INTERNAL REGULATIONS FOR TRAINING PARTICIPANTS

Pôle de gérontologie et d'innovation Bourgogne-Franche-Comté (PGI)

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These regulations are available to all participants before they begin their training on the PGI website: https://pole-gerontologie.fr

PURPOSE

These internal regulations are drawn up in accordance with the provisions of the French Labour Code governing training providers. They apply to anyone taking part in training organised by PGI, for the full duration of that training.

They set out health and safety rules, general and permanent disciplinary rules, the nature and scale of sanctions that may be imposed on participants who breach them, and the procedural safeguards applicable when a sanction is being considered.

Where training takes place in a company or establishment with its own internal regulations or charter, the health and safety measures applicable to participants are those set out in that document.

EQUAL TREATMENT, FREEDOM OF EXPRESSION AND NEUTRALITY

PGI ensures that all participants are treated equally and that their dignity, freedom of expression and freedom of conscience are respected. These freedoms must be exercised with due regard for the rights of others, safety rules and the proper conduct of training. Learning discussions allow different views to be expressed, without discriminatory remarks, pressure or personal attacks. Trainers distinguish between the knowledge presented, matters open to debate and personal opinions.

No discrimination is permitted in access to training, its delivery or the assessment of learning outcomes. In line with identified needs and what can be implemented, PGI also seeks to make training accessible to people with disabilities and to identify appropriate adjustments.

HEALTH AND SAFETY RULES

Preventing accidents and illness is essential and requires everyone to comply with:

- the health and safety requirements applicable at the training venue;
- all instructions given by the trainer, particularly regarding the use of the equipment provided.

Each participant must therefore safeguard their own safety and that of others by following the general and specific health and safety instructions relevant to their training.

Any incident, accident or situation presenting a risk must be reported immediately to the trainer or a PGI representative.

Fire safety instructions

In accordance with Articles R. 4227-28 et seq. of the French Labour Code, fire safety instructions, including a plan showing the locations of fire extinguishers and emergency exits, are displayed on the training provider's premises.

In the event of an alarm, participants must stop all training activities and calmly follow the instructions of the training provider's authorised representative or the emergency services.

Any participant who witnesses a fire starting must immediately call the emergency services by dialling 18 from a landline or 112 from a mobile phone, and alert a representative of the training provider.

Alcohol and illegal substances

Bringing alcohol or illegal substances onto the premises, or consuming them there, is strictly prohibited. Participants must not enter or remain on the premises while intoxicated or under the influence of substances incompatible with safety and the proper conduct of training.

Smoking and vaping ban

In accordance with Decree No. 2017-633 of 25 April 2017, smoking and vaping are strictly prohibited in all enclosed and covered spaces open to the public or used as workplaces. This ban applies in particular to classrooms where training takes place and to all premises where the ban is displayed.

GENERAL DISCIPLINE

Where training is organised by an employer on company premises, the employee or participant remains subject to the employer's disciplinary authority.

Participants must observe the times communicated to them and attend all scheduled sessions regularly. Any absence or lateness must, wherever possible, be reported to PGI or the trainer and, where applicable, supported by an explanation.

Participants confirm their attendance using the procedures specified by PGI, including signing an attendance sheet or using another monitoring system suited to the training format.

Absences or failures to attend may be reported to the employer and/or funding body where the training arrangements provide for this. End-of-training documents are issued on the basis of actual participation and the evidence recorded.

RESPECT FOR OTHER PARTICIPANTS, TRAINERS AND STAFF

Throughout the training, each participant undertakes to behave respectfully and considerately towards other participants, trainers, guest speakers and the training provider's staff.

Each participant must therefore observe the following rules:

- show respect for other participants, trainers, guest speakers and staff in their interactions and behaviour;

- respect the premises and the equipment provided for training;
- observe training start and finish times and the breaks set by the trainer or training provider;
- participate actively in training and contribute to constructive discussions and learning activities;
- refrain from aggressive, threatening, violent, intimidating or discriminatory behaviour, or any behaviour that undermines another person's dignity;
- uphold the principles of non-discrimination, equal treatment and mutual respect, regardless, in particular, of age, sex, origin, disability, family circumstances, beliefs, physical appearance or any other personal characteristic.

Any behaviour contrary to these provisions may result in a formal reminder and, depending on its nature or seriousness, the sanctions set out in these regulations.

A "Charter for the Prevention of Violence, Harassment and Discrimination in Training" sets out PGI's commitments, prohibited behaviours and how to report a concern. It applies to all participants, trainers and guest speakers. It can be consulted on the PGI website at www.pole-gerontologie.fr. Reports are handled under PGI's internal procedure, with due regard for confidentiality and the rights of those concerned.

Access to training premises

Without express permission from PGI or the manager of the host venue, participants must not:

- enter or remain on the training premises for purposes other than training;
- bring in, arrange access for, or facilitate access by people unconnected with the organisation;
- sell goods or services on the premises;
- use the equipment or resources provided for purposes incompatible with training or liable to compromise the security or safety of people, systems or data.

Distance learning

These regulations also apply to distance learning and sessions delivered via a digital platform.

Connection links, login credentials and restricted-access resources are for personal use. They must not be shared with third parties without PGI's permission.

Participants must connect as instructed and take part in the scheduled activities. Their attendance and activity are monitored using the systems announced for the training.

Any technical issue preventing connection or participation must be reported as soon as possible to the trainer or support contact: carole.chardon@pole-gerontologie.fr. PGI assesses its impact on participation and considers possible solutions. A reported technical issue is not automatically treated as a disciplinary breach.

Rules for using the microphone, camera and discussion spaces are explained at the start of the session, taking account of accessibility needs and any constraints reported.

Participants must not record, photograph or share sessions or discussions without prior permission from PGI and the people concerned. Any recording arranged by PGI is announced in advance, with details of its purpose, intended recipients and access arrangements.

DISCIPLINE - SANCTIONS - PROCEDURE

In accordance with Articles R. 6352-4 to R. 6352-8 of the French Labour Code, some of which were amended by Decree No. 2019-1143 of 7 November 2019.

(Art. R6352-3, as amended)

A sanction is any measure, other than a verbal observation, taken by the director of the training provider or their representative in response to conduct by a participant which they consider to be misconduct, whether or not the measure immediately affects the participant's attendance or jeopardises the continuation of their training.

Fines and other financial penalties are prohibited. (Art. R6352-4, as amended)

No sanction may be imposed on a participant without first informing them of the allegations made against them.

Where the director of PGI or their representative is considering a sanction that affects, immediately or otherwise, a participant's attendance at training, the participant's employer is informed promptly.

The director of the training provider or their representative informs the employer and the funding body of the sanction imposed:

- a formal reminder;
- a written warning from the director of PGI or their representative;
- temporary exclusion from training;
- permanent exclusion from training.

COMPLAINTS, DIFFICULTIES AND ACCESSIBILITY

Any difficulty encountered during training, or any complaint, may be reported to the trainer or training provider using the contact details and procedures provided in the training documents. PGI examines complaints brought to its attention and provides an appropriate response.

People with disabilities or specific needs are invited to inform PGI, preferably before training begins, so that possible adjustments to teaching methods, equipment or organisational arrangements can be explored.

ENTRY INTO FORCE AND COMMUNICATION

These regulations take effect from their update date. Participants are informed of them before starting their training, and they remain available on the PGI website.

Main references: Articles L. 6352-3 to L. 6352-5 and R. 6352-1 to R. 6352-15 of the French Labour Code, in the versions in force on the date these regulations were updated.