

Internal Rules for Training and Tutoring

The European Nuclear Safety Training and Tutoring Institute (ENSTTI) is a European Economic Interest Grouping (EEIG), registered as training organization under the number of declaration of activity 11 92 18332 92 in France.

ENSTTI provides training in the fields of radiation protection, nuclear safety, and nuclear security for professionals using ionizing radiation, exposed personnel and the professionals who control them.

ARTICLE 1: PRINCIPLE

The purpose of this Internal Rules is to lay down the general and permanent rules of conduct and to lay down the rules on health and safety and the rules on discipline, in particular the penalties applicable to trainees and their rights, in case of sanction.

ARTICLE 2: PERSONS CONCERNED

This Internal Rules applies to all trainee enrolled in training provided by ENSTTI for the duration of the training course. Each trainee is considered to have accepted the terms of the present rules when he/she is following a training provided by ENSTTI and agreed with measures and penalties applied in case of non-compliance.

ARTICLE 3: GENERAL RULES

Each trainee must take care of his personal safety and the safety of others by respecting the general and specific safety and hygiene instructions in force at the training venue.
When the training takes place in a company or establishment that already has internal rules, the health and safety measures applicable to trainees are those of the latter rules.

ARTICLE 4: HYGIENE

Trainees are forbidden to come to training under the influence of psychotropic substances (alcoholic beverages, drugs, etc.) as well as to introduce them into the training premises. It is forbidden to smoke in the training premises.

ARTICLE 5: FIRE INSTRUCTIONS

Fire safety instructions, including a plan for locating fire extinguishers and emergency exits, are posted in the training facilities so that they are known to all trainees. Trainees are required to execute without delay the evacuation order given by the trainer or by an employee of the institution. The instructions, in force in the establishment, to be observed in case of danger and especially fire, must be scrupulously respected.

ARTICLE 6: ACCIDENT

Any accident or incident that occurs occasionally or during training must be immediately reported by the injured trainee or bystanders to the head of the training organization.

ARTICLE 7: CONDUCT AND BEHAVIOR

Trainees are invited to come to the training place in decent dress code and to behave correctly with respect to everyone in the organization.

ARTICLE 8: TRAINING SCHEDULES

Training schedules are set by ENSTTI and brought to the attention of trainees by the convocation. Trainees are required to respect these hours. An attendance sheet must be signed by the trainee at the beginning of each half-day (morning and afternoon). The employer of the trainee is informed of the absences as soon as possible after the awareness of the facts by the training organization.

ARTICLE 9: RECORDINGS

It is expressly forbidden to record or film the training sessions

ARTICLE 10: EDUCATIONAL DOCUMENTATION

The educational documentation delivered during the training sessions is protected by copyright and cannot be reused except for strictly personal use. In particular, it is forbidden to reproduce them by any means whatsoever.

ARTICLE 11: SANCTIONS AND DISCIPLINARY PROCEDURES

Any failure of the trainee to one of the provisions of these Rules of Procedure may be subject to a penalty or disciplinary procedure:

- constitutes a sanction any measure, other than verbal observations, taken by the director of the training organization or his representative, following an act of the trainee considered by him to be at fault, that this measure is likely to affect immediately or not the presence of the person concerned in the course or to question the continuity of the training he receives.
- The director of the training organization informs of the sanction taken:
 - 1° the employer, when the trainee is an employee benefiting from a training action as part of the training plan of a company;
 - 2° the employer and the approved joint collection body which has paid the expenses of the training, when the trainee is an employee benefiting from an individual training leave;
 - 3° the approved joint collecting body that financed the training action benefited to the trainee.

ARTICLE 12: DISSEMINATION

A copy of these rules is available for each trainee on the website www.enstti.eu (before any definitive registration). It is applicable as soon as it is published on the organization's website.

Signed in :	Date :
Trainee (First name, Surname) :	
Signature following words "Read and approved"	