

INTERNAL RULES AND REGULATIONS

Preamble

The purpose of these internal regulations is to define the rules applicable within Boulogne-sur-Mer Langues et Cultures (BMLC) to ensure a climate conducive to learning, mutual respect, and the smooth running of educational activities. They apply to all members: learners, instructors, administrative staff, and anyone present on the premises or participating in training courses, whether in person or remotely.

Article 1 – Scope of application

These regulations apply to all training courses provided by BMLC, whether they take place on its premises, at a company or within an organization, or online.

Each member is required to comply with these provisions upon entering the establishment or participating in a session.

Article 2 – Admission and reception

Admission procedures are defined by the educational management team and communicated to each candidate before the start of the training program.

A welcome session is held at the beginning of each session, with a presentation of the team, practical details, and the training program schedule.

All new staff members, new contributors, or new training program participants acknowledge that they have read and understood these internal regulations.

Article 3 – Schedules and attendance of learners

Schedules are provided to each participant in advance.

Attendance is essential for success: each learner must adhere to the schedule and notify the school in advance of any absence or delay.

Any unjustified absence constitutes misconduct punishable by sanctions and will result in the learner or their company being billed.

Article 4 – Conduct and respect

Staff, contributors, and learners are asked to come to the organization dressed appropriately and to behave respectfully toward all members, be polite, listen, don't discriminate, and don't engage in any form of harassment or violence.

Any discriminatory, insulting, or unlawful comments or behaviour will be punished. It is forbidden to bring or consume illegal substances or alcohol on the organization's premises.

Cell phones and electronic devices must be used with discretion so as not to disrupt the sessions.

Unless expressly authorized by management or the educational supervisor, learners who have access to the establishment to attend their training may not:

- Enter or remain there for any other purpose
- Bring in, cause to be brought in, or facilitate the bringing in of persons who are not members of the organization, or of goods intended for sale to staff or other learners.

Article 5 – Attire and Presentation

Appropriate attire suitable for a professional and educational setting is required.

Distinctive clothing or symbols must not undermine respect for others or disrupt the training program.

Article 6 – General health and safety rules

Everyone must ensure their own personal safety and that of others by complying with the general and specific safety instructions in force at the training venue, as well as with regard to hygiene.

Everyone is asked to adopt appropriate personal and collective hygiene practices.

In accordance with Article R.6352-1 of the Labor Code, when training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to learners are those set out in the latter regulations.

In addition, personnel sent to a company for training are required to comply with the health and safety measures set out in the company's internal regulations.

Article 7 – Fire safety instructions

Fire safety instructions, including a map showing the location of fire extinguishers and emergency exits, are displayed on the premises of the organization so that all learners are aware of them.

Demonstrations or drills are planned to check that firefighting equipment is in working order and to review evacuation and prevention instructions.

Emergency exits must remain clear and accessible at all times.

Any anomaly, accident, or fire must be reported to the trainers, the administrative office, or management.

Article 8 – Access to premises and equipment

Access to the premises is restricted to authorized persons during opening hours and training sessions.

The teaching materials provided must be used with care and returned in good condition at the end of the session. All members are responsible for the equipment and common areas used.

In the event of theft, damage, or loss of equipment, the member concerned may be required to reimburse or repair it.

Article 9 – Liability of the organization in the event of theft or damage to personal property

BMLC accepts no responsibility for the loss, theft, or damage of personal items of any kind left on its premises (classrooms, administrative offices, etc.).

Article 10 – Confidentiality and data protection

Personal information collected is processed in accordance with applicable law.

Everyone agrees not to disclose confidential information concerning members, speakers, content, or training partners.

The use of digital data must respect the right to privacy and the confidentiality of exchanges.

Article 11 – Use of digital resources

Access to computer resources and the Internet must serve educational purposes.

Personal use must remain reasonable and must not disrupt collective activity.

Viewing, exchanging, or distributing illegal or dangerous content is strictly prohibited.

Any behaviour that violates the IT charter will be punished.

Article 12 – Rights and duties

The right to training, freedom of expression, and active participation are guaranteed, within the established framework.

Each member must contribute to the working environment and collective success.

Proposals, suggestions, and requests for improvement can be addressed to the teaching team or management.

Article 13 – Provisions relating to penalties

In the event of non-compliance with the regulations, appropriate sanctions may be imposed by management: warning, temporary or permanent exclusion, depending on the seriousness of the offense.

Sanctions are notified in writing and may be appealed to an internal committee.

Article 14 – Complaint and mediation procedures

A complaint form is available to members, allowing them to express disagreement or a problem.

Mediation can be requested from management or a designated representative to promote dialogue and resolve any conflicts.

Article 15 – Amendments and posting of the rules

These regulations may be amended at any time by management, after consultation with stakeholders.

Each version of the regulations is dated and displayed on the organization's premises and digital media.

All members are informed of any amendments and must comply with them.

Article 16 – Entry into force

The rules come into effect on the date they are adopted by management.

Each member acknowledges that they have read the rules and agrees to comply with them.

These internal rules are intended to guarantee the quality of training, safety, and respect for everyone, so that each member can thrive in a stimulating and equitable environment.