



ALLIANCE FRANCAISE OF BORDEAUX INTERNAL REGULATIONS

ARTICLE 1:

These rules of procedure apply to anyone attending a training session or an activity organized by the Alliance Française of Bordeaux whether it takes place at its premises or not. A copy of this document is available at the association's welcome desk and provided to every student or trainee upon registration (either in person or via email).

The rules of procedure deal with health and safety rules, general and permanent rules related to disciplinary issues and the type and scale of possible sanctions against students or trainees who would not follow the rules as well as procedural guarantees when a sanction is being considered.

All students or trainees have to comply with the terms of these internal regulations during the entire training session, when they are at the premises or when they take part in the cultural activities organized by the Alliance Française of Bordeaux.

SECTION 1: HEALTH AND SAFETY RULES

ARTICLE 2: GENERAL PRINCIPLES

Injuries and illness prevention is imperative and demands that everyone respects:

- the health and safety applicable rules where training sessions are held;
- any instruction dictated either by the Alliance Française of Bordeaux management (or any legal representative) regarding mainly the use of the equipment made available.

Everyone should ensure their own safety and that of the others by complying, given their training, with the health and safety rules.

Any malfunction of the safety system must be reported immediately to the Alliance Française of Bordeaux management or to an institution representative (worker or volunteer).

Anyone failing to comply with these rules is liable to disciplinary sanctions.

ARTICLE 3: FIRE SAFETY REGULATIONS

Fire safety regulations including especially fire extinguishers and emergency exits location are displayed at the premises of the Alliance Française of Bordeaux. Students or trainees must read these documents.

In case of a fire alarm, students or trainees must cease all activities and quietly follow the instructions of the training center authorized representative or the emergency services.

Anyone witnessing a fire outbreak must immediately call the emergency services and dial 18 from a landline or 112 from a mobile phone and report to an Alliance Française of Bordeaux representative.



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ARTICLE 4: ALCOHOL AND DRUGS

The introduction and consumption of drugs or alcoholic beverages is strictly forbidden. Entering or remaining at the premises of the Alliance Française of Bordeaux under the influence of alcohol and/or drugs is prohibited. Consumption of alcoholic beverages will only be allowed in case of tasting and festive events organized by the Alliance Française of Bordeaux management.

ARTICLE 5: SMOKING BAN

It is strictly forbidden to smoke and/or use an electronic cigarette in the class rooms and at the premises of the training center, more generally.

ARTICLE 6: ANIMALS

No animals will be allowed at the premises except from guide dogs for the blind.

SECTION 2: GENERAL DISCIPLINE

ARTICLE 7: STUDENTS' ATTENDANCE

ART. 7.1. Training schedule

The students have to comply with the set schedule communicated beforehand by the Alliance Française of Bordeaux. Failure to observe the schedule may result in penalties.

ART. 7.2. Absence, delay and early departure

In case of absence, delay or early departure, students have to notify the Alliance Française of Bordeaux. Where appropriate, the institution may inform the funder.

ARTICLE 8: CLOTHING

Everyone is invited to show up at the Alliance Française of Bordeaux premises with appropriate clothing.

ARTICLE 9: BEHAVIOR

Persons must behave in accordance with commonly accepted rules of respect for others and civility, as well as the laws and regulations in force.



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ARTICLE 10: LANGUAGE

The Language spoken during classes is French. Only the teacher or an institution legal representative can choose to speak, from time to time, in another language to interact with or among the students.

ARTICLE 11: USE OF MOBILE PHONES

Mobile phones are to be switched off or kept in silent mode during classes and Alliance Française of Bordeaux activities. Only the teacher or an institution legal representative may choose to allow it, from time to time.

SECTION 3: DISCIPLINARY MEASURES

ARTICLE 12: DISCIPLINARY ACTIONS

In the event of non-compliance with any of these rules, sanctions may be enforced by the Alliance Française of Bordeaux or its legal representative against the student or the trainee.

Any conduct seen as wrongdoing may, regarding its nature and seriousness, be subject to a sanction:

- reminder;
- warning written by the Alliance Française of Bordeaux director or by his/her representative;
- temporary exclusion from the training;
- definitive exclusion from the training.

Fines or other financial sanctions are prohibited.

The Alliance Française of Bordeaux representative or his/her representative informs of the penalty imposed:

- the student/trainee ;
- the employee trainee's employer or the agent trainee's administration;
- and/or the training funder.