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Training

Internal rules

Internal regulations of a training body drawn up in accordance with Articles L6352-3 et L6352-4 et R6352-1 à R6352-15 of the Labour Code

Article 1 - Purpose and scope of the rules

The present rules apply to all persons participating in a training course organised by the osteopathic practice Elisa Boillot. A copy is given to each trainee.

The rules define the rules of hygiene and safety, the general and permanent rules relating to discipline as well as the nature and scale of sanctions that can be taken against trainees who contravene them and the procedural guarantees applicable when a sanction is envisaged.

All persons must comply with the terms of these rules throughout the training course.

SECTION 1: HEALTH AND SAFETY RULES

Article 2 - General principles

The prevention of accidents and illnesses is imperative and requires everyone to respect:

- the applicable health and safety regulations on the training premises.
- any instructions imposed either by the management of the training organization or by the manufacturer or the trainer, particularly with regard to the use of the equipment provided.

Each trainee must therefore ensure his personal safety and that of others by respecting, according to his training, the general and specific instructions in terms of hygiene and safety.

If he/she notices a malfunction in the safety system, he/she shall immediately inform the management of the training organization.

Failure to comply with these instructions may result in disciplinary action.

Article 3 - Fire instructions

In the event of a fire alarm, the trainee must cease all training activities and calmly follow the instructions of the authorized representative of the training organization or the emergency services.

Any trainee who witnesses the start of a fire must immediately call the emergency services by dialling 18 from a fixed telephone or 112 from a mobile telephone and alert a representative of the training organization.

Article 4 - Alcoholic beverages and drugs

The introduction or consumption of drugs or alcoholic beverages on the premises is strictly forbidden.

It is forbidden for trainees to enter or remain in the training centre in a state of intoxication or under the influence of drugs. Trainees will have access to the non-alcoholic beverage dispensers during breaks.

Article 5 - No smoking

It is strictly forbidden to smoke in the training rooms and more generally on the premises of the training centre.

Article 6 - Accident

A trainee who is the victim of an accident - occurring during the training or during the journey between the training site and his/her home or workplace - or who witnesses such an accident shall immediately inform the management of the training centre. The head of the training organization shall take the appropriate steps to seek medical attention and file a declaration with the competent social security fund.

SECTION 2: GENERAL DISCIPLINE

Article 7 - Attendance of the trainee in training

Article 7.1. Training timetable

Trainees must comply with the timetables set and communicated in advance by the training organization (contact Elisa Boillot: 06 11 12 30 32). Failure to comply with these schedules may result in sanctions. Except in exceptional circumstances, trainees may not be absent during the course hours.

Article 7.2. - Absence, lateness or early departure

In the event of absence, lateness or early departure, trainees must notify the training organization and justify their absence. The training organization shall immediately inform the funder of this event. Any event that is not justified by particular circumstances constitutes misconduct liable to disciplinary sanctions.

Furthermore, in accordance with Article R6341-45 of the Labour Code, the trainee - whose remuneration is paid by the public authorities - is liable to have his or her course fees withheld in proportion to the duration of the absence.

The request for cancellation of the training course must be made by registered letter, 21 days before the date of the start of the training course: the registration fees will be carried over to another training course, insofar as the withdrawal is made less than 21 days before the start of the training course, the registration fees will not be reimbursed and will remain the property of the training organization.

The training organization reserves the right to reschedule a session, to refuse participants or to exclude a participant for non-compliance with the rules.

The training organization cannot be held responsible if the weather conditions do not allow all or part of the planned and announced program to be carried out. Changes will not give the right to compensation.

For residential courses and trips, due to the costs of booking the places (hotels, houses, boats, etc.) cancellation more than 45 days before the departure date: payment of 50% of the total course fee, less than 45 days before departure: payment of 100% of the total course fee.

Please note that for cruise courses, the cruise operators reserve the right to refuse a trainee if his or her boarding time on the boat, due to problems beyond the control of the cruise operator, is not compatible with the local schedule obligations and authorizations. Any costs incurred will be charged to the student.

In case of absence or delay, students must inform the trainer. Trainees may not be absent during training hours except in exceptional circumstances (contact Elisa Boillot: 06 11 12 30 32).

The organizers cannot be held responsible for any physical or material damage that may occur during the course. The trainees declare that they are up to date with their insurance contributions for civil liability and accidents of life.

Concerning pregnant women participating in the courses. The pregnant student commits herself to declare her pregnancy, and to follow all the medical instructions of Elisa Boillot during the whole course as well as any contraindication determined by her during the course such as: sea outings; practices;

travel. The pregnant student commits herself to stay at rest as long as deemed necessary by Elisa Boillot.

The prevention of risks of accidents and illnesses is imperative and requires each person to respect the applicable regulations in terms of hygiene and safety on the training premises, as well as any instructions imposed to ensure their personal safety and that of others.

Article 7.3 - Formal requirements for monitoring training

The trainee is required to fill in the attendance sheet as the course progresses. He/she may be asked to draw up a training report.

Annex

At the end of the training course, the trainee is given an end-of-training certificate and a certificate of attendance at the course to be sent, as appropriate, to his or her employer/administration or to the organization financing the course.

The trainee shall provide the training organization, as soon as possible, with the documents that he/she must complete as a service provider (application for remuneration or for the payment of training-related expenses; certificates of enrolment or entry to the course, etc.).

Article 8 - Access to training premises

Unless expressly authorized by the management of the training organization, the trainee may not :

- Enter or remain in the training premises for any purpose other than training;
- Introduce, have introduced or facilitate the introduction of persons not belonging to the organization;
- Sell goods or services on the premises.

Article 9 - Dress code

The trainee is requested to come to the organization in correct dress.

Article 10 - Behavior

All trainees are asked to behave in a way that ensures respect for the basic rules of good manners and community life and the smooth running of the training courses.

Article 11 - Use of equipment

Unless specifically authorized by the management of the training organization, the use of the training equipment shall take place on the training premises and shall be exclusively reserved for the training activity. The use of equipment for personal purposes is prohibited.

The trainee is required to keep the equipment entrusted to him/her for training in good condition. He/she must use it in accordance with its purpose and according to the rules issued by the trainer.

The trainee shall immediately inform the trainer of any anomaly in the equipment.

SECTION 3: DISCIPLINARY MEASURES

Article 12 - Disciplinary measures

Any failure by the trainee to comply with any of the provisions of these internal regulations may be subject to a penalty imposed by the head of the training organization or his representative.

Any action considered to be wrongful may, depending on its nature and seriousness, be subject to one of the following sanctions

- call to order;
- written warning by the director of the training organization or his representative
- reprimand;
- temporary exclusion from the training course.
- permanent exclusion from the course.

Fines or other financial penalties are prohibited.

The head of the training organization or his representative shall inform the employer of the trainee of the sanction imposed:

- the trainee's employer

- or the administration of the trainee
- and/or the funder of the course.

Article 13 - Disciplinary guarantees

Article 13.1. - Information to the trainee

No penalty may be imposed on a trainee without the latter having been informed in advance of the grounds on which he or she is based.

However, where an act considered to be wrongful has made it essential to take the precautionary measure of temporary exclusion with immediate effect, no definitive sanction relating to this act may be taken without the trainee having first been informed of the complaints against him/her and, where applicable, the procedure described below having been followed.

Done at: on:

Signature preceded by the words "Read and approved".