



Annex 3 – Internal Regulations

Updated in 01/2024

The Internal Regulations apply to all trainees of all training courses provided by SELF THERAPIE FORMATION (also referred to hereinafter as the "Training Organization").

For the purposes of these Internal Regulations:

- "Trainees" are individuals enrolled in a training course and participating in it;
- The "Head of the Training Organization" is the legal representative of the Training Organization, or the person appointed by the Training Organization to coordinate the organization of the training courses provided by the Training Organization and to ensure their smooth implementation;
- The "Trainer" is the individual responsible for providing the training course or a module of the training course in which the Trainees are enrolled.

PREAMBLE

Article 1: Purpose and Scope of the Internal Regulations

The Internal Regulations aim to define:

- the measures applicable in terms of hygiene and safety;
- the disciplinary rules, namely the general and permanent rules relating to discipline, as well as to the nature and scale of the disciplinary measures that may be taken against Trainees who contravene them and the procedural guarantees applicable when such a measure is considered.

Article 2: Information Requested from the Trainee

The information requested from the Trainee, in whatever form, is intended only to assess their ability to follow the training course, whether requested, proposed, or pursued. This information is directly related to the training and the Trainee must respond to it in good faith.

PART ONE: HYGIENE AND SAFETY

Article 3: General Principles

The Training Organization is responsible for hygiene and safety within the premises where the training is provided. It is incumbent upon the Training Organization to implement and ensure compliance with all measures and rules required by the characteristics of the training activity and its organization. The Training Organization hereby emphasizes, in this regard, that the prevention of risks of accidents and illness is imperative and requires compliance by everyone:

- with the applicable prescriptions regarding hygiene and safety at the training premises.

In this regard, it is specified that when the training takes place in an establishment already equipped with internal regulations, the safety and hygiene measures applicable are those of this establishment.

When the training takes place in the premises of the Training Organization, or in external premises that are not equipped with internal regulations, the following provisions apply:

- any instructions, imposed, either by the Head of the Training Organization, or by the Trainer, concerning in particular the use of the equipment provided, must be complied with.

Each Trainee must therefore ensure their personal safety and that of others by respecting the general and specific instructions regarding hygiene and safety.

General hygiene and safety rules are detailed in the following articles. Specific or occasional hygiene or safety rules may be issued in a memorandum, when required by the specific nature of the situation, activity, or organization of the training course.

It is the responsibility of the trainers to supervise the Trainees and to supplement their information on safety measures applicable to the completion of the training as frequently as necessary.

Every Trainee has the duty to immediately report to the Trainer or the Training Organization any urgent measures to be implemented to stop any potential danger.

Failure to comply with hygiene and safety instructions may result in disciplinary action against the Trainee.

Article 4: Fire Safety Instructions

Fire safety instructions, including a location plan of fire extinguishers and emergency exits, are posted in the premises of the Training Organization.

The Trainee must be aware of them.

Trainees undertake not to obstruct emergency exits and, if necessary, to follow evacuation procedures.

In case of an alert, the Trainee must cease all training activities and calmly follow the instructions of the Trainer, the Head of the Training Organization, or the emergency services.

Any Trainee witnessing the beginning of a fire must immediately call the emergency services by dialing 911, and alert a representative of the Training Organization.

Article 5: Cleanliness of Sanitary Facilities

Trainees undertake to leave the sanitary facilities (sinks and toilets) provided to them in a clean condition in the premises where the training takes place.

Article 6: Meals

The location and time of meals and breaks are determined by the trainer in consultation with the Trainees. Unless expressly authorized to do so, Trainees undertake not to have their meals in the premises allocated to the training course.

Article 7: Alcoholic Beverages and Drugs

The introduction or consumption of alcoholic beverages or drugs in the premises hosting the training is strictly prohibited. Furthermore, Trainees are prohibited from entering or staying in the premises hosting the training with impaired faculties.

Article 8: Prohibition on Smoking and/or Vaping

Smoking and/or vaping are strictly prohibited in all premises where the training sessions take place.

Consequently, smoking and/or vaping are prohibited in all enclosed and covered spaces of the premises hosting the training and, in particular, in the training rooms and communal areas.

Trainees must also refrain from throwing cigarette butts on the sidewalk or roadway.

Article 9: Health and Accidents

Before the training, Trainees undertake to inform the Training Organization and the trainer of any health concerns that require specific arrangements.

During the training, Trainees commit to reporting to the trainer or the Training Organization any accident or incident, even minor, concerning any of them, whether in the premises where the training takes place or during travel to or from the training venue.

Article 10: Protection and Safety Devices

The hygiene and safety measures provided for by the Internal Regulations are mandatory for everyone and must be strictly observed. Trainees must:

- Use the individual protective devices provided to them, and ensure their conservation and maintenance,
- Respect the safety instructions specific to each training course or venue,
- Immediately report to the trainer or the Training Organization any defect or deterioration of hygiene and safety devices,
- Immediately report to the trainer or the Training Organization any incident or any malfunction of equipment or installations of any kind, and any failure that could compromise safety,
- Refrain from touching various equipment and materials as well as different elements of electrical installations without being qualified or commanded by a supervisor to do so, and, in all cases, without being authorized and/or without observing safety measures,
- Refrain from using equipment for which they have not received authorization and/or permission,
- Refrain from carrying out repairs or disassembly without authorization if this operation is carried out outside the normal mission of the Trainee concerned,
- Comply with any instruction, written or oral, given to them by the trainer or the Training Organization during the course of the training.

Article 11: Specific Hygiene Measures in the Context of the Fight against Winter Respiratory Diseases and COVID-19

Trainees must also comply with general health recommendations, particularly those issued by the Ministry of Health and Welfare, in the context of the fight against winter respiratory diseases and COVID-19.

The wearing of masks is not mandatory. However, it is recommended:

- For all individuals:
 - who have a positive diagnosis of COVID-19 or another respiratory pathology, even asymptomatic, during their entire contagious period;
 - are symptomatic, in the absence of or awaiting diagnosis;
 - who have had recent contact with a person affected by COVID-19 or another respiratory pathology;
- During periods of virus circulation, in enclosed and poorly ventilated areas;
- For the elderly, immunocompromised, chronically ill, and fragile individuals, as well as for their caregivers and those who frequent them.

Regular hand washing is also strongly advised.

Mask wearing and physical distancing of at least one meter, or one seat apart, is recommended where possible.

PART TWO: DISCIPLINARY RULES PROCEDURES AND SANCTIONS

Article 12: General Discipline

12.1. Attendance and Punctuality

Trainees are required to attend all sessions scheduled by the Training Organization, with assiduity and punctuality, and without interruption. The Training Organization will ensure the Trainee's attendance, notably through attendance sheets signed by the Trainee at the end of each half-day of training.

Except under exceptional circumstances, Trainees may not be absent during training hours.

The Trainee undertakes to inform the Trainer and the Training Organization of any absence, late arrival, or departure before the scheduled time, and to provide appropriate justification. The Training Organization may, if necessary, inform the organization financing the training of the Trainee concerned, about this event.

Failure to comply with these obligations may result in sanctions.

12.2. Attire and Behavior

The Trainee is asked to adopt appropriate attire.

It is also required that all Trainees behave in a manner that ensures the respect for basic rules of etiquette, courtesy, and behavior conducive to the smooth implementation of the training.

Article 13: Course Supervision

Supervision of Trainees is provided during the training by the Trainer and assistants.

In practice groups, supervision is provided by the assistant, under the responsibility of the Trainer, under conditions defined by the Trainer during the training.

It is not possible, under penalty of exclusion for the Trainee, to deviate from these modalities.