



# My French Course

## THE INTERNAL RULES AND REGULATIONS SARL MY FRENCH COURSE

### I- Preamble

SARL MY FRENCH COURSE intervenes as an independent.

These rules of procedure is intended to clarify certain provisions applying to all registered participants and the various courses organized by the SARL MY FRENCH COURSE in order to allow regular operation of the training offered.

Definitions:

- The SARL MY FRENCH COURSE will be referred to herein after as "training organization";
- Persons following the course will be referred to hereinafter as "trainees";
- The Director of Training MY FRENCH COURSE will be hereinafter referred to as "the head of the training organization".

### II- General Provisions

#### Article 1

In accordance with Articles L 6352-3 and following and R 6352-1 and following of the Labour Code , these rules is to define the general and permanent rules and clarify health and safety regulations as well the rules relating to discipline , including sanctions for trainees and rights thereof in case of sanction.

### III- Field of application

#### Article 2 : Persons concerned

This Regulation applies to all students enrolled in a session given by MY FRENCH COURSE and this for the duration of the training.

Each student is considered to have accepted the terms of these Regulations following training by MY FRENCH COURSE and agrees that action be taken against him for non-compliance of the latter.



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## Article 3 : Training location

The training will take place either on the premises of MY FRENCH COURSE or in external premises. The provisions of this Regulation shall apply not only within the premises of MY FRENCH COURSE, but also in local area or any accessory to the body.

## IV- Health and Safety

### Article 4: General rules

Each trainee must ensure his personal safety and that of others in accordance with the general and specific safety and hygiene in force at the place of training. However, pursuant to Article R.6352-1du Labour Code , where the training takes place in a company or institution already has an internal regulation , safety and hygiene measures applicable to interns are those that regulation.

### Article 5: Alcoholic beverages

It is forbidden for trainees to enter or stay at while intoxicated and to introduce alcoholic beverages.

### Article 6: No smoking

Pursuant to Decree No. 2006-1386 of 15 November 2006 establishing the conditions for implementing the ban on smoking in places used for collective use, there is no smoking in the training facilities.

### Article 7: Catering area

Access to food places is allowed only during fixed hours for meals. Is prohibited unless special permission given by the head of the body, take his meals in the rooms where the courses are held.

### Article 8: Fire Orders

R.4227-28 accordance with articles and following of the Labour Code, the fire instructions including a location map of extinguishers and emergency exits are displayed in training premises so as to be known to all participants.



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## Article 9: Accident

Any accident or incident occurring during or training must be immediately reported by the injured student or people witnessed the accident to the head of the agency.

According to Article R.6342-3 of the Labour Code, the accident the student while he/she is on the training ground or while it goes there, or returns to, the subject of a statement by the head of the body to the social security fund.

## V- Discipline

### Article 10: Dress code and behavior

Trainees are invited to come in with a decent behavior training and decent behavior towards any person present in the body.

### Article 11: Course schedules

Course schedules are set by MY FRENCH COURSE and reported to the trainees either by the invitation sent electronically, either on the occasion of the presentation to the trainees of the training program.

Trainees must respect these hours. MY FRENCH COURSE reserves, within the limits imposed by the regulations in force, the right to change course schedules depending on operational requirements . Trainees must comply with the amendments made by MY FRENCH COURSE the organization of the course schedules.

In case of absence, delay, or departure prior to the scheduled time, students must notify the training organization and justify himself/herself.

Furthermore, an attendance sheet must be signed by the trainee.



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## Article 12: Access to training location

Unless expressly authorized by MY FRENCH COURSE, students have access to a training ground for their internships may not:

- Enter or remain for other purposes;
- Facilitate the introduction of third parties to the body.

## Article 13: Equipment use

Each student has an obligation to maintain in good condition the equipment entrusted to him for training. Trainees are required to use the equipment for its intended purpose: use of the material for other purposes, including personal use is prohibited.

At the end of the training, the student must return all equipment and documents in its possession belonging the training organization.

## Article 14: Recordings

It is strictly prohibited, unless express authorization to record or film the training sessions.

## Article 15: Educational materials

Educational materials training sessions is protected under copyright and can not be reused for other than strictly personal use.

## Article 16: Responsibility of the body in case of theft or damage to personal property trainees

MY FRENCH COURSE is not responsible for loss, theft or damage of personal items of any kind filed by the trainees in the training facilities.

## Article 17 : Sanctions

Failure of the student to any provision of these rules may be subject to punishment.

A penalty within the meaning of Article R.6352-3 Labour Code any action other than verbal comments made by the head of the training organization or its representative, following a jeopardizes the trainee considered by him as guilty, this measure is likely to immediately



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affect or not the presence of the person in the course or to jeopardize the continuity of the training he receives.

According to the gravity of the offense, the sanction may consist of:

- Either by a warning;
- Either a reprimand;
- Either by a measure of expulsion.

Fines or other monetary penalties are prohibited.

The head of the training organization shall inform the sanction imposed:

- The employer, where the intern is an employee receiving an internship in the corporate training plan;
- The employer and the joint body that took to the expenses of training, when the trainee is an employee benefiting from a placement as part of a training leave.

### **Article 18: Disciplinary proceedings**

Under Article R.6352-4 and following of the Labour Code, no sanction can be imposed without the trainee that he was informed in advance of the complaints against him. When the head of the training organization or its representative intends to take a penalty that affects the immediate or not, the presence of a student in training, the procedure is as follows:

- The head of the training organization or its representative convenes the trainee stating the purpose of the summons.
- It specifies the date, time and place of the interview. It is written and sent by registered mail or delivered in person against receipt.
- During the interview, the student may be assisted by a person of their choice, trainee or employee of the training organization.



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- The notice mentioned in the preceding paragraph refers to the faculty. The head of the training organization or its representative said the reason for the sanction envisaged and collects the explanations of the trainee. In the event that a definitive exclusion of the course is planned and where there is a development board, it consists in Disciplinary Committee, comprising representatives of the trainees.
- He is seized by the head of the training organization or its representative after the aforementioned maintenance and issue an opinion on the measures envisaged exclusion.
- The student is notified of this referral. It is heard at his request by the Disciplinary Committee. It may in this case be assisted by a person of their choice, trainee or employee of the organization. The disciplinary committee shall forward its opinion to the Director of the organization within one clear day after its meeting.
- The penalty can not intervene unless one full day or more than fifteen days after the maintenance or, if necessary, after transmission of the opinion of the Disciplinary Committee. It is the subject of a written and reasoned decision notified to the trainee as a letter that is given to him or against discharge of a registered letter.  
When jeopardizes led to a protective measure of temporary exclusion with immediate effect, no final sanction on this jeopardizes, can be taken without the trainee has been informed in advance of the complaints against him and possibly the procedure described above has been complied with.

Under Article R.6352-8 the Labour Code, "The director of the training agency informed of the sanction:

1. The employer, when the trainee is an employee benefiting from a training program within the framework of a company training plan;
2. The employer and the joint body authorized collector who supported the expenses of training, when the trainee is an employee benefiting from an individual training leave;
3. The approved joint collection agency that has provided funding for the action of training benefited the trainee."



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## VI- Advertising and date of entry into force

### Article 19: Advertising

Pursuant to Article L- 6353-8 of the Labour Code, the rules of procedure are given to the student before final registration. A copy of this regulation is available on the premises of MY FRENCH COURSE.

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