

# INTERNAL RULES

## For Distance Learning Courses

Pursuant to Articles L6352-3 and L6352-4 and R6352-1 to R6352-15 of the French Labour Code, these Internal Rules apply to all trainees for the duration of the training course. They are intended to specify certain provisions that apply to training courses organised by MLG Solutions in order to ensure that they run smoothly.

### **Article 1 - Purpose**

The purpose of these Internal Rules is to :

- define the terms and conditions for the organisation of distance learning courses
- to define the general and permanent rules governing the operation of the training organisation;
- to formalise the disciplinary rules applicable to trainees.

### **Article 2 - Persons concerned**

These internal regulations apply to all trainees enrolled in a session provided by MLG Solutions for the entire duration of the training course, whether it is organised on an inter-company or intra-company basis.

Each trainee is deemed to have accepted the terms of these regulations when following a distance learning course provided by the training organisation and accepts that measures may be taken

against them in the event of non-compliance.

### **Article 3 - Organisation of distance learning courses**

In order for the courses to run smoothly and to ensure full communication about distance learning courses, trainees are required to provide their e-mail address and mobile telephone number. This information will be used by the organisation solely for the purpose of sending trainees information relating to the organisation and administrative management of the courses.

Prior to the start of the training session, trainees will receive :

- when they register: an email with the invitation to the training course, the welcome booklet and the internal regulations
- a few days before the training session, the link to connect to the virtual classroom
- the contact details of the technical advisor in the event of a connection problem or need for technical assistance.

### **Article 4 - Training times**

The course timetables are set by the training organisation and notified to the trainees by email to the Customer.

Except in special cases duly noted on the invitation, the times are generally between 9.00 and 18.00.

#### **Article 5 - Absences, lateness or early departure**

Trainees must scrupulously adhere to the timetables communicated to them, failing which the following provisions will apply:

- in the event of absence or lateness, trainees must notify the training organisation at [mariliis@b2bgrowth.fr](mailto:mariliis@b2bgrowth.fr). Trainees may not be absent during course hours, except in exceptional circumstances approved by the head of the training centre.
- when trainees are employees undergoing training as part of a skills development plan, the training organisation shall inform the employer of such absences in advance.

#### **Article 6 - Access to the virtual classroom**

Unless expressly authorised by the training manager, trainees who have access to the virtual classroom to follow their course may not allow anyone who is not registered for the course to participate.

#### **Article 7 - Trainee identification**

Trainees must write their surname, first name and the name of their organisation (in the case of inter-company training) on the sticker allocated to them by the video training software when the training session is opened.

To ensure that their attendance can be traced, trainees will remain connected to the videotraining system throughout the entire training session.

#### **Article 8 - Recordings**

It is strictly forbidden to record or film training sessions, unless expressly authorised by the training manager. This also applies to screen captures.

#### **Article 9 - Attendance sheet**

Trainees are required to sign an attendance sheet each day and each half-day as the training session progresses.

#### **Article 10 - End-of-course assessments**

Trainees are invited to complete the evaluation questionnaires that are sent to them electronically at the end of the course.

#### **Article 11 - Teaching documentation**

All the presentation sheets, content and teaching aids in whatever form (paper, electronic, digital, oral) used by MLG Solutions to provide training or given to trainees constitute original works and as such are protected by intellectual property and copyright.

As such, the client and the trainee are prohibited from using, transmitting, reproducing, exploiting or transforming all

or part of these documents. This prohibition applies, in particular, to any use made by the customer and the trainee with a view to organising or running training courses.

#### **Article 12 - Confidentiality**

MLG Solutions, the client and the trainee undertake to keep confidential all documents and information to which they may have access during the course of the training service or during exchanges prior to registration, in particular all elements contained in the proposal sent by MLG Solutions to the client.

In particular, trainees must refrain from using or reporting any information of

**Applicable: updated — January 2024**

which they may have knowledge relating to the personal or professional situation of other trainees encountered during breaks or training sessions.

#### **Article 13 - Disciplinary procedure**

The following provisions are taken from articles R6352-4 to R6352-8 of the French Labour Code. No penalty may be imposed on a trainee without the trainee having been informed in advance of the charges against him/her.

#### **Article 14 - Complaints**

Any complaints should be addressed to the MLG Solutions Training Manager at [mariliis@b2bgrowth.fr](mailto:mariliis@b2bgrowth.fr).