

## **INTERNAL RULES AND REGULATIONS OF THÉÂTRE À LA COQUE**

These regulations are drawn up in accordance with the provisions of Articles L.6352-1 and L.6352-3, R.6352-4 and R.6252-15 of the Labour Code.

### **ARTICLE 1 – PURPOSE AND SCOPE OF THE REGULATIONS**

These regulations apply to all participants in a training course organised by Le Théâtre à la Coque CNMa; a copy is provided to each trainee.

These regulations set out the health and safety rules, the general and permanent rules regarding discipline, as well as the nature and scale of sanctions that may be imposed on trainees who breach them, and the procedural safeguards applicable when a sanction is being considered.

All participants must comply with the terms of these regulations throughout the duration of the training course.

### **SECTION 1: HEALTH AND SAFETY RULES**

#### **ARTICLE 2 – GENERAL PRINCIPLES**

Preventing accidents and ill health is essential and requires everyone to comply with:

- the applicable health and safety regulations at the training venues.
- any instructions issued by the Théâtre à la Coque management, the puppet maker or the puppet trainer, particularly those relating to the use of the provided equipment.

Each trainee must therefore ensure their own safety and that of others by complying with the general and specific health and safety guidelines, in accordance with their training. If they notice a fault in the safety system, they must immediately notify the management of the Théâtre à la Coque.

Failure to comply with these guidelines may result in disciplinary action.

#### **ARTICLE 3 – FIRE SAFETY INSTRUCTIONS**

Fire safety instructions, including a map showing the location of fire extinguishers and emergency exits, are displayed on the premises of the Théâtre à la Coque. Trainees must familiarise themselves with these instructions. In the event of an alarm, trainees must cease all training activities and calmly follow the instructions of the authorised representative of the Théâtre à la Coque or the emergency services.

Any trainee who witnesses a fire breaking out must immediately call the emergency services by dialling 18 from a landline or 112 from a mobile phone and alert a representative of the Théâtre à la Coque.

#### **ARTICLE 4 - ALCOHOLIC BEVERAGES AND DRUGS**

Bringing or consuming drugs or alcoholic beverages on the premises is strictly prohibited. Trainees are not permitted to enter or remain at the Théâtre à la Coque whilst intoxicated or under the influence of drugs. Trainees will have access to the kitchen during breaks to have refreshments.

#### **ARTICLE 5 - NO SMOKING POLICY**

Smoking is strictly prohibited within the Théâtre à la Coque.

#### **ARTICLE 6 - WORKPLACE ACCIDENTS**

Any trainee who is involved in an accident – whether it occurs during training or whilst travelling between the training venue and their home or place of work – or any witness to such an accident must immediately notify the Théâtre à la Coque management. The manager of Théâtre à la Coque will take the necessary steps to arrange medical care and report the incident to the relevant social security office.

#### **ARTICLE 7 – SEXUAL AND GENDER-BASED HARASSMENT**

Théâtre à la Coque is committed to preventing and combating all forms of gender-based and sexual violence and harassment (GBV and SH) within the context of its activities and on its premises.

To this end, an internal protocol has been put in place to prevent and handle GBV and SH situations. This protocol sets out the procedures for reporting incidents and providing support and assistance to those affected.

Information regarding this procedure, including the contact details of the designated contact persons and the reporting procedures, is displayed on the premises of the Théâtre à la Coque and is accessible to all visitors.

### **SECTION 2: GENERAL DISCIPLINE**

#### **ARTICLE 8 - TRAINEE ATTENDANCE**

##### **Article 8.1. - Training timetable**

Trainees must adhere to the timetable set and communicated in advance by Théâtre à la Coque. Failure to comply with this timetable may result in disciplinary action.

Except in exceptional circumstances, trainees may not be absent during training hours.

##### **Article 8.2. – Absences, late arrivals or early departures**

In the event of an absence, late arrival or early departure, trainees must notify Théâtre à la Coque and provide a valid reason.

Théâtre à la Coque must immediately report this incident to the funding body (employer, local authority, Fongecif, regional authority, France Travail, etc...).

Any incident not justified by exceptional circumstances constitutes misconduct that may result in disciplinary action.

Furthermore, in accordance with Article R6341-45 of the Labour Code, the trainee – whose remuneration is paid by the public authorities – may have a deduction made from their training allowance in proportion to the length of their absence.

### **Article 8.3. - Administrative requirements relating to the monitoring of training**

The trainee is required to sign the attendance register as the course progresses. They may be asked to complete a course evaluation.

At the end of the training course, they will be issued with a certificate of completion and a certificate of attendance, to be forwarded, as appropriate, to their employer/administration or to the body funding the course.

### **ARTICLE 9 - ACCESS TO TRAINING PREMISES**

Unless expressly authorised by the Théâtre à la Coque management, the trainee must not:

- enter or remain on the training premises for any purpose other than training.
- bring in, arrange for the entry of, or facilitate the entry of persons from outside the organisation.
- sell goods or services within these premises.

### **ARTICLE 10 – DRESS CODE**

Trainees are asked to arrive at the Théâtre à la Coque dressed appropriately.

[Specific dress codes may be issued and communicated to trainees for training courses that expose them to particular risks due to the training venue or the materials used.]

### **ARTICLE 11 - CONDUCT**

All trainees are required to behave in a manner that ensures compliance with the basic rules of etiquette and social conduct, to ensure the smooth running of the training courses.

### **ARTICLE 12 - USE OF EQUIPMENT**

Unless specifically authorised by the Théâtre à la Coque management, training equipment may only be used on the training premises and is reserved exclusively for training activities. The use of equipment for personal purposes is prohibited.

Trainees are required to keep the equipment entrusted to them for training in good condition. They must use it for its intended purpose and in accordance with the instructions provided by the trainer.

Trainees must immediately report any faults with the equipment to the trainer.

## SECTION 3 : DISCIPLINARY MEASURES

### ARTICLE 13 - DISCIPLINARY SANCTIONS

Any breach by the trainee of any of the provisions of these internal regulations may result in disciplinary action being taken by the manager of the Théâtre à la Coque or their representative.

Any conduct deemed to be misconduct may, depending on its nature and severity, be subject to one or more of the following sanctions:

- a reminder of the rules.
- a written warning from the Théâtre à la Coque director or their representative.
- a reprimand.
- temporary exclusion from the training programme.
- permanent exclusion from the training programme.

Fines or other financial penalties are prohibited.

The manager of the Théâtre à la Coque or their representative shall notify the following of the sanction imposed:

- the employer of the trainee employee or the administration of the trainee staff member;
- and/or the funding body for the placement.

### ARTICLE 14 - DISCIPLINARY PROCEDURES

#### Article 14.1. – Notification of the trainee

No disciplinary action may be taken against the trainee without the trainee having first been informed of the allegations made against them. However, where conduct deemed to be misconduct has made it necessary to impose an immediate temporary exclusion as a precautionary measure, no final sanction relating to such conduct may be imposed without the trainee having first been informed of the charges against them and, where applicable, without the procedure described below having been followed.

#### Article 14.2. – Invitation to an interview

Where the Director of Théâtre à la Coque or their representative intends to impose a disciplinary measure, the following procedure shall be followed:

- they shall summon the trainee – by registered letter with acknowledgement of receipt or by hand-delivery against a receipt – stating the purpose of the summons.
- the invitation shall also specify the date, time and place of the interview, as well as the option to be accompanied by a person of their choice, whether a trainee or an employee of the Théâtre à la Coque.

**Article 14.3. – Assistance may be available during the interview**

During the interview, the trainee may be accompanied by a person of their choice, including the trainee representative.

The director or their representative shall state the reason for the proposed disciplinary action and hear the trainee's explanation.

**Article 14.4. – Imposition of the penalty**

The disciplinary measure must be imposed no earlier than one working day and no later than fifteen days after the interview.

The disciplinary measure must be notified to the trainee in writing, stating the reasons, either by registered post or by hand delivery against a receipt.

Done at Hennebont, on 20 March 2026

Signed by the Director of the Théâtre à la Coque

A handwritten signature in black ink, consisting of several stylized, overlapping loops and lines, positioned below the text of the document.