the training and, in particular, within the training classrooms and communal spaces.

Furthermore, Trainees must be careful not to dispose of their cigarette butts on the sidewalk or roadway.

### **Article 9 : Health and Accidents**

Trainees commit to informing the Training Organization and the Trainer, before the training, of any health issue they have that may require specific needs or protocols.

During the training, Trainees undertake to inform the Trainer or the Training Organization of any accident or incident, however small, that takes place, whether within the training premises or while commuting to or from the training grounds.

### **Article 10 : Protection and Safety Devices**

The health and safety measures laid down in the Rules and Regulations are mandatory for all and must be strictly observed.

Trainees must in particular:

- use the individual protection devices (i.e. masks or visors) made available to them, and ensure their proper care and maintenance,
- follow the safety instructions specific to each training or venue,
- report immediately to the Trainer or Training Organization any defect or deterioration of health and safety devices,
- report immediately to the Trainer or Training Organization any incident or malfunction of any material or devices that may lead to a safety risk,
- refrain from touching the equipment and devices or any element of the electrical installation if not qualified or requested by a person in charge of the training, and in any case, without lawful authority and without observing safety precautions,
- refrain from using any material or devices that hasn't been authorized for use,
- refrain from undertaking the repair or dismantling of any installation without authorization if this operation happens outside of the Trainee's normal mission,
- conform with all instructions given by the Trainer or Training Organization, whether oral or written, during the training.

### **Article 11 : Specific hygiene measures related to COVID-19**

Throughout the duration of the COVID-19 pandemic, preventative and social distancing measures are obligatory for all within the training premises.

Therefore, and for the entire duration of the training:

- wearing a mask is compulsory for all, inside and outside;
- a social distancing of one meter minimum, or one seat of distance is recommended whenever possible;
- regular hand-washing is strongly advised.

The Trainee commits to comply with any additional measure that may be taken by the Training Organization or the Trainer in order to comply with a government order.

Furthermore, the Trainee commits to immediately inform the Training Organization or the Trainer if she/he develop any symptoms associated with COVID-19 (fever, headache/migraine, cough, breathing difficulties), in the event of a positive screening test, or if the Trainee is informed by any public health authority that he/she have been in contact with a person who has tested positive for COVID-19.

In the latter two cases, the Trainee commits to respect the public health measures regarding solitary confinement in order not to contaminate others, and to not resume their participation in the training without first obtaining a negative COVID-test result.

The Trainee who is prevented from participating in part or all of the training because of contamination by COVID 19 or because of solitary confinement will be considered by the Training Organization as being in a case of force majeure and thus is eligible to reimbursement of the training days that he/she missed.

The failure of the Trainee to comply with the applicable sanitary rules and regulations may result in the Trainee's immediate expulsion.

## **PART TWO: DISCIPLINARY RULES PROCEDURES AND SANCTIONS**

### **Article 12 : General Discipline**

#### 12.1. Attendance and punctuality

Trainees are expected to participate in every training sequence programmed by the Training Organization, with diligence and punctuality, and without interruption. The Training Organization will track the Trainee's attendance by, among other means, the presence of attendance sheets that must be signed by the Trainee for each half-day period.

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

The Trainee commits to inform the Trainer or the Training Organization in the event of any absence, delay or departure before the scheduled end, and to provide an appropriate justification. The Training Organization may, if necessary, inform the agency funding the Trainee's training of these events.

Failure to meet these obligations can result in penalties.

#### 12.2. Dress and behavior

Trainees are encouraged to wear proper clothing.

It is also requested that every trainee behave in a way that guarantees basic principles of decency, courtesy, collective civility and allowing the smooth unfolding of the training.

### **Article 13 : Certificate of attendance/completion**

At the end of the training, if the Trainee has met required conditions, notably sufficient attendance, the Training Organization will issue to the Trainee a certificate of completion that will mention the name of the training, the dates and place of the training, the name of the Training Organization and the signature of the person in charge of the Training Organization.

This certificate won't be issued to the Trainee if they have been absent for:

- more than three half-days, for the Basic Training in Relational Intelligence®,
- 10% or more of the total duration of the training, for any other training.

The issuing of the certificate is dependant on:

- the effective participation of the Trainee in the training,
- the signing of the individual training contract,
- the participation in an online questionnaire that the Training Organization will submit to the Trainee at the end of each professional role play and that aims to provide a self-assessment of knowledge acquired by the Trainee during the training,
- the completion of the online evaluation of knowledge acquired proposed by the Training Organization at the end of the training,
- the completion of the online training evaluation form,
- the full settlement of all registration fees for the training (for those registered in an individual capacity). In the case of non-payment of the totality of the training fees, the certificate won't be issued to the Trainee.

This certificate of training completion does not constitute a state-recognized certification.

**Article 14 : Training organization - supervision**

During the training, supervision is provided for the Trainees by the Trainer and a team of assistants. During practice groups, supervision is provided by an assistant, under the supervision of the Trainer, under conditions the Trainer will define during the training.

The Trainee must comply with these modalities, on penalty of exclusion from the training.