



**SELF
THÉRAPIE
FORMATION®**

INTERNAL REGULATIONS

GENERAL PROVISIONS

Article 1:

In accordance with the provisions of Articles L.6352-3 et seq. of the Labour Code, the purpose of these Internal Regulations is to define:

- the applicable health and safety measures,
- the disciplinary rules, including the nature and scale of sanctions applicable to trainees, and the applicable procedure.

These Internal Regulations apply to all the trainees in every training course.

REGISTRATION REQUIREMENTS

Article 2:

Each trainee must commit to the entire training course, as described in the relevant training programme.

Article 3:

The trainee candidate must send a pre-registration application via www.selftherapie.org which will be submitted to the trainer in charge for approval. The candidate will be informed by email whether or not his or her application has been accepted. A preliminary interview may be requested by the trainer. For each level of training, the candidate who has already completed the level sought for his or her registration will not be given priority over other candidates registering for the same level for the first time.

FINANCIAL TERMS AND CONDITIONS

Article 4:

Registration fees, updated each year, will be brought to the attention of the trainees through www.selftherapie.org. The amount to be paid for each training course will be set out in the training contract or agreement.

Article 5: For a professional training contract

After the 10-day withdrawal period provided by law (Ref: Articles L. 6353-5 and L.6353-6 of the Labour Code), a maximum payment of 30% of the balance will be requested from the trainee at the time of the definitive registration. The payment of the remaining balance for the training course will be by instalments as the training activity progresses.

Article 6: Reimbursement of amounts unduly received

In the event of cancellation of the training course by SELF THÉRAPIE FORMATION, the trainee or the company will be reimbursed the sums paid in full.

In the event of early termination of the training course by the training body for any reason whatsoever, only the services actually provided will be payable on a *pro rata basis* according to their value as set out in the training agreement or contract.

In the event of temporary incapacity preventing the scheduled trainer from providing a training session:

- SELF THÉRAPIE FORMATION will cancel and replace this session with another, scheduled within a period not less than six months after the end of the training course in progress.
- The scheduled trainer may be replaced by a trainer certified by the Center for Self Leadership (may or may not be French-speaking). In cases where the replacement trainer is not French-speaking, simultaneous translation will be arranged.

Article 7: Cancellation, remediation and compensation clause

If the trainee is prevented from undergoing training due to a duly recognised force majeure event, the professional training contract will be terminated. In this case, only the services actually provided will be payable on a *pro rata basis* according to their value as set out in the training agreement or contract.

If the trainee interrupts the course for any reason other than a force majeure event, the entire cost of course will remain payable.

In the event of cancellation of the course due to the trainee less than 10 days before the beginning of the course, for a reason other than a duly recognised force majeure event, a refund will be made of 75% of the amount paid at the time of registration. In case of abandonment of the training course by the trainee, or withdrawal, after less than 5 days of training, and for reasons other than a duly recognised force majeure event, the full cost of training will remain payable.

In all cases of interruption or abandonment of the course for any reason other than a force majeure event, the costs remaining payable will not be attributable to the training activity.

The trainee commits to the totality of the training activity and must specify, at the latest fifteen days before the beginning of the training course, the planned method of financing.

The option of payment in instalments (due at the beginning of each training module) does not relieve the trainee of the responsibility to honour his or her financial commitment for the entire training course.

Article 8:

If the attendance certificate is not issued (see Article 13), no refund will be made. In the event of exclusion (see Article 12), no refund will be made.

SANCTIONS AND DISCIPLINARY PROCEDURES

The director of the training centre is responsible for the application of these Internal Regulations. In case of violation of the disciplinary rules, or if the actions of one or more trainees infringes the proper functioning of the group, the director of the training centre may apply this chapter and decide on any temporary exclusion measure where appropriate, especially if it is necessary for the protection of persons.

The definitive sanctions relative to the actions which justified these provisional measures will then be taken in line with the procedures set out in Articles 9 and 10 below.

Article 9: Definition of the sanction

"Any measure, other than verbal observations, taken by the head of the training body or his or her representative, following an action of the trainee considered by him or her as at fault, whether or not this measure is likely to immediately affect the presence of the person concerned in the course, or to question the continuity of the training the person receives" constitutes a sanction within the meaning of Article R.6352-3 of the Labour Code.

Article 10: Nature and scale of disciplinary action

- a warning foresees a temporary exclusion;
- an exclusion, which results in the permanent interruption of the trainee's participation in the training course.

Article 11: Procedure applicable in the event of a warning

The legal representative of SELF THÉRAPIE FORMATION will inform the trainee of the facts justifying the warning before any notification.

The warning will be notified by registered letter with acknowledgement of receipt, or delivery of a letter by hand against receipt.

Article 12: Procedure applicable in case of an exclusion

If the director of the training body or his or her representative intends to apply a sanction that will have immediate or future consequences on the presence of a trainee in a training course, the following procedure will be applied:

- 1) The director or his or her representative will summon the trainee to an interview, indicating to the trainee the subject of the convocation. This will specify the date, time and place of the interview. This will be in writing, sent by registered letter or delivered to the person concerned against receipt.
- 2) During the interview, the trainee may be assisted by the person of his or her choice, including the trainee delegate or substitute if one exists. The convocation mentioned in point 1 must state this possibility.
- 3) The director or his or her representative will indicate the reason for the sanction considered, and will hear the trainee's explanations.

In accordance with the provisions of Article R.6352-6 of the Labour Code, the sanction will take effect no earlier than one clear day, or no later than fifteen days after the interview.

It will be the subject of a written and reasoned decision, notified to the trainee by registered letter or hand delivered against receipt.

Article 13:

The trainee will be supervised throughout his or her training by the assistants and the trainer, as part of the practical sessions in supervised groups, and individual exchanges at the request of the trainee or the trainer. An attendance certificate will be given at the end of the training course indicating the title of the training course, the dates and location of the course, the name of the training centre, and the signature of the president of Self Thérapie Formation.

An attendance certificate will not be issued if the trainee is absent for:

- more than three days or six half days for the basic level of IFS training,
- more than two days or four half days for the advanced level of IFS training,
- more than one day or two half-days for the 5-day seminar with Richard Schwartz.

The issuing of the attendance certificate is triply conditioned by the actual attendance of the trainee, by the signature of his or her personal training contract, and by the payment of the full cost of the training course concerned (for individual registration). In the event of total or partial non-payment of this sum at the end of the training course, the attendance certificate will not be given to the trainee.

Article 14:

Supervision of the trainees during the training course will be provided by both the trainer and the assistants. In practical groups, supervision will be provided by the assistant under the responsibility of the trainer, and under conditions defined by him or her during the training course. It will not be possible, under penalty of exclusion for the trainee, to avoid these terms.

HEALTH AND SAFETY

In accordance with Article R.6352-1 of the Labour Code, it is recalled that when the training course takes place at an establishment that already has internal regulations, the health and safety measures applicable will be those of the latter regulations.

If the training course takes place on the premises of the training body, or on premises outside of the training body not having Internal Regulations, all the provisions of this chapter will be applied.

Article 15: General rules

The management of the training body is responsible for health and safety on the premises where the training course is provided. As such, it is incumbent on it to implement and enforce compliance with all applicable laws and regulations as a result of all the characteristics of the training activity and its organisation. Provisions of a general nature are the subject of the following paragraphs. Special or ad hoc measures may be taken through internal memos, as indicated above, if the specificities of the situation, the activity or the organisation of the course so require. It is the responsibility of the trainers to supervise the trainees, and to update as often as necessary the trainees' information on safety applicable to the completion of the courses. Any trainee has the

duty to report immediately to the trainer or to the management of the training body the urgent measures to be implemented to prevent any possible danger.

Article 16: Washrooms and toilets

The trainees undertake to maintain in a good state of cleanliness the sanitary facilities placed at their disposal in the premises where the training course takes place.

Article 17: Catering

The place and time of meals and breaks will be fixed by the trainer in consultation with the trainees. Unless expressly authorised to do so, the trainees undertake not to take their meals in the premises allocated to the training activity.

Article 18: Alcoholic beverages

Trainees undertake not to consume or introduce alcoholic beverages in the premises where the training course takes place.

Article 19: Smoking ban

It is strictly forbidden to smoke inside all premises of the establishment assigned to collective use. Premises for collective use include, not only those permanently occupied by at least two persons, but also those in which other persons may pass other than the usual occupant, whether trainees, company trainees, or external persons. The premises concerned will display a "no smoking" sign.

Article 20: Fire

The trainer must ensure that the fire instructions, including the location plan for fire extinguishers and emergency exits, are posted so that everyone knows where they are in the premises where the training course takes place. The trainer must also ensure that fire-fighting equipment and emergency exits are accessible. For their part, trainees undertake to follow the evacuation procedures when necessary.

Article 21: Health and accidents

Before the training course, trainees undertake to inform the trainer of any health concerns if these require a special arrangement. **Trainees are responsible for informing the trainer of any severe mental handicap.**

During the training course, trainees undertake to report to the trainer any accident or incident, however minor, which may have occurred to any of them, either in the premises where the training course takes place, or on the way to or from the course.

Article 22: Protection and safety devices

The health and safety measures, and the directives of occupational medicine resulting from the regulations in force, are obligatory for all. To this end, the general and specific safety instructions applicable within the training body must be strictly observed. Trainees must:

- use the personal protection devices available to them, and ensure their preservation and maintenance,
- adhere to the safety instructions specific to each course or room,
- report immediately to the trainer or to the management of the training body any defect or any deterioration of the health and safety devices,
- report immediately to the trainer or to the management of the training body any stoppage or incident concerning devices or installations of any kind, or any failure likely to compromise safety,

- refrain from touching the sundry equipment and material, as well as the various elements of the electrical installations, without being qualified in this respect, or ordered by an official, and, in any event, without being authorised, and observing the security measures,
- refrain from using equipment for which they have not received clearance and/or authorisation,
- refrain from unauthorised repair or disassembly if this operation is outside of the normal assignment of the trainee concerned.