



KISS THAT FROG

## RULES OF PROCEDURE

### The purpose of the rules of procedure

These rules of procedure determine:

- the main measures applicable to health and safety in the workplace
- The rules applicable to discipline, in particular the nature and scale of penalties applicable to trainees and their rights in the event of a penalty;
- Where the training takes place in a company or establishment which already has internal regulations, the health and safety measures applicable to trainees are those of the existing regulations. A copy will be given to them.
- These rules apply to all participants in training courses for the duration of the course. Each participant is considered to have accepted the terms of the present rules when he/she follows a training given by Kiss That Frog and accepts that measures will be taken against him/her in case of non-compliance. According to the article R.6352-1 of the Labour code, when the training takes place in an establishment already equipped with an internal regulation, the measures of safety and hygiene applicable to the trainees are those of this last regulation

### The information given to trainees before their final registration

- The program and objectives of the training,
- The timetable,
- The methods of evaluation of the training,
- The contact details of the person in charge of relations with trainees,
- The internal regulations applicable to the training course.

### HYGIENE AND SAFETY

The prevention of risks of accidents and illnesses is imperative and requires everyone to comply fully with all applicable health and safety regulations. To this end, the general and specific safety instructions in force in the establishments hosting the training courses, when they exist, must be strictly respected or, if failing to comply with these instructions, under penalty of disciplinary sanctions,

Alcoholic beverages

Participants must comply with the internal regulations of the establishment where the training takes place.

No smoking

18 Route de la Surie - 78490 GROSROUVRE | Tél. : +33 (0)6 25 05 51 38 - Mail : [formations@kissthatfrog.fr](mailto:formations@kissthatfrog.fr)

N° Siret : 838 186 310 00010 - N° de déclaration d'activité 11756095475 auprès du préfet de la région Île-de-France

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Participants must comply with the internal regulations of the training establishment where the training takes place.

### Accident

Any accident or incident occurring on the occasion of or during the training must be immediately declared by the injured participant or the persons witnessing the accident to Kiss That Frog manager or his representative. In accordance with article R.6343-3 of the Labour Code, the accident occurring to the participant while he is on the training site or while he is going to or coming from it, is the object of a declaration by Kiss That Frog's employee responsible of the Social Security Fund or by the representative of the sponsoring company if the training takes place on the premises of this company.

### Fire regulations

The participants must comply with the internal regulations of the establishment where the training takes place. They are required to carry out without delay the evacuation order given by the training leader or by an employee of the establishment. The instructions in force in the establishment, to be observed in case of danger and especially fire, must be scrupulously respected.

## GENERAL DISCIPLINE

### Dress and behaviour

Participants are asked to come to the training site in decent clothes and to behave correctly towards everyone present.

### Course schedule

The course schedule is set by Kiss That Frog and made known to the participants in the programme, contract or training invitation. The participants are obliged to respect these schedules. In case of absence or delay, the participant must inform Kiss That Frog at 06 25 05 51 38 or by e-mail at [formations@kissthatfrog.fr](mailto:formations@kissthatfrog.fr). In addition, an attendance sheet must be signed by the participant at the beginning of each half day (morning and afternoon).

### Use of equipment

Each participant is obliged to keep the equipment entrusted to him/her for training in good condition. Participants are obliged to use the material in accordance with its purpose. The use of the material for other purposes, in particular personal use, is prohibited, except for the material made available for this purpose. At the end of the training, the participant is obliged to return all material and documents in his possession belonging to Kiss That Frog, except for the documents and educational tools distributed during the training.

### Recordings

It is formally forbidden, except express exemption, to record or to film the training sessions.

### Educational documentation

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## KISS THAT FROG

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Responsibility of Kiss That Frog in case of theft or damage of personal property of the participants.  
Kiss That Frog declines all responsibility in case of loss, theft or damage of personal objects of any kind, left by the participants in the training premises.

### **SANCTIONS**

Any action considered wrongful by Kiss That Frog may result in permanent exclusion from the course.

### **ENTRY IN FORCE**

These rules and regulations come into force as of the start date of the course.

### **NOTIFICATION OF THE RULES**

A copy of the present rules is given to each participant at the time of his final registration.