

Rules of procedure for Odiety Technology training

Article 1: Introduction

These regulations are drawn up in accordance with the provisions of articles L 6352-3, L 6352-4 and R.6352-1 to R.6352-15 of the Labor Code. The purpose of these regulations is to specify the provisions applying to all trainees for the duration of the training followed, in order to allow the correct functioning of the training courses conducted by Odiety Technology.

Article 2: General agreement

Trainees are asked to respect the places in which they work and the equipment made available to them. The equipment made available to trainees can only be used under the responsibility of a trainer or trainee named by the training manager. It is forbidden to smoke in the premises according to the regulations in force in the establishment where the training takes place. When the training takes place in an establishment or company that already has internal regulations, the rules applicable to the health and safety of trainees are those of these regulations.

Article 3: Health and safety

Preventing the risk of accidents and illnesses is imperative and requires everyone to fully comply with all applicable health and safety requirements. To this end, the general and specific safety instructions in force in the establishment where the training takes place must be strictly observed.

The fire and evacuation instructions for the premises, including in particular a map of the location of the fire extinguishers and the emergency exits, are displayed in the entrances to the buildings. Trainees should be aware of it. In the event of a fire alarm, trainees must cease all activity and calmly follow the instructions of the authorized representative of the training organization or the emergency services. Any trainee noticing the start of a fire must immediately call the emergency services by dialing 18 from a landline or 112 from a mobile and notify a representative of the training Department. In the event of illness, the trainee must notify the training manager during the day. It is the intern's responsibility to carry out the declaration formalities with their employer themselves.

Article 4: Disciplinary rules

Training attendance is required. Any foreseeable absence must be the subject of a written request submitted by the trainee to the training manager. The hours corresponding to unjustified absences will be notified to the partners and institutions concerned (company, OPCO, Pôle emploi, etc.). The trainee has the obligation of discretion on the information he may collect on the companies or other organizations with which he is in contact as part of the training.

The introduction or consumption of drugs or alcoholic beverages on the premises is strictly prohibited. It is forbidden for trainees to enter or stay in a state of drunkenness or under the influence of drugs in the training organization.

Article 5: Training follow-up

The trainee is required to fill in the attendance sheet as the training progresses (morning and afternoon). He allows us to evaluate him throughout his training.

At the end of the training, a satisfaction questionnaire will be sent to him via email, the trainee agrees to complete this satisfaction questionnaire after having finished the training.

At the end of the training, he is given a certificate of attendance at the course to be sent, as the case may be, to his employer/administration or to the body financing the action.

The trainee undertakes to send, as soon as possible, to the training organization the documents that he must fill in as a service provider (request for remuneration or payment of the costs related to the training, certificates of registration or entry into internship, etc.).

Article 6: Material accountability

The borrowing of equipment which belong to Odity Technology is strictly prohibited, unless expressly authorized in writing by the training manager. Trainees have the entire responsibility for their personal items.

Article 7: Advertising

A copy of these regulations is given to each trainee before registration. By registering for the training, he agrees to accept the clauses of these rules and to comply with them.

Done at Rueil-Malmaison
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Michel Valero
CEO French Speaking Area

