

VECTOR >

Internal Regulations for Training Programs

Preamble

Vector France is a professional training organization specializing in the development of embedded electronics, registered under number **11921410992**.

Its registered office is located at **106 avenue Marx Dormoy, 92120 Montrouge, France**.

These internal regulations, drawn up in accordance with Articles **L6352-3, L6352-4 and R6352-1 to R6352-15 of the French Labor Code**, apply to all trainees for the duration of their training and are intended to ensure the proper conduct of training sessions organized by Vector France.

Definitions:

- > **Client:** Individual or company registering a trainee.
- > **Trainee:** Individual participating in a training course.
- > **Inter-company training:** Training courses from the Vector France catalog, bringing together trainees from different organizations.
- > **Intra-company training:** Customized training delivered for a specific client.
- > **Training organization:** Vector France.

Article 1 - Purpose

These internal regulations define the operating rules of the training organization, health and safety instructions, and the disciplinary rules applicable to trainees.

Article 2 - Scope

These regulations apply to all trainees enrolled in training courses offered by Vector France, whether inter-company or intra-company, for the entire duration of the training. Each trainee is deemed to have accepted the terms of these regulations by attending a training course provided by the training organization and agrees that measures may be taken in the event of non-compliance.

Article 3 – Training Organization

To ensure the smooth running of training courses and optimal communication, trainees must provide their professional email address. These data are used by the organization solely to send trainees information and resources related to the organization and administrative management of the training.

> > On-site training locations

Inter-company training courses are held at: 106 avenue Marx Dormoy, 92120 Montrouge, in premises accessible to persons with reduced mobility.

These regulations also apply to any other training location, including client premises for intra-company sessions.

> > Distance learning

Before the training, trainees receive a notice including access details for the virtual classroom, links to download and test the required software and licenses on their workstation, and the contact details of the technical referent.

Trainees must connect using their first and last name and company name, with their camera turned on throughout the session. The participation of non-registered persons is prohibited.

Article 4 - Access to Training Premises

Unless expressly authorized by the director or training manager, trainees with access to the training premises may not: enter or remain there for purposes other than training; introduce or facilitate the introduction of unauthorized persons; or bring in goods intended for sale to staff or trainees.

Training rooms open 15 minutes before the start of the session and are closed during the lunch break.

Article 5 – Health and Safety

1) General rules

Each trainee must ensure their own safety and that of others by complying with the general and specific health and safety instructions in force at the training location. However, in accordance with Article R6352-1 of the French Labor Code, when training takes place within a company or establishment that already has internal regulations, the applicable health and safety measures are those set out in that regulation.

2) Smoking and vaping prohibition

Smoking and vaping are prohibited in training, break, and relaxation areas, in accordance with the French Public Health Code (Article R3512-2 and Decree No. 2006-1386 of November 15, 2006).

3) Alcoholic beverages and drugs

Trainees are prohibited from entering or remaining on the premises while intoxicated or under the influence of drugs, and from bringing alcoholic beverages or illicit substances onto the premises.

For on-site training, non-alcoholic beverages (hot and cold) are provided during breaks.

4) Fire safety instructions

In accordance with Article R4227-24 of the French Labor Code, fire safety instructions, including the location of fire extinguishers and emergency exits, are posted to ensure evacuation in case of emergency.

Article 6 - Dress Code and Conduct

Trainees must wear appropriate attire and behave respectfully toward all persons present within the organization or the training premises.

The use of mobile phones is prohibited during training sessions. During breaks, calls must be made outside the room and without disturbing the surroundings.

Any form of commercial advertising or political, trade union, philosophical, or religious proselytism is prohibited within the training organization.

Article 7 - Accidents

Any accident or incident occurring during training must be reported immediately to the trainer or the president of the organization. If an accident occurs during training or travel, the training organization will file the required declaration with social security, the employer, and/or the relevant funding body (OPCO).

Article 8 - Training Schedule

Training schedules are communicated to trainees in the official notice. The lunch break lasts one hour. For on-site training at Vector France premises, trainees are invited to have lunch at the company restaurant. For

safety reasons, no trainee may remain in the training area in the absence of the trainer.

Article 9 - Attendance Sheets

Trainees must sign an attendance sheet for each half-day.

Article 10 - Absences, Late Arrivals, or Early Departures

Trainees must comply with the communicated schedules. In the event of absence or late arrival at the start of training, they must notify Vector at **formation@fr.vector.com** as well as their employer, and provide justification. Absences and lateness during training (including after the lunch break) are prohibited, except in exceptional circumstances approved by the trainer.

Article 11 - End-of-Training Evaluations

Trainees are invited to complete evaluation questionnaires sent electronically on the last day of training and six weeks after the session.

Article 12 - Use of Equipment

Each trainee is required to take proper care of the equipment provided for training purposes and to use it only for its intended purpose. Use for other purposes, particularly personal use, is prohibited. At the end of the training, trainees must return all equipment and documents belonging to the training organization, except for training materials distributed during the course. Trainees are strictly prohibited from downloading any software or software versions other than those provided by the training organization onto the computers.

Article 13 – Photos and Recordings

It is strictly prohibited to photograph, record, or film training sessions.

Article 14 - Training Materials

The content and training materials used or distributed during training, in any form, are original works protected by intellectual property rights and copyright. The client and the trainee agree not to use, reproduce, transmit, exploit, or modify these materials, particularly for organizing or delivering training sessions.

Article 15 - Confidentiality

Vector France, the client, and the trainee agree to keep confidential all documents and information to which they may have access during the training service or during exchanges prior to registration, including all elements contained in the proposal sent by Vector France to the client. In particular, trainees are prohibited from using or disclosing any information relating to the personal or professional situation of other trainees encountered during breaks or training sessions.

Article 16 - Theft or Damage to Trainees' Personal Property

The training organization accepts no responsibility for loss, theft, or damage to personal belongings of any kind deposited by trainees on the training premises.

Article 17 – Sanctions and Disciplinary Procedure

Any misconduct by a trainee in violation of these regulations may result in a sanction decided by the director of the training organization or their representative.

A sanction is defined as any measure, other than a verbal remark, taken following an act deemed to be misconduct, whether or not it immediately affects the trainee's presence in the training. Possible sanctions, depending on the nature and seriousness of the offense, are as follows:

- > Written warning issued by the director of the training organization
- > Temporary exclusion
- > Permanent exclusion

The president of the organization must inform:

- > The employer, if the trainee is an employee attending training as part of a company training plan
- > The employer and the funding organization, if the training is carried out as part of a training leave

No sanction may be imposed without the trainee having been informed of the allegations against them, in accordance with Articles R6352-4 to R6352-8 of the French Labor Code.

Article 18 – Complaints

Any complaint must be submitted to the President of the organization at formation@fr.vector.com

Article 19 - Publication and Information

These internal regulations are available on the website <https://academy.vector.com/fr> and are sent to the trainee together with the training quotation. Information is displayed via dedicated notice boards.

Article 20 – General Conditions

Registration, payment, cancellation, and refund terms are available on the Vector website: <https://vector.com/terms>.

Effective date: April 18, 2025 V2 2025.04.18