INTERNAL REGULATIONS APPLICABLE TO TRAINEES AND USERS OF ALLIANCE FRANÇAISE CAYENNE

Article 1 :

These regulations apply to all trainees for the entire duration of the training program followed. In accordance with Article L6352-4 of the Labour Code, these internal regulations determine:

1. The primary health and safety measures applicable within the establishment;
2. The rules regarding discipline, notably the nature and scale of sanctions applicable to trainees, as well as their rights in the event of a sanction ;
3. The procedures for the representation of trainees for training actions with a total duration exceeding five hundred hours (if applicable).

HEALTH AND SAFETY

Article 2 :

The prevention of risks of accidents and illness is imperative and requires everyone to fully comply with all applicable health and safety regulations. To this end, general and specific safety instructions in force within the organization, where they exist, must be strictly followed under penalty of disciplinary action.

When training is conducted on a client's premises, the health and safety rules of the client's internal regulations apply; the provisions regarding discipline and trainee representation in these current regulations remain valid and must be brought to the attention of the trainees.

CODE OF CONDUCT

Article 3 :

- Trainees undertake to respect course schedules and to be punctual.
- Delays and absences must be reported and justified (for State-funded programs) to the administrative team.
- In the event of repeated and unjustified absences, the contract will be terminated by management (for State-funded programs).
- Smoking is prohibited inside the premises in accordance with current legislation. Eating and drinking in the classrooms are prohibited.
- Mobile phones must be turned off during lessons.
- Proper attire is required.
- Any damage to equipment, teaching tools, or premises will result in reimbursement by the learner.
- Alliance Française de Cayenne does not provide personal work materials (pens, paper, etc.).
- Alliance Française de Cayenne declines all responsibility in the event of theft or loss of personal items.
- All users are required to behave respectfully and with courtesy toward other trainees and all Alliance Française staff.

SANCTIONS

Article 4 :

Any act considered wrongful by the Director of the training organization or their representative may, depending on its nature and severity, be subject to one of the following sanctions, listed by order of importance:

- Written warning by the Director of the training organization or their representative;
- Formal reprimand (*Blâme*);
- Permanent exclusion from the training.

DISCIPLINARY GUARANTEES

Article 5 :

No sanction may be imposed on a trainee without the trainee being informed simultaneously and in writing of the grievances held against them.

Article 6 :

When the Director or their representative considers a sanction, they shall summon the trainee by registered letter with acknowledgment of receipt or by hand-delivery against a signed receipt, stating the purpose of the summons, date, time, and location of the interview—unless the intended sanction is a warning or a similar measure that has no immediate impact on the trainee's attendance for the remainder of the course.

Article 7 :

During the interview, the trainee may be assisted by a person of their choice, either another trainee or an employee of the organization. The summons mentioned in the previous article shall state this right. During the interview, the reason for the intended sanction is explained to the trainee, and their explanations are heard.

Article 8 :

The sanction cannot occur less than one clear day nor more than fifteen days after the interview or, if applicable, after the transmission of the opinion of the Disciplinary Commission. It shall be the subject of a written and reasoned notification to the trainee in the form of a letter delivered against receipt or a registered letter.

Article 9 :

When a wrongful act has made an immediate temporary exclusion necessary as a precautionary measure, no final sanction related to this act may be taken without the trainee having been previously informed of the grievances against them and, if necessary, summoned to an interview to be heard by the disciplinary commission.

TRAINEE REPRESENTATION

Article 10 :

For each training course lasting more than 500 hours, a titular delegate and a substitute delegate are elected simultaneously in a two-round majority vote. All trainees are eligible to vote and stand for election, except for inmates participating in a professional training action.

Article 11 :

The Director organizes the vote, which takes place during training hours, no earlier than 20 hours and no later than 40 hours after the start of the course. If representation cannot be ensured, a "declaration of vacancy" (*PV de carence*) is drawn up and sent to the competent regional Prefect.

Article 12 :

Delegates are elected for the duration of the course. Their duties end when they cease to participate in the course for any reason. If both the titular and substitute delegates cease their duties before the end of the course, a new election is held.

Article 13 :

Delegates may make suggestions to improve the course proceedings and the living conditions of trainees within the training organization. They present all individual or collective complaints relating to these matters, health and safety conditions, and the application of internal regulations.

PUBLICATION OF THE REGULATIONS

Article 14 :

These regulations are posted in the areas designated for this purpose.

COMPLAINTS

To submit a complaint, please request the designated form by email at: accueil@afcayenne.org or directly at the Alliance Française reception desk, open Monday to Thursday, from 8:30 am to 12:30 pm and from 2:00 pm to 4:30 pm.

Your complaint must reach us no later than 60 days after the end of the training. You will receive a response within 30 days of the receipt of the request.