



RULES AND REGULATIONS OF THE IRCAM TRAINING ORGANIZATION

IRCAM, Association Loi 1901
SIRET 309 320 612 00018
Declaration of activity registered under n°117 522 925 75
with the Prefect of Paris
1 Place Igor Stravinsky 75004 Paris

1 - PREAMBULE

The present internal regulations have been drawn up in accordance with the provisions of articles L 6352-3 and L 6352-4 and R 6352-1 to R 6352-15 of the Labour Code.

Its purpose is to set out the measures for the application of health and safety regulations, as well as the general and permanent rules relating to discipline. It also sets out the provisions relating to disciplinary procedure.

It is intended to apply to all trainees in the various courses organised by the IRCAM training institute, Siret 309 320 612 00018, registered with the Prefect of Paris under no. 117 522 925 75.

It is completed and specified as necessary by memoranda in accordance with the texts in force.

2 - SCOPE OF APPLICATION

The provisions of the present regulations are applicable throughout the training centre, main buildings and outbuildings (training rooms, relaxation areas, etc.). Trainees are required to comply with these regulations without restriction or reservation for the duration of the training course.

Trainees are considered to have accepted the terms of the internal regulations when they follow a training course provided by Ircam. They accept the measures taken against them in the event of non-compliance with the latter. In the context of distance learning, there is no provision of premises. Trainees are therefore subject to their company's internal regulations.

3 - HYGIENE AND SAFETY

Article 1 - General information

The prevention of risks of accidents and illnesses is imperative and requires everyone to fully comply with all applicable health and safety regulations. To this end, the general and specific safety instructions in force in the organization, when existent, must be strictly observed or subject to disciplinary sanctions.

However, in accordance with article R.6352-1 of the French Labour Code, when the training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to trainees are those of the latter.

The training organization cannot be held liable for incidents or accidents occurring at a distance during training hours and in particular linked to the use of computers and internet tools.

Article 2 - Safety measures and instructions



All trainees are reminded that they are required to comply with the specific instructions given to them by the teaching staff for the performance of their work and, in particular, the safety instructions specific to the performance. Except for specific provisions for maintenance services, any intervention on the protection and safety devices, for whatever reason, is strictly forbidden and constitutes a particularly serious offence.

Article 3 - Fire instructions

In accordance with article R.4227-28 of the French Labour Code, fire instructions, the fire extinguisher location plan and emergency exits are posted on the course premises so that all trainees are aware of them.

It is forbidden to handle emergency equipment (fire extinguishers, hoses, etc.) outside their normal use and to hinder, in any way whatsoever, their free access, as well as that of the emergency exits.

Article 4 - Electrical installations

Work on or near an electrical installation is strictly reserved for authorised personnel.

Article 5 - Circulation

When they are required to circulate within the training centre and its outbuildings, trainees are obliged to use only the roads authorised for traffic.

Article 6 - Alcoholic beverages

It is forbidden for trainees to enter or remain in the institute in a state of intoxication or to bring in alcoholic beverages.

Article 7 - No smoking

Following the decree n°2006-1386 of 15 November 2006 and the circular of 24 November 2006, smoking is forbidden on the training premises.

Article 8 - Warning procedure

Any trainee who has reasonable cause to believe that a training situation presents a serious and imminent danger to his or her life or health must immediately notify the trainer as well as the Ircam's Building and Safety Department (**4965 - 1551 - 4830 - 4886**) or, if you do not receive a response, call **66 18**. Details on the "Fire safety" sheet

Article 9 – Accident

Any accident or incident occurring on the occasion of or during training must be reported immediately by the trainee who has had the accident or by the persons who witnessed the accident to the head of the training organization (or within 24 hours at the latest), in order to enable the training organization manager to make the legal declarations within the prescribed time limits, in accordance with Article R.6342-3 of the Labour Code. Contact person in charge of relations with trainees (see article 16).

Article 10 - Labeling of luggage, bags, and musical instruments

Luggage, suitcases, bags, and musical instruments are under the responsibility of the participant and must be labelled (full name and telephone number)

4 - GENERAL DISCIPLINE

Article 11 - General principles

During the course, trainees are under the responsibility of the trainer and must therefore follow the trainer's instructions.



Any act likely to disturb good order and discipline is prohibited. The following are considered as such

- Incorrect behaviour towards any person present on the training premises;
- Incivility;
- Bringing in prohibited objects (weapons, drugs, etc.);
- Introducing or facilitating the intrusion of strangers;
- Remaining or entering the workplace without permission;
- Leaving the course without permission;
- Presenting oneself in indecent dress;
- Damaging tools or premises of any kind;
- Taking away documents or objects belonging to the training organization without authorisation;
- Encouraging acts likely to disturb the harmony of the working groups;
- Non-compliance with good moral standards;
- To give up his or her access identifiers to a third party, whether free of charge or for a fee;
- To disseminate educational content and all related activities to the public;
- To make commercial use of the information, services and content provided by IRCAM.

Article 12 - Timetables, absences and lateness

The course timetables are set by the training organization and trainees are informed by means of a notice of an appointment with their managers. Trainees are required to keep to the course timetable.

Ircam reserves the right, within the limits imposed by the provisions in force, to modify the course timetable according to the needs of the service. Trainees must comply with any changes made by Ircam to the timetable of the course.

In the event of absence or lateness, trainees must inform the person in charge of relations with trainees (see article 16).

The training organization will immediately inform the fund providers of this event. Any delay or absence not justified by special circumstances constitutes misconduct liable to disciplinary sanctions.

Furthermore, in accordance with Article R6341-45 of the Labour Code, a trainee whose remuneration is paid by the public authorities is liable to have his/her training pay withheld in proportion to the duration of the absence. Amounts that cannot be reimbursed will be invoiced to the trainee.

In addition, trainees are required to fill in or sign the attendance sheet for each half-day of training and to complete any formality requested during the course.

Article 13 - Liability for theft or damage to trainees' personal property

Ircam declines all responsibility for the loss, theft or damage of personal objects of any kind left by trainees on its premises (classrooms, workshops, administrative premises, cloakrooms, etc.).

Article 14 - Disciplinary procedure Nature and scale of sanctions

Any measure, other than verbal observations, taken by the management or its representative following an action taken by the trainee which they consider to be at fault, whether or not this measure is likely to have an immediate effect on the presence of the person concerned in the course or to jeopardise the continuity of the training he or she is receiving, constitutes a sanction under Article R.6352-3 of the Labour Code.

In this respect, the management reserves the right to apply any of the following sanctions in the event of infringement of these rules (or of the memoranda issued for their application) or in the event of misconduct on the part of the trainee (theft, breach of trust, assault, insults to the management or to members of staff, trainers, etc.)

- Written warning(s);
- Temporary dismissal with immediate effect or not, with information to the fund providers and the employer;



- Final dismissal, termination of the training agreement or contract with information to the fund providers and the employer.

Article 15 - Disciplinary procedure

In accordance with the texts in force, the present regulations set out the procedures applicable to disciplinary matters as they result from Articles R6352-4 and following of the Labour Code.

According to the provisions of Article R6352-4 of the Labour Code, "No sanction may be imposed on a trainee without the latter having been informed in advance of the grievances against him/her".

In this respect, when the management is considering imposing a sanction which may or may not have an immediate impact on the presence of a trainee in a training course, it shall convene the trainee by written letter sent by registered post or delivered by hand against receipt. This letter shall indicate the purpose of the invitation, the date, time and place of the interview and the possibility for the trainee to be assisted by a person of his/her choice, in particular the training delegate.

During the interview, the trainee may be assisted by a person of his/her choice, in particular the training delegate. The Director or his or her representative shall state the reason for the proposed sanction and shall hear the trainee's explanations. (Article R6352-5 of the Labour Code)

The final decision of the management, which shall be in writing and substantiated, notified to the trainee by registered letter or delivered by hand against a receipt, may not be made less than one clear day nor more than fifteen days after the interview. (Article R6352-6 of the Labour Code)

Similarly, when the behaviour has made it essential to take a precautionary measure of temporary exclusion with immediate effect, no definitive sanction relating to this behaviour will be taken without the trainee having been informed beforehand of the grievances against him/her, in accordance with Article R. 6352-4 of the Labour Code and, where applicable, without the procedure provided for in Articles R. 6352-5 and R. 6352-6, described above, having been observed. (Article R6352-7 of the Labour Code)

The management shall inform of the sanction taken:

1. The employer, when the trainee is an employee benefiting from a training action within the framework of the company's training plan;
2. The employer and the approved joint collecting body that has paid for the training, when the trainee is an employee on individual training leave;
3. The approved joint collecting body which financed the training action from which the trainee benefited. (Article R6352-8 of the Labour Code).

Article 16 - Representation of trainees

Pursuant to Article L6352-3 et seq., in each training course lasting more than 500 hours, a titular delegate and a substitute delegate shall be elected simultaneously based on a uninominal voting system with two rounds. All trainees are eligible to vote. The ballot shall take place during training hours, at the earliest 20 hours and at the latest 40 hours after the start of the course.

The director of the training organization or his or her representatives shall ensure the organization and smooth running of the ballot. Delegates are elected for the duration of the course. Their functions come to an end when they cease, for whatever reason, to participate in the courses. If the titular delegate or the alternate delegate has ceased to hold office before the end of the course, a new election will be held.

The delegates shall make any suggestions for improving the course and the living conditions of the trainees in the training organization. They present all individual or collective complaints relating to these matters, to health and safety conditions and to the application of the internal regulations.

They are entitled to make known to the training council, when it is provided for, the observations of the trainees on matters falling within the competence of this council.



Article 17 - Person to contact in case of problems

The person in charge of relations with trainees is :

For Training Courses of the season:

Stéphanie Leroy

Management Officer

Tel: 01 44 78 47 60

stephanie.leroy@ircam.fr or info-pedagogie@ircam.fr

For Cursus Program on Composition and Computur Music:

Murielle Ducas

Educational Coordination Manager

Tel: 01 44 78 48 17

murielle.ducas@ircam.fr or cursus@ircam.fr

5 - PUBLICATION ENTRY INTO FORCE

These rules are displayed inside the premises.

A copy is given to each trainee before their final registration in accordance with the provisions of article L. 6353-8 of the French Labour Code.

Last updated: 27 October 2021.

On

First name and surname of the trainee:

Signature of the trainee