



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 organised by the school or any other organisation 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 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], failure to comply with the provisions of the internal regulations will result in the application of penalties, the system and procedure of which are described in the general terms and conditions of sale [appendix 5 of the present contract], which the applicant declares that he/she is aware of and accepts by having initialed them.

ARTICLE 2 : COMPLAINTS

Complaints may be sent by post or e-mail [contact@eidb.fr]. EIDB undertakes to acknowledge receipt and respond within a reasonable time. Comments and suggestions made in end-of-course satisfaction questionnaires are recorded and studied, and responded to if necessary.

III - Field of application

ARTICLE 3 : PERSONS CONCERNED

The Rules apply to all trainees enrolled in a session given on the premises of the International School of Bakery, for the entire duration of the training course.

Each trainee is deemed to have accepted the terms of the present regulations when attending a training session, and accepts that measures may be taken against him/her in the event of non-compliance.

IV - Health and safety

ARTICLE 4 : GENERAL RULES

All trainees must ensure their own personal safety and that of others, by complying with the general and specific health and safety regulations in force at the training site.

However, in accordance with current regulations, when training takes place in a company or establishment which already has internal regulations, the health and safety measures applicable to trainees are those set out in the latter regulations.

ARTICLE 5 : NO SMOKING OR VAPING

Smoking and vaping are strictly prohibited on the premises of the International Bakery School.

ARTICLE 6: ALCOHOLIC BEVERAGES

It is forbidden for trainees to enter or remain on the premises in a state of intoxication, or to bring in alcoholic beverages.



ARTICLE 7 : ACCIDENTS

Any accident or incident occurring at the time of or during training must be immediately reported by the trainee involved in the accident, or by those who witnessed the accident, to the head of the International Bakery School or his/her representative.

ARTICLE 8: FIRE INSTRUCTIONS

Fire instructions, and in particular a map showing the location of fire extinguishers and emergency exits, are posted in the training premises so that all trainees are aware of them. Trainees must immediately comply with any evacuation order given by the course leader or an employee of the establishment.

V - Discipline

ARTICLE 9 : TRAINING HOURS

Timetables are set by the International Bakery School and notified to trainees before the course. Trainees are required to respect these schedules. In the event of absence or lateness, the trainee must notify the International Bakery School. An attendance sheet must be signed by the trainee.

The laboratory is available to trainees from Monday to Friday, 7a.m to 5p.m.

The classroom is available to trainees from Monday to Friday, 7 a.m. to 3:30 p.m.

ARTICLE 10 : DRESS AND BEHAVIOR

Trainees are asked to present themselves at the training site in decent attire and to behave correctly towards all persons present in the organization. Work attire and protective equipment are specified before the course.

ARTICLE 11 : USE OF EQUIPMENT

Each trainee is obliged to keep in good condition the equipment entrusted to him/her for training purposes. Trainees are required to use the equipment in accordance with its purpose. It is forbidden to use equipment for any other purpose, including personal use, except for equipment made available for this purpose. At the end of the course, trainees are required to return all equipment and documents in their possession belonging to the training organization, with the exception of items distributed during the course, which trainees are clearly authorized to keep.

ARTICLE 12 : LIABILITY FOR THEFT OR DAMAGE TO TRAINEES' PERSONAL PROPERTY

The International School of Bakery declines all responsibility in the event of loss, theft or damage to personal objects of any kind left by trainees on the premises of L'École internationale de boulangerie.

ARTICLE 13 : SANCTIONS AND DISCIPLINARY PROCEDURE

Any failure by the trainee to comply with any of the provisions of these internal regulations may result in disciplinary action. The definition and implementation of sanctions, as well as the disciplinary procedure, are governed by the French Labor Code [Art. R6352-3]. A meeting will be proposed by management at the start of the training program to explain the disciplinary procedures.

ARTICLE 14: TRAINEE REPRESENTATION

In application of article L6352-3, in each training course lasting more than 500 hours, a titular delegate and a deputy delegate are elected simultaneously in a two-round uninominal ballot. All trainees are eligible to vote.

Voting takes place during training hours, no earlier than 20 hours and no later than 40 hours after the start of the course. The training organization's director or his representatives are responsible for the organization and smooth running of the ballot.



Delegates are elected for the duration of the course. Their functions come to an end when they cease, for whatever reason, to take part in training courses.

If the titular delegate or alternate delegate ceases to hold office before the end of the course, a new election is held.

Delegates make all suggestions for improving the running of courses and trainees' living conditions in the training organization. They present all individual or collective complaints relating to these matters, to health and safety conditions, and to the application of internal regulations. They are empowered to inform the training team of trainees' observations on issues relating to problems encountered during training, and take part in the mid-term pedagogical meeting.

VI - Publicity and effective date

ARTICLE 15 : PUBLICITY

The present regulations are an integral part of the contract concluded with the International School of Bakery. The candidate acknowledges that he/she has read them, accepts them and initials them. The present regulations may be consulted on the International Bakery School website. Trainees are systematically informed of them before the training session.

A copy of these rules is available from the secretariat of the International Bakery School.

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Directeur d'établissement



école internationale de boulangerie

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