



INTERNAL RULES FOR TRAINEES

I – Preamble

The International School of Bakery develops professional training activities. These internal rules apply to all trainees following an activity organized by the school or any other organization insofar as it takes place on the company's premises.

II – Legal provisions

ARTICLE 1

In accordance with the legislation [art. L6351-3 and R6352-1 and 2 of the French Labour Code], the aim of this text is to define the general health - safety and disciplinary rules.

According to legal provisions [art. L6352-4 and R6352-4 et seq. of the Labour Code],

III – Application fields

ARTICLE 2 : PERSONS CONCERNED

The rules apply to all trainees enrolled in a session given on the premises of the school, for the entire duration of the training course.

Each trainee is considered to have accepted the terms of these rules and accepts that measures may apply in case of non-compliance with them.

IV - Health and safety

ARTICLE 3: GENERAL RULES

Each trainee must ensure their own personal safety and other's safety by complying with the general and specific safety and hygiene instructions in force at school.

However, in accordance with the legal regulations, when the training takes place in a company or establishment that already has internal regulations, the safety and hygiene measures applicable to trainees are those of the latter regulations.

ARTICLE 4 : SMOKING IS FORBIDDEN

Smoking and vaping are strictly prohibited on the premises of the school.

ARTICLE 5 : ALCOHOLIC BEVERAGES

It is forbidden for trainees to enter in the establishment in a drunken state and to bring in alcoholic beverages.

ARTICLE 6 : ACCIDENT

Any accident or incident occurring during the training course must be immediately reported by the trainee or by the persons who witnessed the accident to the person in charge of the school or to his/her representative.

ARTICLE 7 : FIRE INSTRUCTIONS

Fire instructions and in particular a plan showing the location of fire extinguishers and emergency exits are posted in the training premises so that all trainees know them. Trainees are required to carry out without delay the evacuation order given by the course trainer or by an employee of the school.



V - Discipline

ARTICLE 8 : TRAINING SCHEDULES

The timetables are fixed by the school and are communicated in the invitation. Trainees must respect the timetable. In the event of absence or lateness, the trainee must inform the school. In addition, an attendance sheet must be signed by the trainee.

The laboratory is available to the trainees from Monday to Friday from 7 am to 5 pm.

The classroom is available to the trainees from Monday to Friday from 7 am to 3.30 pm.

ARTICLE 9 : DRESS AND BEHAVIOUR

Trainees must present themselves at school in decent clothing and behave correctly towards all persons present. The work clothes and the necessary protective equipment are specified in the invitation.

ARTICLE 10 : USE OF EQUIPMENT

Each trainee must keep in good condition the equipment available for training purposes. Trainees are required to use the equipment in accordance with its purpose. The use of the equipment for other purposes, specifically personal use, is forbidden, except for the equipment made available for this purpose. At the end of the course, the trainee must return all equipment and documents in their possession belonging to the school, except for items distributed during the course which the trainee is clearly authorised to keep.

ARTICLE 11 : RESPONSIBILITY OF THE SCHOOL IN CASE OF THEFT OR DAMAGE TO THE TRAINEES' PERSONAL PROPERTY

The school declines all responsibility for the loss, theft or damage of personal objects left by students on the premises of the school.

ARTICLE 12 : SANCTIONS AND DISCIPLINARY PROCEDURE

Any failure by the trainee to comply with any of the provisions of these rules may result in a sanction. The definition and implementation of sanctions, as well as the disciplinary procedure, are covered by the French Labour Code [Art. R6352-3]. An interview on entering the training course will be proposed by the management in order to present the modalities of sanction.

ARTICLE 13 : REPRESENTATION OF TRAINEES

According to Article L6352-3, in each training course lasting more than 500 hours, a titular delegate and a substitute delegate shall be elected simultaneously in a two-round uninominal ballot. All trainees can vote and are eligible.

The ballot takes place during training hours, at the earliest 20 hours and at the latest 40 hours after the start of the course. The director of the school or his representatives ensures the organisation.

Delegates are elected for the duration of the course. Their functions end when they stop the training, regardless the reason.

If the titular delegate or the alternate delegate have ended their functions before the end of the training, a new election is held.

The delegates shall make any suggestion for improving the training and the living conditions of the trainees at school. They present all individual or collective complaints to the training team. They relate them any matters, about health and safety conditions and/or application of the internal regulations. They also participate in the mid-term pedagogical meeting.



VI - Publicity and effective date

ARTICLE 14 : PUBLICITY

These rules are an integral part of the contract concluded with the school. The candidate acknowledges having read and accepted them by initialling them. These rules can be consulted on the website of the school. The trainee is systematically informed of them before the training session. A copy of these rules is available from the secretariat of the school.

Noyers-sur-Jabron 26th June 2020

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