

WILLEMS® TRAINING RULES

Health - Safety - Discipline

Article 1. Personnel subject to the law

These rules apply to all trainees. Each trainee is deemed to accept the terms of this contract when attending a course run by the International Willems Federation (IWF).

Article 2. General Terms and Conditions

All trainees must comply with these rules in all matters relating to the application of health and safety regulations and the general and permanent rules on discipline.

Article 3. General health and safety rules

Each trainee must ensure his or her personal safety and that of others by respecting, depending on the training, the general and specific safety instructions in force on the training site, as well as hygiene.

However, in accordance with Article R.6352-1 of the Labour Code, when the training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to trainees are those of the latter regulations.

Furthermore, trainees sent to a company as part of a training course are required to comply with the health and safety measures set out in the company's internal regulations.

Article 4. Maintenance of the equipment in good condition

Each trainee is obliged to keep the equipment entrusted to him/her for training in good condition. Trainees are required to use the equipment in accordance with its purpose: the use of the equipment for other purposes, in particular personal use, is prohibited.

Depending on the training course, trainees may be required to spend the time necessary to maintain or clean the equipment.

Article 5. Fire instructions

Fire instructions and in particular a map showing the location of fire extinguishers and emergency exits are posted in the premises where the training takes place so that all trainees are aware of them.

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Training organisation N° 82 69 12756 69 (This registration is not equivalent to State approval).*

Demonstrations or exercises are planned to check the operation of fire-fighting equipment and evacuation prevention instructions.

Article 6. Accident

Any accident or incident occurring on the occasion of or during training must be immediately reported by the trainee or the persons witnessing the accident to the IWF manager.

In accordance with article R 6342-3 of the French Labour Code, any accident occurring to the trainee while he/she is on the training premises or while he/she is travelling to or from the training premises shall be declared by the IWF manager to the social security fund.

Article 7. Alcoholic beverages

It is forbidden for trainees to enter or remain in the training premises in an intoxicated state.

Article 8. Access to the beverage dispensing station

Trainees will have access to hot and cold non-alcoholic beverage stations during scheduled breaks.

Article 9. No smoking

In application of decree n° 92-478 of 29 May 1992 fixing the conditions of application of the ban on smoking in places assigned to collective use, it is forbidden to smoke in the classrooms and in the workshops.

Article 10. Timetable - Absences and lateness

The training timetable is set by the IWF and is made known to the trainees when they receive the course programme.

Trainees are obliged to respect these training schedules, failing which the following provisions will apply:

- In the event of absence or lateness to the course, trainees must inform the trainer or the IWF secretariat and justify themselves. Furthermore, trainees may not be absent during training hours, except in exceptional circumstances.

- If the trainees are employees undergoing training as part of the training plan, the IWF must inform the company in advance of such absences. Any absence or delay not justified by special circumstances constitutes misconduct liable to disciplinary sanctions.
- In addition, for job-seeker trainees paid by the State or a region, unjustified absences will result, in application of article R 6341-45 of the Labour Code, in a deduction of remuneration proportional to the duration of the said absences.

In addition, trainees are required to fill in or sign the attendance certificate on a regular basis as the training course progresses, and at the end of the course the training report and/or the training follow-up certificate.

Article 11. Access to the training venue(s)

Unless expressly authorised by the course leader, trainees who have access to the training venue(s) to follow their course may not :

- Enter or remain there for any other purpose;
- To introduce, cause to be introduced or facilitate the introduction of persons not belonging to the organisation, or goods intended for sale to staff or trainees.

Article 12. Dress and behaviour

Trainees are asked to come to the organisation in decent clothes and to behave properly towards everyone in the organisation.

Article 13. Information and display

Information is circulated by e-mail or by hand. Commercial advertising, political, trade union or religious propaganda are prohibited on the premises of the courses and internships.

Article 14. Responsibility of the organisation in case of theft or damage to the trainees' personal property

The IWF declines all responsibility in case of loss, theft or deterioration of personal objects of any kind left by the trainees in the premises of the courses and training courses (classrooms, workshops, administrative premises, car parks, cloakrooms, etc.).

Article 15. Sanctions

Any failure by the trainee to comply with any of the provisions of these internal regulations may be subject to a sanction.

Any measure, other than verbal observations, taken by the training manager or his representative, following an action by the trainee which he considers to be at fault, whether or not this measure is likely to affect immediately the presence of the person concerned on the course or to jeopardise the continuity of the training he receives, constitutes a sanction within the meaning of Article R 6352-3 of the French Labour Code.

Depending on the seriousness of the breach, the sanction may consist of:

- Either a warning ;
- Either a reprimand or a call to order;
- Or a permanent exclusion measure (it is recalled that in the agreement signed by the organisation with the State or the Region, specific provisions are defined in the event of the application of the above sanctions).

Fines or other financial penalties are prohibited.

The IWF Training Manager must inform the following of the sanction imposed:

The IWF Training Manager must inform the following of the sanction imposed:

- The employer, if the trainee is an employee benefiting from a course under the company training plan;

Article 16. Disciplinary procedure

The following provisions are a repeat of Articles R 6352-4 to R 6352-8 of the Labour Code.

No sanction may be imposed on a trainee without the latter having first been informed of the grievances against him/her.

When the head of the IWF or his representative is considering imposing a sanction which has an impact, whether immediate or otherwise, on a trainee's attendance at a training course, the procedure shall be as follows:

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- The head of the IWF or his representative will summon the trainee and indicate the purpose of the summons.
- The summons will specify the date, time and place of the interview. The summons is in writing and is sent by registered letter or delivered to the trainee against a receipt.
- During the interview, the trainee may be assisted by a person of his choice, whether a trainee or an employee of the IWF.
- The summons mentioned in the previous paragraph shall mention this option. The head of the IWF or his representative shall state the reason for the proposed sanction and shall hear the trainee's explanations. In the event that a permanent exclusion from the course is envisaged and there is a training council, the latter is constituted as a disciplinary committee, on which the trainees' representatives sit.
- The matter will be referred to it by the head of the IWF or his representative after the above-mentioned interview and it will issue an opinion on the proposed exclusion measure.
- The trainee is notified of this referral. He shall be heard by the Disciplinary Committee at his request. He may, in this case, be assisted by a person of his choice, either a trainee or an employee of the IWF. The Disciplinary Commission shall transmit its opinion to the President of the IWF within one clear day after its meeting.
- The sanction may not be imposed less than one clear day nor more than fifteen days after the interview or, where applicable, after the opinion of the Disciplinary Committee has been transmitted. It shall be the subject of a written, reasoned decision, notified to the trainee in the form of a letter delivered to him/her against receipt or by registered letter.

Where the conduct has given rise to an immediate sanction (exclusion, suspension), no final sanction relating to that conduct may be taken without the trainee having first been informed of the grievances against him/her and, where appropriate, the procedure described above having been followed.

Article 17. Representation of trainees

In courses lasting more than 200 hours, a full delegate and an alternate delegate are elected simultaneously in a two-round uninominal ballot, as follows.

- All trainees are eligible to vote. The ballot shall take place during training hours, not earlier than 20 hours and not later than 40 hours after the start of the course.

- The head of the IWF is responsible for the organisation of the ballot and ensures that it runs smoothly. He shall draw up a report on the lack of representation of trainees, which shall be forwarded to the competent regional prefect.
- The delegates are elected for the duration of the training period. Their functions end when they cease, for whatever reason, to participate in the course. If the full delegate and the alternate delegate have ceased to hold office before the end of the course, a new election will be held.

Article 18. Role of the trainee delegates

The delegates shall make any suggestion to improve the running of courses and the living conditions of trainees in the training organisation. They present all individual or collective complaints relating to these matters, to health and safety conditions and to the application of the internal regulations. They are entitled to make known to the training council, when it is provided for¹, the observations of the trainees on the questions falling within the competence of this council.

Article 19. Entry into force

These rules of procedure shall apply from 21 October 2021.

A copy of this document is given to each trainee at the time of registration. This document can also be consulted and downloaded from the IWF website: www.fi-willems.org²

In Lyon, on 21/10/21
Nicole CORTI, President



¹ A training council must be set up when the training body signs training agreements with the State.

² Indeed, Article L.6353-8 of the Labour Code states that "The internal rules applicable to trainees [and other compulsory documents] shall be the subject of documents given to the trainee before his or her final enrolment and any payment of fees". Beyond this legal obligation, it is always preferable to make sure that everyone is well informed of their rights and obligations as soon as they enter the course.