



Internal regulations

Article 1: Introduction

These regulations are established in accordance with the provisions of Articles L. 6352-3, L. 6352-4 and R. 6352-1 to R. 6352-15 of the French Labour Code.

The purpose of these regulations is to set out the provisions applicable to all participants for the duration of the training, in order to ensure the proper functioning of training activities within the Institute of Advanced Studies in Sustainable Development (IHEDD), a training institute of the Foundation for International Development Studies and Research (FERDI), accredited Qualiopi in March 2022.

They are made available to participants before their final registration, together with the objectives and content of the training, the list of trainers, the schedule, the assessment methods, and the contact details of the person responsible for relations with participants.

Article 2: General Measures

Participants are required to respect the premises in which they work and the equipment made available to them. Equipment provided to participants may only be used under the responsibility of a trainer or a participant expressly designated by the training manager. Participants remain responsible for their personal belongings.

Where the training takes place in an establishment that already has its own internal regulations, the rules applicable in terms of participants' health and safety are those set out in that regulation.

Where the training is conducted wholly or partly remotely, the safety rules of the location from which the participant follows the training shall apply.

Article 3: Health & Safety

The prevention of accidents and illness is imperative and requires everyone to fully comply with all applicable health and safety regulations. To this end, the general and specific safety instructions in force in the establishment where the training takes place must be strictly observed, failing which disciplinary measures may be imposed.

Fire safety and evacuation instructions, including a plan showing the location of fire extinguishers and emergency exits, are displayed at the entrance to the offices. Participants must familiarise themselves with these instructions. In the event of a fire alarm, participants

must cease all activity and calmly follow the instructions of the authorised representative of the training organisation or the emergency services. Any participant who notices the start of a fire must immediately alert the emergency services and inform a representative of the training organisation.

In the event of illness, the participant must inform the training manager on the same day.

Article 4: Prohibited substances

Smoking is prohibited on the premises in accordance with the regulations in force in the establishment where the training takes place.

Participants are strictly prohibited from entering the premises while under the influence of alcohol. The introduction or consumption of drugs or alcoholic beverages on the premises is strictly prohibited.

Article 5 – Procedure in the event of an accident

Any participant who is the victim of an accident during a training session, or any witness to such an accident, must immediately inform the management of the training organisation.

The person responsible for the training organisation shall take the appropriate steps in relation to medical care.

Article 6 – Absences, lateness or early departure (Article R. 6341-45 of the French Labour Code)

In the event of absence, lateness or departure before the scheduled time, participants must inform the training organisation and provide justification.

Article 7: Disciplinary rules

Attendance at training sessions is mandatory. Any foreseeable absence must be the subject of a written request submitted by the participant to the training manager.

Any conduct deemed to be misconduct by the training manager, in particular in the event of inappropriate behaviour towards the establishment's staff, other participants or any other person involved in the training, or in the case of fraud or attempted fraud during enrolment, continuous assessment or an examination, may, depending on its nature and severity, result in one of the following sanctions, in increasing order of seriousness: written warning, reprimand or permanent exclusion from the training.

Article 8: Duty of confidentiality

Participants are required to maintain confidentiality regarding any information they may obtain about companies or other organisations with which they are in contact as part of their training.

Article 9: Monitoring of the training

Participants are required to complete the attendance sheet as the training progresses (morning and afternoon).

They authorise us to assess them throughout the duration of the training.

Upon completion of the training, a satisfaction questionnaire will be sent to them, and the participant undertakes to complete this questionnaire.

Article 10: Representation of participants

For each training programme lasting more than 500 hours, a principal delegate and a deputy delegate shall be elected simultaneously by single-member, two-round voting. All participants are voters and eligible for election, except detainees admitted to take part in a vocational training programme.

The training manager organises 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.

Where participant representation cannot be established, a formal record of non-representation shall be drawn up and submitted to the territorially competent regional prefect.

The delegates are elected for the duration of the training. Their functions end when they cease, for any reason, to take part in the training. If both the principal delegate and the deputy delegate cease their functions before the end of the training, a new election shall be held.

The delegates may make any suggestions to improve the conduct of the training. They shall present any individual or collective complaints relating to the organisation of the training, health and safety conditions, and the application of these regulations.

Article 11: Publication

A copy of these regulations is distributed to participants before registration on the IHEED-Ferdi website: <https://ferdi.fr/formations-ihedd>.