



Shinsei Formations

INTERNAL REGULATIONS

Article 1: Purpose

These regulations are established in accordance with Articles L6352-3 and L6352-4 and R6352-1 to R6352-15 of the French Labour Code.

Article 2: Persons Concerned

These Internal Regulations apply to all trainees enrolled in a session delivered by Shinsei Formations, for the entire duration of the training. Each trainee is considered to have accepted the terms of these regulations when attending a training session delivered by Shinsei Formations and accepts that measures may be taken in the event of non-compliance.

Article 3: Training Location

Training will take place in premises external to Shinsei Formations. The provisions of these Regulations apply not only within Shinsei Formations' premises but also in any associated or ancillary space used by the organisation.

Article 4: Hygiene and Safety

Preventing accidents and illness is imperative and requires everyone to fully comply with all applicable hygiene and safety rules. General and specific safety instructions in force within the organisation, when they exist, must be strictly observed, under penalty of disciplinary sanctions. **1. General rules** Each trainee must ensure their own safety and that of others by respecting the general and specific hygiene and safety instructions in force at the training location. However, in accordance with Article R. 6352-1 of the Labour Code, when training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to trainees are those of that establishment. **2. Alcoholic beverages** Trainees are prohibited from entering or remaining in the establishment while intoxicated, as well as from bringing alcoholic beverages onto the premises.

Article 5: Smoking Ban

In accordance with Decree No. 2006-1386 of 15 November 2006 on the smoking ban in collective-use premises, smoking is prohibited in all training areas.

Article 6: Fire Safety Instructions

In accordance with Articles R. 4227-28 and following of the Labour Code, fire safety instructions—including a map showing fire extinguishers and emergency exits—are

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displayed in the training premises so that all trainees are aware of them. Trainees must immediately comply with any evacuation order given by the trainer or an employee of the establishment. All fire-related safety instructions must be strictly followed.

Article 7: Accidents

Any accident or incident occurring during or in connection with the training must be immediately reported by the injured trainee or any witnesses to the training organisation's representative. In accordance with Article R. 6342-3 of the Labour Code, any accident occurring to a trainee while at the training location or while travelling to or from it must be declared by the training organisation to the social security office.

Article 8: Dress and Behaviour

Trainees are expected to attend the training in appropriate attire and to behave respectfully toward all persons present.

Article 9: Schedules

Training schedules are set by Shinsei Formations and communicated to trainees in the training notice. Trainees must comply with these schedules. Shinsei Formations reserves the right, within legal limits, to modify schedules as required. Trainees must comply with any schedule changes. In case of absence or lateness, trainees are encouraged to notify the Continuing Education Service at 06 61 14 40 26. A sign-in sheet must be signed at the beginning of each half-day (morning and afternoon).

Article 10: Access to the Organisation's Premises

Trainees may access the premises solely to attend the training for which they are enrolled. They may not enter or remain for any other purpose without authorisation. They are prohibited from being accompanied by non-participants (family, friends, etc.), bringing animals (even very small ones), causing disorder, or in any way disrupting the proper conduct of the training.

Article 11: Use of Equipment

Each trainee must keep in good condition any equipment entrusted to them. Equipment must be used only for its intended purpose. Personal use is prohibited unless explicitly allowed. At the end of the training, trainees must return all equipment and documents belonging to the organisation, except for pedagogical materials distributed during the course.

Article 12: Recordings

Recording or filming training sessions is strictly prohibited unless expressly authorised.

Article 13: Pedagogical Documentation

Pedagogical materials provided during training sessions are protected by copyright and may only be reused for strictly personal purposes.

Article 14: Liability in Case of Theft or Damage to Personal Property

Shinsei Formations declines all responsibility in case of loss, theft, or deterioration of personal belongings of any kind left by trainees in the training premises.

Article 15: Sanctions and Disciplinary Procedures

Any breach of these Internal Regulations may result in a sanction or disciplinary procedure governed by Articles R. 6352-3 to R. 6352-8 of the Labour Code. (Full legal articles translated faithfully from the document.)

- A sanction is any measure—other than verbal remarks—taken by the director or representative following behaviour deemed faulty. Financial penalties are prohibited.
- No sanction may be imposed without prior notification of the alleged misconduct.
- If a sanction affecting the trainee's presence is considered, the trainee must be formally summoned, may be assisted by a person of their choice, and must be allowed to present their explanations.
- The sanction must be issued between one full day and fifteen days after the interview and must be provided in writing.
- In urgent cases requiring immediate temporary exclusion, the full procedure must still be followed before any final sanction.
- The director must inform the employer and/or the funding body depending on the trainee's status.
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Article 16: Publication

These Internal Regulations are sent by email to each trainee and are available on the Shinsei Formations website.

SHINSEI FORMATIONS – DISABILITY SUPPORT MISSION

Shinsei Formations provides personalised support throughout your training journey. Our entire team is committed to ensuring a welcoming environment and tailored assistance to facilitate your training experience.

Whether:

- You have official recognition as a Disabled Worker (RQTH),
- You previously benefited from educational accommodations,
- You have not yet obtained RQTH status,
- You have a chronic illness, dyslexia, dysgraphia, dyspraxia, etc.,



We support you in preparing your application for recognition. This status can facilitate signing an apprenticeship or work-study contract, as companies with more than 20 employees must employ 6% workers with RQTH status. Employers may also receive hiring incentives, which can be an advantage when candidates have similar profiles.

Disability Officer

Our Disability Officer, **Mr. Laurent Courtin**, welcomes and supports you throughout your training. He is bound by confidentiality regarding all information shared about your disability situation.

Administrative contact: Laurent Courtin – 06 61 14 40 26 laurent.courtin@shinsei-formations.com