

## Internal Regulations

### **I / General Provisions**

---

**Article 1.1 - Objet of Internal Regulations :** Institut MERMOZ is a training organisation established at Parc d'affaires ICADE – 43 avenue Robert Schuman – 94150 RUNGIS. Declaration of activities are registered under the number 119 406 691 94 at the Préfet de la Région Ile de France.

The present internal regulations are established according to the following legal Code of Work articles: L.6352-3, L6352-4 et R6352-1 à R6352-15.

These Regulations apply to all students present on site or e-learning students who are registered for training sessions at the Mermoz Institute for the duration of the training sessions

The Regulations concern

- Mesures regarding hygiene and safety legal requirements
- General rules relative to discipline

They also define the nature and scale of any sanctions that may be applied in case of disregard of announced rules and the rights of those sanctioned according to the principles found in L.6352-4 of the Code of Work.

**Article 1.2 – Field of Application :** The rules herewith apply to all trainees in every training course or class.

**Article 1.3 – Obligatory Adhesion :** The provisions cited in the present rulings shall be applied de facto to all trainees. They are directly applicable and require no consultation with or by the trainees.

### **II / Hygiene and Safety**

---

When training takes place in the premises of the Institute or in outside premises which do not have Internal Regulations the provisions of the present chapter II Hygiene and Safety will apply.

**Article 2.1– General Principles :** The management board of the Institut MERMOZ assume responsibility for hygiene and safety within their establishment . Management shall thus ensure that all legal provisions are implemented and respected by all concerned within the working environment and organisation.

General provisions are cited in the following paragraphs.

When training takes place in outside establishments detaining their own Internal Regulations, the provisions for hygiene and safety of that establishment shall be applied and this in conformity with Article R.6352 - 1 of the Work Code.

#### **Article 2.2–Respect of Hygiene and Safety Measures**

Trainers are required to ensure that all trainees understand and apply the safety directives applicable to the courses that they teach. In order to enforce directives, information shall be given as often as is deemed necessary by the trainers. Each trainee has the obligation to inform the trainer or management of any urgent measure that should be implemented in order to avoid any dangerous situation. Trainers must refuse the presence of any person who does not respect the safety directives or who refuses to comply with the aforementioned directives after notification by the trainer.

**Article 2.3.- Wash basins . Toilets :** Trainees are required to leave all wash basins and toilet in a clean state after use.

**Article 2.4. – Meals. Drinks :** Meals are not allowed to be taken in the rooms or premises which are used for training purposes unless expressly authorised by the management of the training organisation. Trainees may not bring alcoholic beverages into the work premises.

**Article 2.5. – Accidents and Health Problems :** Any health incident or accident occurring during a training session, even if deemed to be benign, must be reported to the management. This must be done by the interested party or anyone having knowledge of the incident/accident.

**Article 2.6. – Provisions of Protection and Safety :** All legally binding hygiene and safety measures and directives given by the Work medical doctor are to be adhered to by all concerned. General and exceptional directives are to be strictly respected.

Trainees must :

- Use and take care of all individual protective material given to them
- Respect the safety directives of each course and premises.
- Immediately report to the trainer or management any defective or damaged health and safety material or measures
- Immediately report to the trainer or management any unusable devices or installations which may compromise safety.
- Not touch any equipment, material or electric installation without prior authorisation from a manager and observe all security measures.
- Not use any material for which autorisation has not been given.
- Not repair or dismount any material without authorisation if this is not asked for under normal circumstances during training.

**Article 2.7. – Provisions for Fighting fire :** Personnel must be aware of and respect fire safety directives. All must leave free access to fire fighting equipment and fire exits. Trainees will not smoke on the Institut MERMOZ premises.

### **III / Discipline**

---

**Article 3.1. – Course Hours :** Training course times are established by Institut MERMOZ and trainees shall be informed when summoned. Trainees shall respect these hours. The training manager may modify course times if necessary, trainees shall respect times given by the training manager.

Training course hours must be strictly respected and non conformity to this ruling will lead to disciplinary measures. Late arrivals must be immediately justified. If a late arrival causes any disruption of the training programme, the person may be asked to return to class at a later hour. Repeated, unjustified late arrivals may result in sanctions cited in the present Internal Regulations.

**Article 3.2. – Presence in classes :** During the training period, trainees must behave in a professional manner and not absent themselves from class with exception to break times and other necessary agreed absences. Trainees must sign a presence sheet twice a day.

**Article 3.3. – Absenteesim :**

Any absence must be authorised by management, with the exception of unforeseen circumstances. Non authorised absences shall be regarded as irregularities, any absence of more than 48 hours and repetitive absences of less than 48 hours may lead to sanctions.

The Institut MERMOZ shall be informed of any absence by e-mail at [pilot@institut-mermoz.com](mailto:pilot@institut-mermoz.com).

The Institut MERMOZ informs trainees that repetitive absenteeism will lead to non-validation of the course and the impossibility of sitting the DGAC (French Civil Aviation Authorities) exams.

**Article 3.4. - Materiel. Documents :** Each trainee must preserve and take care of all official documents and material given to him/her. No material may be used for personal purposes. At the end of the course, all trainees must return material and documents belonging to the Institut MERMOZ.

**Article 3.5. – General Behaviour :** Throughout the training course trainees are obliged to be courteous, respectful, discrete and polite. Rules concerning general individual behavior and the smooth running of the Institut MERMOZ formally prohibit the following :

- Incorrect attitudes towards others
- Time spent on matters not related to the training course
- Preservation of files and documents at the domicile of the trainee without written authorisation from the Institut MERMOZ.
- Circulation of political or non political material, lists, subscriptions or donation papers
- Organisation of non authorised money collection
- Business transactions
- The taking of objects belonging to the training organisation without written authorisation
- Drunken behaviour or drug taking
- Smoking or using electronic cigarettes in public places or on the training premises
- Use of mobile telephones and laptop computers during classes.

**Article 3.6. – Entrance et Exits :** Trainees must enter and exit the building using the affected paths and doors. All other doors are prohibited.

**Article 3.7. – Responsibility of the Institut MERMOZ in case of theft or damage to private belongings :** The Institut MERMOZ declines all responsibility in case of theft, robbery or deterioration of personal objects of any nature belonging to trainees within the building or perimeter of the training building ( class rooms , administrative offices, parking lots ...).

**Article 3.8. – Telephone et external communications :** Unless authorised, the use of mobile phones for personal communications is not allowed. Trainees may not receive any correspondence or personal packages at the address of the training organisation.

**Article 3.9. – Dress code and general presentation :** Trainees are requested to dress correctly and in a decent fashion and correctly behave in the presence of anyone in the training premises.

**Article 3.10. – Copyright and Reproduction :** It is formally prohibited to record , photograph or film training sessions or any of the material provided. Teaching documents are protected by copyright and may not be used for any other purpose than that of the training sessions .

## **IV / Disciplinary measures and Rights of Defense of Trainees**

---

### **Chapitre 4.1. – Disciplinary measures – Field of application**

Discipline is organised around the rules which ensure the training activity, hygiene and safety as defined in the above Chapters II et III.

Acts leading to disciplinary action are the following :

- Theft or voluntary deterioration of material.
- Incorrect or aggressive attitudes towards other trainees, trainers or representative of the Institut MERMOZ,
- Drunkenness or drug use
- Disruption of training classes or programme.

The present Internal Regulations apply to all trainees of the Institut MERMOZ, whether constantly “on site” or on a distance learning course.

### **Chapitre 4.2. – Disciplinary Sanctions**

**Article 4.2.1. –Definition of sanctions :** In Conformity with article R.6352-3 of the Work Code , a sanction is any measure other than verbal , taken by the Director of the Training organisation against a trainee who has committed a bad act , whether the disciplinary measure affects the presence of the author or his/her future acceptance to continue training.

**Article 4.2.2. – Nature of sanctions :** Sanctions which may be enforced within the Institut MERMOZ are the following :

- **WARNING :** A stern written reminder of rules which will not compromise the future training of the guilty trainee.  
The trainee shall officially recognise having received the warning by directly signing the warning document or by signed reception of a recommended postal letter of warning.
- **EXCLUSION FROM TRAINING :** This measure automatically interrupts any further training or participation of the trainee in classes to which he/she has subscribed.

**Article 4.2.3. – Scale of sanctions :** Sanctions above are listed in order of severity. The choice of sanction shall correspond to the severity of the fault committed.

The leniency of the sanction will take into account personal and financial factors of the person.

### **Chapitre 4.3. – Disciplinary Procedures and Rights to Defense**

#### **Article 4.3.1. – Procedures applicable to simple warnings**

In application of article R.6352-4 of the Work Code, the trainee shall be informed of acts held against him/her before any formal written warnings. Written notification shall be done :

- By Written letter handed directly to the person against a signature of a copy of the letter
- Or by registered postal letter.

**4.3.2. – Procedure applicable in case of absolute and definitive exclusion from training :** When the Director of the Training institute or his representative decide to apply a sanction which affects the future presence of the trainee in the training programme, procedures are as follows :

1° The Director of the Training institute or his representative summons the trainee giving the reason for the summons. A date, hour and place will be notified for the interview on the summons. This shall be done by registered letter or directly handed to the interested party against signature.

2° During the interview, the incriminated person may be assisted by a person of his/her choice – a class delegate if wished.

3° The Director of the Training institute or his representative shall notify the act which causes an envisaged sanction and demand explanations from the trainee.

In application of article R.6352-6 of the Work Code, the sanction cannot be enforced before 24 hours after the interview and not later than 15 days afterwards. The sanction shall be written and justified and delivered directly to the trainee or sent by recommended post against signature. If temporary exclusion is vital then no definitive exclusion may be exercised without following procedures in article R. 6352-4 du Code du Travail and articles R. 6352-5 et R. 6352-6 must be observed.

**Article 4.3.3. – Temporary exclusion :**

When the act of the trainee requires immediate temporary exclusion, this measure will be notified orally to the trainee. The trainee shall immediately execute orders. No definitive sanction or exclusion shall be taken without referring to procedures in above articles 4.2.1 et 4.2.2

**Article 5 – Trainee Representatives :**

If the training period exceeds 500 hours, a trainee class delegate and sub-delegate shall be elected. All trainees are electors and eligible.

The director of the Institut MERMOZ or his representative shall organise the elections during training period hours, at the earliest 20 hours after the beginning of training and before 40 hours have elapsed. Delegates shall be elected for the duration of the training period. They shall cease all duties when they terminate their training.

If the delegate and/or sub-delegate terminate their duties before the end of the training period another election shall be held.

Delegates may suggest improvements to training conditions or conditions of students at the Institut MERMOZ.

They may present individual or collective complaints relative to these matters or to conditions of hygiene or safety at work and/or the application of these present Internal Regulations

**V – DATA PROCESSING**

---

In accordance with the provisions of articles 38 and following of the law 78-17 of January 6, 1978 relating to data processing, the files and freedoms, any user has a right of access, rectification and opposition to the personal data concerning him, by making his written and signed request, accompanied by a copy of the identity document with signature of the holder of the document, specifying the address to which the response must be sent.

**VI – Notification of the Regulations**

---

A copy of the present shall be remitted to each trainee before enrolment.

Copy remitted to the trainee on the date of .....

Surname, First name and signature of trainee  
with mention " I hereby certify that I have received the present Regulation"