



RULES AND REGULATIONS

Rules and regulations of a training center established in accordance
with articles L6352-3 ET L6352-4 ET R6352-1 À R6352-15 of the labour code.

ARTICLE 1 – OBJET ET CHAMP D'APPLICATION DU RÈGLEMENT

These rules and regulations apply to all individuals participating in a training course organised by Langue & Communication. A copy is provided to each learner. These rules and regulations define safety and hygiene rules, the general permanent rules relating to discipline as well as the nature and scale of the sanctions that might be imposed on learners who violate them, and the procedural safeguards that apply when a sanction is being considered. All individuals must comply with the terms of these regulations throughout the duration of the training.

SECTION 1 : SAFETY AND HYGIENE RULES

ARTICLE 2 – FUNDAMENTAL PRINCIPLES

Risk prevention for accidents and sickness is essential and requires the respect of all with the following:

- the hygiene and safety regulations applicable at the training premises;
- any instructions given either by the training center's management or by the manufacturer or trainer, particularly regarding the use of equipment made available.

Each learner must therefore ensure their own safety as well as others' safety by following, depending on their training, both general and specific hygiene and safety instructions.

If a learner notices a malfunction in the safety system, they must immediately inform the management of the training center. Failure to comply with these instructions may result in disciplinary actions.

ARTICLE 3 – FIRE SAFETY PLAN

Fire safety plans including a map showing the location of fire extinguishers and emergency exits are exposed within the training center Langue et Communication. Learners are required to familiarise themselves with this fire safety plan.

In the event of an alert, learners must stop all training activities and calmly follow the instructions given by the authorised representative of Langue & Communication or emergency services.

Any learner who is witness to the start of a fire must immediately call emergency services by dialing 18 from a landline or 112 from a cellphone, and alert a representative of the training center.

ARTICLE 4 – ALCOHOL AND DRUGS

Any introduction or consumption of drugs or alcoholic drinks within Langue & Communication is strictly prohibited. Learners are not allowed to enter or remain on the training center's premises in a state of drunkenness or under the influence of drugs. During breaks, learners will have access to non-alcoholic drinks dispensers.

ARTICLE 5 – SMOKING BAN

It is strictly prohibited to smoke in class rooms and more generally within the entire premises of the training center.

ARTICLE 6 – ACCIDENT

Any learner who is the victim or the witness of an accident must immediately inform the management of the training center. The responsible for the training center will take the appropriate steps to ensure proper medical care.

SECTION 2 : GENERAL DISCIPLINE

ARTICLE 7 - ATTENDANCE OF THE LEARNER

Article 7.1. Training Schedule

Learners must adapt to the schedule set and communicated in advance by the training center. Failure to respect this schedule may result in disciplinary actions. Except for exceptional circumstances, learners might not be absent during classes.

Article 7.2. - Non-attendance, Lateness or early departure

In case of non-attendance, lateness or early departure, learners must inform the training center and provide a valid justification. Langue & Communication immediately informs the funding body (employer, administration, Fongecif, Région, Pôle emploi, etc.) of the incident. Any unjustified event by exceptional circumstances may result in disciplinary actions. Moreover, in compliance with Article R6341-45 of the Labour Code, a learner whose training allowance is funded by public authorities may face a deduction from their allowance proportional to the duration of the absence.

Article 7.3 – Formal requirements for training monitoring

The learner is required to sign the attendance sheet as the training progresses. They may also be asked to complete a training evaluation. At the end of the training course, the learner will receive a certificate of completion and a certificate of attendance, which must be submitted to their employer/administration or to the funding organisation.

ARTICLE 8 – PERSONAL EFFECTS

Dangerous objects that could threaten the safety of people or property (cutters, knives, lasers, etc.) are not allowed. Cellphones must be turned off during classes. Langue & Communication will not be held responsible in the event of damage, loss or theft of personal effects.

ARTICLE 9 – PREMISES, PROPERTY, MATERIALS AND PEDAGOGICAL TOOLS

Except for special authorisation by Langue & Communication, learners are not allowed to:

- enter and remain in the premises of the training center for purposes other than training;
- bring in, allow in or facilitate the entry of individuals who are not part of Langue & Communication;
- conduct any sale of goods or services within the premises

Unless special authorisation by the training center, training equipment may only be used on-site and exclusively for training purposes. Personal use of the equipment is strictly prohibited. Learners are required to keep the equipment entrusted to them in good condition. They must use it only for its intended purpose and in accordance with the trainer's instructions. Any malfunction or defect must be reported to the trainer immediately. Learners must also ensure that classrooms are left tidy. Eating in classrooms is not allowed.

ARTICLE 10 – INTERNET USE POLICY ON COMPUTERS PROVIDED LANGUE & COMMUNICATION

Website access :

As part of their training, learners may access the Internet during the training center's opening hours.

For security or ethical reasons, access to certain websites may be restricted or prohibited by Langue & Communication, which may configure browsers accordingly and install filtering mechanisms to limit access.

As such, any publication of offensive, racist, pornographic, defamatory content or any content related to sexual and/or moral harassment will not be tolerated and may be subject to disciplinary actions. Furthermore, the use of the Internet for personal commercial purposes, including any activity aimed at generating income or supporting for-profit enterprises, is strictly prohibited. It is also forbidden to create or update any website, including personal pages, using Langue & Communication's infrastructure. Finally, it is strictly forbidden to access websites whose content is contrary to public order or decency, or which pose a threat to the security of Langue & Communication's information systems, or could result in financial liability for Langue & Communication.

Other uses

Learners are reminded that they must not engage in any illegal activity online. File downloading is prohibited. They are informed that Langue & Communication records their online activity, and that these records may be used for statistical, monitoring, and verification purposes within the limits established by law.

ARTICLE 11 – DRESS CODE

Learners are expected to attend the training center in appropriate attire.

ARTICLE 12 – BEHAVIOR

All learners are expected to behave respectfully, in accordance with basic standards of civility, group life, and to ensure the smooth running of training sessions.

SECTION 3 : SANCTIONS AND COMPLAINTS**ARTICLE 13 – SANCTIONS**

Failure by a learner to comply with rules and regulations may result in immediate dismissal from the training by Langue & Communication. In such cases, no refund will be issued to the learner at fault.

ARTICLE 14 – COMPLAINTS

If you are dissatisfied with any service provided by Langue & Communication, please speak to a staff member immediately in order to find a solution as quickly as possible. Please note that problems cannot be resolved after you have left the training center.

If no satisfying solution is found, please contact:

Béregère PICHON,
coordinatrice de Langue & Communication
35 rue Saint-Melaine
35 000 RENNES
b.pichon@langueetcom.fr
or fill in a complaint form available on our website

(Location)

(Date)

Full name:

Signature of the learner or their legal representative (if the learner is a minor)
preceded by the statement "Read and approved":

