



**INTERNAL REGULATIONS FOR TRAINEES OF PROFESSIONAL PROGRAMS
ORGANIZED BY SOMA**

Article 1

The present regulation is established in accordance with the sections of article L 6352-3, L 6352-4 and R 6352 -1 to R 6351-15 of the Labor Code.

The here present regulation is applicable to all trainees and for the whole duration of the program.

A. HYGIENE AND SECURITY

Article 1

The prevention of accidents and sickness is a must and requires that everyone fully respects all the prescriptions on hygiene and security. In this regard, the general and specific safety regulations have to strictly be respected under penalty of disciplinary sanctions.

Article 2: Safety instructions during class

From SOMA's perspective, trainees should avoid any kind of movement or activity that could injure them or rekindle ancient injuries. We can't know, from the outside, what kind of activity could injure you. You have the responsibility to decide for yourselves. You have to emphasize on your security first and foremost, and we invite you to be extremely careful when you chose to participate or not to participate in an exercise.

Article 3: Accidents and sickness

If the trainees have an accident – during the training or on the way between the place of the training and their home or their workplace – or are witnesses of an accident, they have to immediately contact the program directors and take all the appropriated measures within 48 hours. The accountable person for the program will take all the necessary measures related to health and will contact the competent Social Security.

In case of illness, the trainee has to inform the school on the first half day of their absence. They have to present a medical certificate within 48 hours?

Article 4: The studio

The trainees have to make sure that the studio space is clean and tidy, providing a positive learning environment for all. Special instructions concerning the use of the space can vary depending on the material that is being used during the course, but underneath you will find the main rules that have to be respected:

1. Food / drink: no food, chewing-gum or drink is allowed inside the studio, apart from water in a closed recipient.
2. Shoes: no outside shoes in the studio
3. As we spend time on the floor, the trainees are invited to bring their blankets or mattresses.



N.B.: Everybody is invited to know the internal regulation of the studio or place of the training and should respect it. The fire instructions and the location map for fire extinguishers and security exits is displayed in the place. The trainee should take note of it. In case of fire alarm, the trainees have to stop all activity immediately and calmly follow the instructions of the person in charge or of the emergency service. Any student, witness of a beginning of fire has to immediately call the emergency service by dialing 18 from a landline or 112 from a mobile phone or alert the representative of the Program.

Article 5: Personal Effects

Once class finished, the trainees have to take with them all their personal belongings. SOMA declines any responsibility for theft, loss, degradation or destruction of personal objects.

Article 6: Clothes

We recommend that you wear multiple layers of clothing in order to adapt to possible changes in temperature due to heating, activity and movement.

Article 7: Personal Hygiene

Touch and movement are present in this program. Working in contact with others demands that you are mindful of your personal hygiene.

Article 8: Sensitivity to perfumes

Many people are sensitive or allergic to chemical products and to perfumes, and are prone to allergic reactions to different degrees. Please don't use perfume, hair spray, gels, cologne, scented oils for the body, shaving cream or any kind of similar products.

Article 9: General Maintenance

Students are asked to collaborate to keep the room tidy, especially after class. This supposes to help to clear the material, chairs and pillows after class.

Article 10: Audio Recording

Trainees are allowed to record the classes on an audio support, exclusively for personal use. These recordings can be copied and shared with other participants of the program, as the teaching is related to the context of individual and group experiences of the training, no person outside of the program should receive a copy of these recordings.

Article 11: Pictures and video recordings

It is prohibited to take pictures or to record without a written authorization.

Article 12: Notice board

A notice board is dedicated to the posting of administrative information (attendance sheet). Consult this board daily to be aware of any new information.



B. GENERAL DISCIPLINE

Article 1: Behavior

Trainees have to be mindful of their behavior and act responsibly and cooperatively with colleagues, staff, the teachers and members of the administration. That implies respecting diversities, differences and challenges related to individual interactions. Everybody is responsible for creating a supportive atmosphere for learning, study, relaxation and lunch breaks. Every trainee should respect the buildings, the floors and the material.

Article 2: Children

Children are allowed in the room as long as they are quiet and don't disturb class. If a child is disturbing, the parent is supposed to take the child outside.

Article 3: Guests

Guests have always been an integral part of the training. Some guests are family members or friends of students from the program. They have the opportunity to better understand the nature of learning that the student is immersed in and therefore offer them a better accompaniment. Other guests have related practices or centers of interest and are interested by BMC® and might even in the future enroll in the training. If all goes well, they leave with an enhanced respect for BMC® and contribute to spread this practice.

Participants always have priority over guests, and considerations of space, energy and material can modulate the regulation for guests. The training is not open to guests on the first day nor on the last day of a course.

Each visit has to be accepted in advance, and depends on the available space and is limited to one day per course. If space is limited, guests observe from the corners of the room. We ask them not to participate in movement exploration or join partner work unless specifically invited by the teacher, and under the condition that they don't use up too much class time by asking questions.

If a trainee invites a guest, he/ she is responsible for them to respect the regulations.

The following classes are open for guests: all basic courses (with the exception of the first class and the last class of a course).

The following classes are not open for guests:

- The first and last day of a course.
- The last half hour of the day,
- Work with a partner or in small groups,
- Integration time and verbal exchanges,
- Closing

Article 4: Discipline

Trainees are formally forbidden:

- To enter the studio under the influence of drink or prohibited substances,
- To bring alcohol into the studio,



- To smoke in the space,
- To leave the training without notice,
- To take an object with them without a written authorization,
- To bring in dangerous objects.

Any person whose behavior represents a risk to the safety of people or goods of the establishment can be expelled.

C. EDUCATION

Article 1: attendance

The teachers check who is present for class. An attendance sheet has to be signed by every trainee at the beginning of each class.

It is forbidden that a trainee signs for another trainee.

Article 2: Absences

Each absence can have repercussions on the validation of the training and has to be reported and justified to the educational program coordinator. The training organization immediately reports this absence to the funders (employer, administration, Fongecif, Region, Pôle Emploi). Furthermore, in accordance with articles R6341-45 of the Labor Code, the trainee – who is paid by public authority – might have their payment for the training withheld in proportion with their period of absence.

Every trainee who was absent has to know what they've missed and catch up and be ready for the next class. Refer to the Student's guide and certification requirements on how to catch up a missed class.

Article 3: Lateness

Classes start on time and when a student comes in after the beginning of class they are considered to be late. Being late three times equals an absence.

Students are supposed to come to class on time. Being late is reported on the attendance sheet. Time delay is added to absence time. When you are 15 minutes late, you are considered to have been absent for 15 minutes. Being late or absent for 3 times 15 minutes counts as an absence of a 2-hour course.

Article 4: Certification requirements

At the beginning of each program, each student receives a brochure describing the program they've chosen and the requirements to be certified.

Article 5: Repeating a course

Students having validated a course but wishing to participate a second time with the intention to review the material will benefit from a 50% reduction on the tuition fees.

Depending on the available spots they will or won't be accepted.

Students who fail a course, who have interrupted the training or were excluded and wish to re-enroll to this course, have to pay the full tuition fees.



D. Sanctions

Article 1

Any action considered as wrong by the program director or his/ her representative can, in accordance with the nature and gravity, be subject to one or the other of the below mentioned sanctions:

- Written warning by the program director or his/ her representative;
- Blame;
- Permanent exclusion from the training.

E. Disciplinary Warranties

Article 1

No sanction can be imposed on the trainee without them being informed in writing of the grievances against them.

Article 2

If the program director or his/ her representative decides to take a disciplinary action, he/ she summons the trainee by registered letter or hand against receipt letter, indicating them the reason of the meeting, the date, the hour and the place of the meeting, except if the planned sanction is only a warning or a sanction of a similar nature that doesn't have an immediate impact on the presence or not of the trainee in the program.

Article 3

During the meeting, the trainee can have a person of their choice with them, another student or employee of the organism. The notification mentioned in the article before refers to this possibility. During the meeting, the reason for the sanction is explained to the trainee and he/she is asked to give more explanations.

Article 4

The sanction can only intervene 1 day after and maximum 15 days after the meeting, or if needed, after the opinion of the disciplinary commission. A written notification is given to the student in form of a registered letter or a letter given hand against receipt.

Article 5

If an action considered as wrong needed a temporary immediate exclusion, no final sanction relative to this action can be taken without prior informing the trainee of the grievances held against them, and summoning them to a meeting where he/ she can be heard by the disciplinary commission.

Article 6

The training organism informs the employer, and if necessary the partner organisms that finance the training of the sanctions taken.



Article 7

For each program of more than 500 hours, a regular delegate and a substitute delegate is voted according to majority in a two-round system. All students are admissible to vote and are eligible, with the exception of those withheld from participation in the action of a professional training.

Article 8

The director of the training organism organizes the polls that take place during the training, minimum 20 hours after the beginning and maximum 40 hours after the beginning of the program.

Article 9

The delegates are elected for the duration of the program. Their functions are suspended if for any reason they stop the program. If the regular or substitute delegate cease their functions before the end of the program, a new election has to take place under the conditions of articles R. 6352-9 to R 6352-12.

Article 10

The delegates can suggest any kinds of propositions to help the running of the workshops as well as the conditions of the trainees within the training organism. They collect all complaints individual and collective about the aforementioned points, about hygiene, security and application of internal regulations.

Article 11

Students are themselves responsible for payment files, for all the elements and documents submitted to the center, and they have to attest their authenticity.

F. Communication and Complaints

Article 1: Communication

A direct and honest communication is at the heart of good relationships, it is valid both for personal and professional relationships. When relating to another person or with a group everybody is responsible of how they communicate. The trainees are invited to speak directly to their classmates and clarify any personal issues. Issues that can't be resolved and impact the learning environment can be handed over to the person in charge of supporting personal issues. If this fails, the program director can be contacted.

Article 2: Complaints

All students are allowed to have reasons to complain. If the complaint concerns the educational team, the supporting staff or administration, the procedure is as follows:



In case of a complaint during a course, students, assistants, translators and teachers can speak to the program coordinator of the course. Outside of the course, they should contact directly the educational directors, (for a complaint about the program), the administrators (for an administrative complaint), by mail info@soma-france.org. They will get an answer under 15 days.

Article 3: Confidentiality

According to sections of articles L 6353.9 of the Labor Code, modified by the Law 2018-771 of September 5 2018, information about a student can't have any other aim than to appreciate their capacity to take the training. The information has a direct link and is necessary for the training, the trainee has to answer honestly.

The student's educational file is kept in the administration of the training organism and contains the registration form, the contract for the professional training, the attendance sheet, the certificate of attendance, the evaluation reports, the homework, the follow up sheet and the re-enrollment sheet. All files are confidential. A signed release from the student is necessary to allow an exterior person to the educational team and SOMA's administration to look at the file.

G. Rules of procedure

Article 1

A copy of this regulation can be found on the SOMA's website and is given to every student (prior to final registration)

The current regulation comes into effect on 26th of June 2020 and replaces all the former versions.

Paris, 26/ 06/2020

Lulla Chourlin, President of the Association SOMA