Internal regulations for students on the continuous training programme at Grenoble Ecole de Management, hereinafter referred to as GEM (GEM trainings which outside of GEM premises), established in accordance with Articles L6352-3 and L6352-4 and R6352-1 to R6352-15 of the French Labour Code

PREAMBLE

Article 1 — Purpose and scope of the regulations

These regulations apply to all persons participating in a training activity organised by GEM run off-site. A copy is brought to the attention of each trainee prior to the training action.
The regulations set out the rules regarding the general and permanent rules relating to discipline as well as to the nature and level of sanctions that can be applied vis-à-vis students who violate the rules and the applicable procedural safeguards when a sanction is being considered.
It also lays out the rules regarding training lasting longer than 500 hours.
Each trainee must complies with the terms of these regulations for the entire duration of the training activity.

SECTION 1: HEALTH AND SAFETY RULES

Preventing accidents from occurring and illnesses being spread is imperative and requires each person to respect the applicable health and safety instructions where training is taking place.
In accordance with article R6352-1 of the French labor code, health and safety measures applicable to trainees attending the associated off-site GEM training are those of the bylaws and internal procedures of the place in which the training is run.

SECTION 2: GENERAL DISCIPLINE

Article 2 — Student attendance

Article 2.1. - Training timetable

The student must abide by the set timetables sent in advance by GEM. Failure to comply with these timetables may result in sanctions.
The student is not permitted to be absent from training, unless due to exceptional circumstances.

Article 2.2. - Absence, lateness or leaving early

In the event of absence, lateness or leaving early, the student must notify GEM and justify the reasons for why one of the aforementioned is required. If the training is funded by a third party (a company or OPCO), GEM shall inform the funder immediately (employer, administration, regional government, job centre, etc.) of this occurrence.
Any occurrence of one of the above that is not accounted for under special circumstances constitutes misconduct that is liable to be met with disciplinary measures.
According to Article R6341-45 of the Labour Code, any student supported by a public authority is subject to a reduction in remuneration proportional to the duration of the absence.

Article 2.3. - Post-training procedures

The student is required to sign a sheet of paper every half day, related to the progress of training activities. He may also be asked to write a report on the training. At the end of the training activity, the student must submit a completion of training certificate to his employer/administration department or to the body that funded the training activity, as applicable.
The student is required to submit the necessary documents to GEM to complete in its role as service provider (payment request or for the handling of costs associated with training; enrolment certificates etc.).

Article 3 — Filming of training and use of mobile phones

Recording or filming the training is strictly prohibited, except by the express written authorisation of GEM.
Use of mobile phones during the training activity will not be tolerated.

Article 4 — Attire

The student is requested to wear the correct attire at GEM.

Article 5 — Behaviour

The student is required to abide by the basic rules regarding manners and social skills for the duration of the training.

Article 6 — Use of equipment

Unless special authorisation from GEM management is given, training equipment may only be used on training premises and is solely reserved for the training activity.
The student is required to ensure that the equipment—entrusted to him for the purposes of training—is kept in good condition. The student must ensure that the equipment is used as it was intended and according to the rules as issued by the trainer. The training equipment must be returned at the end of training (excluding teaching materials).
The student shall report any equipment irregularities to the trainer immediately.

SECTION 3 : DISCIPLINARY MEASURES

Article 7 — Disciplinary measures

The student may be subject to imposed sanctions in the event of any breach of requirements by the student as stated in these internal regulations. These sanctions may be imposed by GEM management or its representative.
The student may be subject to any of the following sanctions if found to be culpable of misconduct, depending on its nature and severity:
- a meeting;
- a written warning by GEM management or its representative;
- a reprimand;
- temporary exclusion from training;
- permanent exclusion from training.

Fines or financial penalties are prohibited.
The relevant person or his representative shall inform the following persons of the sanctions applied:
- the student;
- the employer of the student employee or of the student's management department;
- and/or the funder of the training.

Article 8 - Disciplinary safeguards Article

Article 8.1. - Student information

No sanction may be imposed upon the student without the latter being informed of the relevant accusations prior to implementation of the sanctions.
However, when misconduct is considered such that it is seen as essential to impose a provisional measure of temporary exclusion with immediate effect, no permanent sanctions relating to this act of misconduct may be applied without prior notice being given to the student of the accusation against him and, if applicable, the procedure described hereinafter must also be respected.

Article 8.2. - Convening a meeting

When it is the intention of the GEM Director or his representative to implement a sanction, the following shall take place: the student shall be called to a meeting—by registered letter with a request for acknowledgment of receipt, or hand-delivered to the relevant person—with the purpose of said meeting being explained; the date, time and location of the meeting shall also be explained, as will the option of bringing in someone to support the student. This person may be of the student's choosing, being either a student or employee at the training organisation.

Article 8.3. - Possible support during the meeting

The student may be assisted by a person of his choosing for the duration of the meeting.
The Director or his representative shall indicate the reason for the sanction being considered and hear an explanation given by the student.

Article 8.4. - Imposing the sanction

The sanction must be applied between one clear day and 15 days after the meeting.
The student must receive justified written notice of the sanction in the form of a registered or hand-delivered letter.

SECTION 4: STUDENT REPRESENTATION

Article 9 — Organisation of elections

For training with a duration of more than 500 hours, a two-round first-past-the-post election shall be held for a delegate and an alternate delegate, as laid out below.
All students can vote and are eligible. The election shall be held during training hours — 20 hours at the earliest and 40 hours at the latest after the start of training. GEM Executive Education Director shall be in charge of organising the election to ensure its smooth running. He shall send a statement of non-disclosure to the regional prefect having regional jurisdiction, when student representation cannot be ensured.

Article 10 — Mandate period for representatives of students

The representatives are elected for the duration of training. Their functions cease when they stop participating in training, for any reason whatsoever. If the representative and alternate representative cease their functions prior to the end of training, a new election shall be held.

Article 11 — Role of representatives of students

The representatives shall put forward any relevant suggestions to improve training or student conditions at GEM.
They shall present any individual or collective cases that relate to the aforementioned matters, or to health and safety conditions or the application of internal regulations.

Done in Grenoble on 9 April, 2018 (updated version of February 7, 2020)

Mr Loïck Roche — GEM Managing Director