



## **RULES FOR PROFESSIONAL TRAINING**

Clean Horizon Consulting, a company registered under the Laws of France (SIREN registration number 517 871 182) and located at 12 rue de la Chaussée d'Antin, Paris (75009) in France, is a French private training organisation authorised under the existence number 11755107875. Clean Horizon proposes classroom and online training programmes on Energy storage for professionals.

These rules are written in accordance with the legislation in force (Art L.6352-3 to L.6352-5 and R.6352-1 to R.6352-15 of the French Labor code). They include the health, safety, discipline and representation rules applicable to people taking part in a training action (trainees and trainers) during all the duration of this training action.

Participation in training implies knowledge of this guidance document and compliance with the rules it describes.

### **Article 1: General health and safety rules**

When attending a classroom-training session, each participant must ensure their personal safety and that of others by respecting the general and specific health and safety instructions in force on the training site.

In accordance with Article R.6352-1 of the French Labor code, trainees must comply with the health and safety measures of the company or the site which hosts the training.

Equipment, classrooms, access roads and toilets must therefore be kept in good working conditions and not be damaged. Any voluntary degradation will be charged to its author.

Participants and trainers are advised not to leave valuables unattended in the training rooms during breaks. Clean Horizon Consulting cannot be held responsible for theft or damage which may affect clothing, personal items or vehicles belonging to participants and trainers.

### **Article 2: Fire instructions**

In the case of in-person training, fire instructions, location plan for fire extinguishers and emergency exits are displayed in the premises where the training is located so as to be clearly visible and known to all participants.

Demonstrations or exercises are planned to check the operation of the fire-fighting equipment and the evacuation prevention instructions. Participants are required to follow safety instructions, where applicable, and to conduct evacuation drills.

### **Article 3: Accident**

Any accident - occurring in the course or in connection with the performance of a training action - must be immediately declared to the Head of the training organization, or to the trainer by the injured participant or the witnesses to the accident.



The statement must include the exact time and date of the accident, the exact location, the identity of the victim, the identity of the witnesses and the circumstances of the accident.

In accordance with article R 6342-3 of the French Labor code, the Head of the training organisation will notify the accident of the participant to the participant's employer and to the social security fund.

## **Article 4: Use of alcohol, drugs and tobacco**

Trainees are prohibited from being intoxicated or under the influence of drugs during the training action, as well as entering the training site and consuming alcoholic beverages or drugs there.

As required by the French Decree n°92-478 published on May 29th, 1992 setting the application of the ban on smoking in public places, smoking is strictly prohibited in the training premises made available by Clean Horizon Consulting or by the company that mandated Clean Horizon Consulting.

## **Article 5: Agenda - Breaks - Absence and delays**

The training program is fixed by the training organisation and brought to the attention of the trainees when receiving the registration confirmation which mentions the dates, times, places and logistic conditions for the training.

Trainees are required to respect the time schedule of the training sessions.

If joining an online training, trainees must test their equipment and the webinar connexion links sent by the training organisation before the start of the training session.

When the training takes place over a day of 7 hours or more, a 15-minute break is scheduled on mid-morning and mid-afternoon.

In case of absence or delay of any participant, the training organization must be notified by:

- the contact person of the company, in the case of an in-company training,
- or directly by the participant, in the case of an open training

Trainees must notify the trainer in advance of early departure from the course

If a participant is to be replaced, the training organisation must be expressly informed before the course is held:

- by the contact person of the company, in the case of an in-company training.
- or directly by the participant, in the case of an open training.

In case of delay, early departure or absence, the participant will not be able to fully validate his/her training and will not receive a training certificate.

## **Article 6: Use of training materials**

Each trainee is required to use the equipment in accordance with their own use for carrying out the training. The equipment provided to the trainee during the training must be kept in good condition.

At the end of the training, the trainees have the obligation to return the equipment and documents made available to them by the training organization, except for the educational documents distributed to the trainees during the training.



It is strictly forbidden, unless specifically authorized, to record or film the training sessions. The educational documents provided during the training sessions are protected by copyright. Their reproduction, without the authorization of the training organization, is strictly prohibited. These documents can only be reused for a personal purpose.

## **Article 7: Processing of trainee data**

The data you provide in the context of your registration will be processed by the training organisation - Clean Horizon Consulting, 517 871 182, 12 rue de la Chaussée d'Antin, Paris 75009 - in its capacity as data controller, in order to process and manage your registration and training.

This data processing is necessary for the execution of your registration and training. Clean Horizon Consulting takes the protection of your personal data very seriously with all due care and exclusively for the legitimate purposes for which it was collected. Unless authorized by the trainee, the training organisation will keep confidential all the personal and professional data of the trainees which would be brought to their attention.

The data will be kept for three years after the last contact with the applicant. The Finance and Administration Department and the Trainers are the recipient of this data.

The data controller undertakes not to transfer your personal data outside the European Union as part of its processing operations.

In accordance with the regulations in force, you have the right to access your personal data, to rectify and delete them, to limit the processing and to object on legitimate grounds. You also have the right to the portability of your data. To exercise these rights or for any questions relating to your data, contact our data protection officer at the following e-mail address: [dpo@cleanhorizon.com](mailto:dpo@cleanhorizon.com).

## **Article 8: Attendance sheets**

Trainees must sign the training attendance sheet for each half-day of training. In the absence of a signature, the trainee will be considered absent.

For online training sessions, the log report from the webinar platform will serve as sign-up, using the participant's log in and log out dates and times.

## **Article 9: Behaviour**

Each trainee must comply with the conditions of these rules of procedure.

Trainees are invited to be courteous towards everyone present at the training.

Any behaviour contrary to morality (rudeness, harassment, threat, insults, etc. with regard to all the staff of the Training Organization or other trainees), or contrary to the aforementioned rules of procedure - and whatever either the communication method used (telephone, email, forum, etc.) - may be subject to a penalty.

The trainees acknowledge that conducting the training is the responsibility of the trainer while respecting the program and the tools made available by Clean Horizon Consulting.



The use of mobile phones is only possible during breaks.

The use of a computer and / or a tablet is only possible when it corresponds to the training format; any use of other objects may cause discomfort for other trainees and / or for the trainer.

Trainees accept to take all the care and time necessary for the evaluation of the training upon its completion with the constant concern of improving it.

Trainees refrain from highlighting any membership of a professional union and refrain from developing any proselyte action during the training.

More specifically, trainees are strictly prohibited from:

- using the services made available by the training organisation for illegal purposes,
- making commercial use of the information, services and content provided by the training organisation,
- introducing non-registered persons into the premises during classroom training or to have non-registered persons attend online training,
- sharing, free of charge or for a fee, their access credentials to a third party in the case of online training,
- disseminating educational content to the public as well as all related activities,
- disseminating the personal or professional contact details shared by the trainees (e-mail addresses, postal addresses, telephone numbers, etc.).

## **Article 10: Sanction**

In the event of actions causing serious disturbances to the training, the trainer is authorised to exclude the offending trainee if he/she has been ignoring the trainer's reminders.

This decision will be notified in writing to the trainee employer and possibly to the Approved Organisation run jointly by employers and unions ("Organismes Paritaires Collecteurs Agréés, OPCA") which sponsors the training in the case of trainers employed by a French corporation.

Any breach of these rules of procedure will be noted in writing: written report from Clean Horizon Consulting to the employer responsible for training, to the Approved Organisation run jointly by employers and unions ("Organismes Paritaires Collecteurs Agréés, OPCA") which sponsors the training in the case of trainers employed by a French corporation.