



Internal guidelines and rules for distance learning

1. Preamble

ProSim is an independent company founded in 1989. ProSim offers simulation and optimization software that enables process industries to improve their operations, increase their profitability or reduce their environmental impact. ProSim also offers training courses around its main fields of expertise. During the trainings, process simulation and common problems are covered and illustrated by case studies and examples with ProSim software.

ProSim is registered as a professional training organization with the Prefect of the Occitanie Region under the number 73 31 01797 31.

ProSim designs, develops and delivers inter- and intra-company training courses in Labège, throughout France and internationally.

In application of articles L. 6352-3 and L. 6352-4 and L. 6352-1 to L. 6352-15 of the Labour Code, the present Rules of Procedure apply to all trainees for the duration of the training course. The purpose of this document is to specify certain provisions that apply to distance learning courses organized by ProSim in order to ensure that they run smoothly.

In the following paragraphs, it is agreed to designate by:

- **client:** any natural or legal person who registers or orders a training course from ProSim.
- **trainee:** the natural person who participates in a training course.
- **inter-company training courses:** training courses included in the ProSim catalogue and which bring together trainees from different organizations.
- **intra-company training:** training courses customized by ProSim for a client or a group of clients.
- training organization: ProSim
- **director:** the person in charge of the training organization.
- **secretariat:** person in charge of the administrative follow-up of the training courses.

Article 1 – Purpose

The purpose of these Rules of Procedure is to:

- define the organizational procedures for distance learning;
- to formalize the rules relating to discipline applicable to trainees.

Article 2 - Scope of application

These Rules of Procedure apply to all trainees enrolled in a session provided by ProSim for the entire duration of the training course, whether it is organized on an inter-company or intra-company basis.

Each trainee is deemed to have accepted the terms of these rules when following a distance learning course provided by the training organization and accepts that measures may be taken against him/her in the event of non-compliance.

Article 3 - Organization of distance learning

In order to ensure that the training courses run smoothly and to ensure full communication on distance learning, trainees are required to have provided their e-mail address and a direct professional number or mobile phone number. These data are used by the organization solely for the purpose of being able to send the trainees the terms and conditions relating to the organization and proper administrative management of the courses.

Prior to the opening of the training session, the trainees receive:

- a login and a password, to connect to their personal space;
- a few hours before the training session: the access link to the video training room;
- the trainer's contact details, in the event of a connection incident.

Article 4 - The virtual space for trainees

The trainees have at their disposal on their personal space:

- the internal rules of procedure applicable to distance learning;
- the teaching materials related to their training.

Article 5 - Training timetable

The course timetable is set by the training organization and is made known to the trainees on the invitation to the course.

Except in special cases duly noted on the invitation, the timetable is generally 8.30 a.m./12.00 p.m. - 2 p.m./5.30 p.m (Central European Time).

The trainees are required to scrupulously respect the timetables communicated to them, failing which the following provisions will apply:

- in the event of absence or delay, the trainees must notify the training organization at training@prosim.com and justify themselves. Furthermore, the trainees may not be absent during the course hours, except in exceptional circumstances validated by the trainer.
- Failure to comply with the attendance requirement, as determined under the conditions set out in 2° of article R. 6341-13, due to special circumstances, constitutes a fault that may be subject to disciplinary sanctions.

Article 6 - Identification of the trainees in video training

The trainees will put their first and last names on the sticker assigned to them by the video training software at the start of the training session.

To guarantee the traceability of their presence, the trainees will remain connected by video during the entire training session.

Article 7 – Recording

It is strictly forbidden, except with the express permission of the director or training manager, to record or film the training sessions.

Article 8 - Certificate of completion of the course

The trainees are obliged to sign the end-of-course certificate which is sent to them digitally at the end of the course.

Article 9 - Satisfaction questionnaire

The trainees are obliged to complete the training satisfaction questionnaire which is sent to them electronically at the end of the training.

Article 10 - Teaching materials

All the presentation sheets, contents and teaching aids, whatever their form (electronic, digital, oral) used by ProSim to provide the training courses or given to the trainees constitute original works and as such are protected by intellectual property and copyright.

In this respect, the client and the trainee shall refrain from using, transmitting, reproducing, exploiting or transforming all or part of these documents. This prohibition applies, in particular, to any use made by the client and the trainee with a view to organizing or conducting training courses.

Article 11 - Privacy

ProSim, the client and the trainee undertake to keep confidential the documents and information to which they may have access during the training service or during the exchanges that took place prior to registration, in particular all the elements included in the proposal sent by ProSim to the client.

In particular, the trainees shall refrain from using or reporting any information they may have knowledge of relating to the personal or professional situation of other trainees met during breaks or training sessions.

Article 12 – Sanctions

Any failure by the trainee to comply with any of the provisions of these Rules may result in a penalty. Any measure, other than verbal observations, taken by the director of the training organization or his representative, following an action by the trainee which he considers to be at fault, whether or not this measure is likely to affect immediately the presence of the person concerned in the training course or to jeopardize its continuity, constitutes a sanction within the meaning of Article R 6352-3 et seq.

Depending on the seriousness of the breach, the sanction may consist of:

- a warning, or;
- a permanent exclusion order.

Fines or other pecuniary sanctions are prohibited.

The director of the training organization must inform of the sanction taken:

- the employer, where the trainee is an employee benefiting from a training course under the company's training plan.

Article 13 - Disciplinary procedure

The following provisions are a repeat of Articles R 6352-4 to R 6352-8 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.

Article 14 - Advertising

A copy of these rules shall be:

- published on ProSim's website;
- communicated to the trainee on his/her personal virtual training space.