



Update date: 17/02/2022

INTERNAL REGULATIONS

ARTICLE: 1 Basis of the Internal Regulations

These Rules of Procedure are updated in accordance with changes in legislation, including the provisions of [Decree 2019-1143 of November \(072019Article 4\)](#).

It is governed by the provisions of articles L.6352-3 and 5 and R.6352-1 to 15 of the Labor Code. The penal sanctions are set out in articles L.6355-8 and of 9 the Labor Code.

These rules and regulations are available and can be consulted by all trainees or apprentices before they enter the training program.

ARTICLE : 2 Information given to the trainee or apprentice before his final registration

(according to the provisions of Article L6353.8 of the Labor Code, amended by Law 2018-771 of September 05 2018)

- The objectives (professional objective and professional skills development objectives) and content of the training.
- The list of trainers and teachers.
- Schedules.
- The methods of evaluation of the training.
- Contact information for the person responsible for dealing with trainees or apprentices by the entity sponsoring the training.
- The rules of procedure applicable to the training.

For contracts entered into by individuals, prior to final registration and any payment of fees, the information mentioned above is delivered, as well as :

- Rates.
- The terms of payment and financial conditions in the event of early termination of the training or withdrawal during the course.

ARTICLE 3 : Information required from the trainee or apprentice

(according to the provisions of Article L6353.9 of the Labor Code, amended by Law 2018-771 of September 05 2018)

The information requested, in any form whatsoever, by a training organization from a candidate for an action as defined in article L6313-1 of the French Labour Code, from a trainee or an apprentice, can only be used to assess his or her ability to follow the training action, whether it is requested, proposed or continued. This information must have a direct and necessary link with the training action, and it must be answered in good faith.

ARTICLE : 4 Attendance, punctuality, absences

Trainees or apprentices are required to attend all sessions scheduled by the training provider, with regularity and punctuality, and without interruption.

Attendance sheets are signed by the trainees or apprentices, by half-day, and countersigned by the instructor.

Any foreseeable absence of the trainee or apprentice, whether or not he/she is also the client, and whatever the cause, must be announced and declared in writing, on a blank sheet of paper or by e-mail.

Depending on the context, the provisions of the General Terms and Conditions of Sale of the training organization, of the Training Agreement or Contract, of the estimate, and more generally of Article L6354-1 CT will apply (**Article L6354-1 CT In the event of total or partial non-performance of a training service, the service provider shall reimburse the co-contractor for any sums unduly received as a result**).

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In case of cancellation by the trainee and/or the client, a separate compensation can be invoiced.
All absences are subject to the written authorization of the head of the establishment or his representatives. In case of illness, the trainee or apprentice must inform the establishment from the first half-day of absence. A medical certificate must be presented within a few hours.⁴⁸
In the event of a work or commuting accident, the circumstances must be communicated in writing within the hour.⁴⁸

ARTICLE : 5 Participation, equipment and training premises made available

The presence of each trainee or apprentice must be accompanied by active participation and personal effort, including in the case of separate training days if design work and/or exercises are necessary and/or indispensable for the proper conduct of the next training day, as provided for in the program and/or the estimate.
Trainees or apprentices are required to keep in good condition what has been made available by the establishment.

ARTICLE: 6 Health, hygiene and safety

(according to the provisions of art. R6352.1 of the Labor Code, modified by Decree 2019-1143 of 07/11/19)

The internal regulations are established in all training organizations, including those that receive trainees and apprentices in premises made available to them. When the organization has several establishments, or when it provides training through apprenticeship, the internal rules may be adapted as necessary, particularly in terms of health and safety at work. When the training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to trainees and apprentices are those of the latter regulations.

ARTICLE : 7 Discipline - Sanctions - Procedure

(according to the provisions of articles R6352.3 to of the Labor Code, some of which were modified by Decree 2019-1143 of 07/11/19)

It is formally forbidden for trainees or apprentices, in particular and without this list being exhaustive:

- Bringing alcoholic beverages into the premises where the training is held, and attending training while intoxicated.
- Take away or modify training aids or materials.
- Demonstrate conduct that is contrary to the law.

(Art. R6352.3, modified) Any measure, other than verbal comments, taken by the management of the training organization or its representative, following an action by the trainee or apprentice considered by it to be at fault, whether or not this measure is likely to immediately affect the presence of the person concerned in the training program or to jeopardize the continuity of the training he or she is receiving, constitutes a sanction.

Fines or other monetary penalties are prohibited.

(Art. R6352.4, modified) No penalty may be imposed on a trainee or apprentice without the latter having been informed in advance of the grievances against him/her.

(Sec. R6352.5, as amended) When the management of the training organization or its designee is considering a sanction that affects, immediately or otherwise, the presence of a trainee or apprentice in a training course, the following procedure shall be followed:

1. The management or its representative will summon the trainee or apprentice and indicate the purpose of the summons. The notice shall specify the date, time and place of the interview. It shall be in writing and sent by registered letter or delivered to the person concerned against a receipt.
2. During the interview, the trainee or apprentice may be assisted by a person of his or her choice, in particular the trainee delegate. The invitation to the interview 1. mentions this option.
3. Management or its representative shall indicate the reason for the proposed sanction and shall obtain the trainee's or apprentice's explanations.

The apprentice's employer is informed of this procedure, its purpose and the reason for the proposed sanction.

(Art. R6352.6, modified) The sanction may not take place less than one clear day nor more than fifteen days after the interview.

It is the subject of a written, reasoned decision, notified to the trainee or apprentice by registered letter or delivered against receipt.

(Art. R6352.7) When an act of misconduct has made a temporary exclusion with immediate effect indispensable, no final sanction relating to this act may be taken without the procedure provided for in article R.6352.4 and, where applicable, articles R6352.5 and R6352.6, having been observed.

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(Art. R6352.8, amended) The management of the training organization shall inform the employer and the funding organization of the sanction taken.

ARTICLE: Trainee 8Representation: Election and Voting

(according to the provisions of articles R6352.9 to 12 of the Labor Code, some of which were modified by Decree 2019-1143 of 07/11/19) **(Art. R6352.9, modified)** For training actions organized in sessions of a total duration of more than five hundred hours, a titular delegate and a substitute delegate shall be elected simultaneously in a uninominal ballot with two rounds. All trainees or apprentices are voters and eligible.

(Art. R6352.10, modified) The ballot shall take place during training hours. It shall take place no earlier than twenty hours and no later than forty hours after the beginning of the first collective session.

(Art. R6352.11) The director of the training organization is responsible for organizing the ballot. He/she shall ensure that it runs smoothly.

(Art. R6352.12, modified) When, at the end of the ballot, it is found that the representation of trainees and apprentices cannot be ensured, the director shall draw up a statement of deficiency.

ARTICLE: 9Mandate and powers of the trainee delegates

(according to the provisions of articles R6352.13 to 15 of the Labor Code, some of which were modified by Decree 2019-1143 of 07/11/19) **(Art. R6352.13, modified)** The delegates are elected for the duration of the training. Their duties end when they cease to participate in the training.

When the titular delegate and the substitute delegate have ceased their functions before the end of the training, a new election is held, under the conditions provided for in articles R.6352-9 to R.6352-12 of the Labor Code.

(Art. R6352.14, modified) The delegates shall make any suggestion to improve the course of training and the living conditions of the trainees in the training organization.

They present individual or collective complaints relating to these matters, to health and safety conditions at work and to the application of the internal regulations.

(Art. R6352.15) The provisions of this section (Articles R.6352.3 to R6352.14) shall not apply to inmates admitted to participate in a vocational training program.

ARTICLE : Complaint 10procedure

Prospects, clients, trainees, apprentices, and the various parties involved in the training action have the possibility at any time to make a complaint concerning the offers and services of the Organization.

Clients, trainees, apprentices, financiers and the teaching team "stakeholders" in the service have the possibility at any time to make a complaint about the training offers and services of the Training Provider in writing face-to-face, by post or by e-mail, using exclusively the complaint form available for download on the Training Provider's website or by requesting it from administration@biopilates.fr and returning it to the same e-mail address for the attention of the Training Provider's manager.

Each complaint will be studied and a response will be given to the sender as soon as possible, ideally by return e-mail using the complaint response form.

The present Internal Regulations come into force on and replace all previous versions. In Paris,

on 17/02/2022

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