

# Company Rules and Regulations for continuing professional education “interns and trainees”

## KNOWLLENCE

Business activity registered with the Bourgogne-Franche-Comté Region Prefecture under No. 27 25 0342 025 (Articles R.6351-6 to R.6532-8 in the French Labour Code)

Decree 2019-1143 dated 7 November 2019 (Article 4)

### ARTICLE 1: Principles of the Rules and Regulations

These Rules and Regulations are updated according to changes in laws, especially the provisions in [Decree 2019-1143 dated 7 November 2019 \(Article 4\)](#). They follow the provisions in Articles L.6352-3 and 5 and R.6352-1 to 15 in the French Labour Code. Articles L.6355-8 and 9 of the French Labour Code detail criminal sanctions.

These Rules and Regulations are available for consultation by each intern or trainee before they begin their training.

### ARTICLE 2: Information given to the intern or trainee before their definitive enrolment

(According to the provisions in Article L6353.8 of the French Labour Code, modified by French Law 2018-771 dated 5 September 2018)

- The objectives (*professional objective and professional skills development goals*) and contents of the training.
- The list of trainers and teachers.
- The timetable.
- The evaluation methods for the training.
- The contact information of the person responsible for relations with the interns or trainees by the organisation sponsoring the training.
- The Rules and Regulations applicable to the training.

For contracts between private individuals, before definitive registration and payment of fees, the aforementioned information will be provided, as well as:

- The prices.
- The means of payment and the financial terms and conditions in the event of

premature termination of the training or withdrawal during the internship.

### ARTICLE 3: Information requested from the intern or trainee

(According to the provisions in Article L6353.9 of the French Labour Code, modified by French Law 2018-771 dated 5 September 2018)

The information requested, in any form whatsoever, by a training organisation from the applicant for an action as defined in Article L6313-1 in the French Labour Code, from an intern or a trainee, can only be for the purposes of assessing their aptitude to follow the training, whether it is solicited, proposed, or pursued. This information must have a direct and necessary connection with the training, and it must be answered in good faith.

### ARTICLE 4: Attendance, punctuality, absences

*The interns or trainees are required to follow all of the sessions set up by the training service provider, with full attendance and punctuality and without interruption. Interns and trainees will sign attendance sheets for each half day of training. The instructor will also sign the sheets.*

*Any foreseeable absence of an intern or trainee, whether they are also the client or not and regardless of the cause, must be established in writing on a sheet of paper or via email. Depending on the context, the provisions in the Terms and Conditions of Sale of the training organisation, the Training Agreement or Contract, the quote, and more globally, Article L6354-1 will apply (Article L6354-1 in the French Labour Code: In the event of total or partial non-performance of the training programme, the service provider will reimburse the co-contracting party the sums unduly received as a consequence). In the event of cancellation by the intern or the client, a separate invoice for indemnification could be issued.*

*Any absence is subject to written authorisation of the head of the institution or their representatives.*

Knowllence - [www.knowllence.com](http://www.knowllence.com) – Tel.: +33 (0) 381 382 950

Sales office: 10-16 rue de la Justice – 75020 Paris – France

Headquarters: 17 rue de l’Eglise – 25520 Goux les Usiers – France

French Company Registration No. (SIRET): 493 360 804 00014 – French SIC Code (APE): 5829C - VAT No.: FR67 493 360 804 - LLC (SARL) with a capital of €572,403.00

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*In the case of illness, the intern or trainee must inform the institution no later than the first half-day of absence. The intern or trainee must provide a medical certificate within 48 hours.*

*In the case of an accident at work or during a commute, the circumstances must be given in writing within 48 hours.*

#### **ARTICLE 5: Participation, materials, and training facilities provided**

*The attendance of each intern or trainee must include active participation and personal efforts, including during intervals in the case of separate training days if design work or exercises are required and essential for the proper running of the next training day listed in the programme or the quote.*

*Interns and trainees must maintain what they have received from the institute in good condition.*

#### **ARTICLE 6: Health, hygiene, and safety**

**(According to the provisions in Article R6352.1 of the French Labour Code, modified by Decree 2019-1143 dated 7 November 2019)**

Rules and Regulations are established in all training organisations, including those that host interns and trainees on premises made available to them. When an organisation has several institutions, or when it provides apprenticeship training, Rules and Regulations can be adapted as necessary, especially with regard to health and safety at work. When a training takes place in a company or institution with established Rules and Regulations, the health and safety measures applicable to the interns and trainees will be those listed in this company or institution.

#### **ARTICLE 7: Discipline – Sanctions – Procedures**

**(According to the provisions in Articles R6352.3 to 8 of the French Labour Code modified by Decree 2019-1143 dated 7 November 2019)**

*It is strictly prohibited for interns and trainees to (non-exhaustive list):*

- *Bring alcohol into the premises where the training is taking place or to attend the training in a drunken state.*
- *Take or modify the training documents or materials.*
- *Demonstrate any behaviour punishable by law.*

(Article R6352.3, modified) Any measure, other than verbal warnings, taken by the director of the training organisation or their representative following the act of misconduct of an intern or trainee considered by the organisation as inappropriate, whether this

measure affects immediately or not the presence of the concerned party in the training or jeopardises the continuity of the training they receive, constitutes a sanction.

Fines or other financial penalties are prohibited.

(Article R6352.4, modified) No sanction may be imposed on an intern or a trainee without the intern or trainee having been informed in advance of the grievances against them.

(Article R6352.5, modified) When the director of the training organisation or their representative anticipates enacting a sanction that will have an effect, immediate or not, on the attendance of an intern or trainee in the training, the following procedures will apply:

1. The director or their representative will summon the intern or trainee and indicate the purpose of the summons. It will state the date, time, and place of the interview. It will be written and sent by registered letter or given to the concerned party against a signed receipt.
2. During the interview, the intern or trainee can bring a person of their choice to assist them, in particular the training delegate. The summons mentioned in Point 1 above will state this possibility.
3. The director or their representative will indicate the reason for the considered sanction and will listen to the intern's or trainee's explanations.

The intern's or trainee's employer will be informed of this procedure, its purpose, and the reason for the considered sanction.

(Article R6352.6, modified) The sanction cannot be enforced in less than one clear day or more than 15 days after the interview. The sanction will be given as a written and justifiable decision sent to the intern or the trainee as a registered letter or delivered by hand against a receipt.

(Article R6352.7) When the act of misconduct calls for an immediate and temporary exclusion measure, no definitive sanction relative to the misconduct can be taken without following the procedure stated in Article R.6352.4 and possibly in Articles R6352.5 and R6352.6.

(Article R6352.8, modified) The director of the training organisation will inform the employer and the financing organisation of the effective sanction:

#### **ARTICLE 8: Intern/trainee representation: Elections and voting**

**(According to the provisions in Articles R6352.9 to 12 of the French Labour Code, modified by Decree 2019-1143 dated 7 November 2019)**

(Article R6352.9, modified) For the trainings organised in sessions of a total duration greater than 500 hours, the concurrent election of a regular and alternate delegate will take place using a two-round election process. All of the interns and trainees can vote and stand for election.

(Article R6352.10, modified) Voting will take place during training hours. It will take place no earlier than 20 hours and no later than 40 hours after the beginning of the first group session.

(Article R6352.11) The director of the training organisation is responsible for organising and ensuring the proper running of the voting.

(Article R6352.12, modified) If, when the voting has finished, it is clear that representation of the interns and trainees cannot be settled, the director will draw up a deficiency report.

#### **ARTICLE 9: Mandate and duties of intern/trainee delegates**

**(According to the provisions in Articles R6352.13 to 15 of the French Labour Code, modified by Decree 2019-1143 dated 7 November 2019)**

(Article R6352.13, modified) Delegates are elected for the duration of the training. Their duties will end when they no longer participate in the training.

If the regular delegate and the alternate delegate give up their duties before the end of the training, a new election will be held under the terms stated in Articles R.6352-9 to R.6352-12 of the French Labour Code.

(Article R6352.14, modified) The delegates will make any suggestions to improve the running of the trainings and the living conditions of the interns/trainees within the training organisation.

They will put forth individual or collective demands related to these issues, to health and safety conditions at the workplace, and the application of the Company Rules and Regulations.

(Article R6352.15) The provisions in this section (Articles R.6352.3 to R6352.14) are not applicable to incarcerated individuals accepted to participate in a professional training session.

#### **ARTICLE 10: Procedure for complaints**

*Prospective clients, clients, interns, trainees, and the various interested parties in the training session can at any moment lodge a complaint related to Knowllence's training offers and services*

- *Over the telephone or in person (in either case, the complaint must be paraphrased orally by Sandrine Beaujon to the person*

*lodging the complaint, and the person lodging the complaint must confirm this in writing as soon as possible).*

- *Or in writing in person, by regular mail, or email only using the complaint form requested from [info@knowllence.com](mailto:info@knowllence.com) that needs to be returned to this same email address to the attention of Sandrine Beaujon.*

*Each complaint will be studied, and a response will be delivered to the person lodging the complaint as soon as possible, ideally by email using the complaint response form.*

*These Company Rules and Regulations come into effect on 21 October 2021 and replace any previous versions.*

Written in Goux les Usiers, France

On 21 October 2021

