

INTERNAL TRAINING REGULATIONS

For Creapharm Bioservices, part of Myonex

According to the provisions of Articles L.6352-3 and 5, L.6353-1 to 9 and R.6352-1 to 15 of the French Labor Code and Law 2018-771 of September 5, 2018.

ARTICLE 1: Bases of the Internal Regulations

These rules apply to all persons participating in a training action organized by CREAPHARM BIOSERVICES for intra-company training organized by CREAPHARM Bioservices. For Training courses taking place in the client's company or in premises defined by the Client, the Internal Regulations of the Client Company or for which we act as a subcontractor apply, for aspects related to health and safety. For training courses carried out remotely (e-learning), this regulation also applies, except for aspects related to health and safety.

These Internal Regulations are available and can be consulted by any trainee before entering the training.

ARTICLE 2: Information given to the trainee before his final registration

Before its final registration, the CREAPHARM BIOSERVICES Training Organization ensures that its client has sent them individually:

- The objectives and content of the training.
- The list of trainers.
- The schedules.
- The methods of evaluation of the training.
- The contact details of the person in charge of relations with the trainees.
- The internal regulations applicable to the training. For contracts concluded by natural persons, before final registration and any payment of fees, the information mentioned above is issued, as well as:
 - o Prices.
 - o The terms of payment and the financial conditions provided for in the event of early termination of the training or withdrawal during the internship.

ARTICLE 3: Information requested from the trainee

The information requested, in any form whatsoever, by a training organization from the candidate for a training action as defined in Article L6313-1 of the Labor Code, may only have the purpose of assessing his or her ability to follow the training action, whether it is requested, proposed or continued. This information has a direct and necessary link with the training action, and must be answered in good faith. These are:

- Transmit your official contact details
- Fill in the attendance sheet, every morning and early afternoon
- Communicate your training needs and expectations

Answer the satisfaction questionnaire "on the spot" at the end of the training.

ARTICLE 4: Attendance, punctuality, absences

Trainees are required to follow all sequences scheduled by the training provider, diligently and punctually, and without interruption. Attendance sheets are signed by the trainees, for half days, and countersigned by the teacher. Any foreseeable absence of the intern, whether or not he is also the client, and this for whatever reason, must be announced and declared in writing, on a sheet of paper or by email. Depending on the context, the provisions of the General Terms and Conditions of Sale of the training organization, the Training Agreement or Contract, the quote, and more generally Article L6354-1 of the Labor Code will apply (In the event of total or partial non-performance of a training service, the service provider reimburses the co-contractor for the sums unduly received as a result). In the event of withdrawal by the trainee and/or the client, there may be a separate invoice for compensation. Any absence is subject to the written authorisation of the head of the establishment or his representatives. In the event of illness, the trainee must notify the establishment after the first half-day of absence. A medical certificate must be presented within 48 hours. In the event of an accident at work or on the way to work, the circumstances must be communicated in writing within 48 hours to contact-bioservices@creapharm.com

ARTICLE 5: Participation, training materials and premises made available

The trainee is invited to attend the training in correct clothing. All trainees are asked to behave in a way that guarantees compliance with the basic rules of good manners, community skills and the smooth running of the training. The presence of each of the trainees must be accompanied by active participation and the accomplishment of personal efforts, including in intersessional sessions in the case of separate training days if design work and/or exercises are necessary and/or essential for the smooth running of the next training day, provided for in the programme and/or the estimate. Unless specifically authorised by the management of the training organisation, the use of the training material is made at the training sites and is exclusively reserved for the training activity. The use of the material for personal use is prohibited. The trainee is required to keep the equipment entrusted to him for training in good condition. He must use it in accordance with his purpose and according to the rules issued by the trainer. The trainee immediately reports any anomaly in the equipment to the trainer.

ARTICLE 6: Health, hygiene and safety

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 regulation. The trainee must read the fire instructions and the location plan for fire extinguishers and emergency exits, posted in the premises where the training takes place. In the event of an alert, he must cease all training activities and calmly follow the instructions of the authorised representative of the training organisation or the emergency services. Any trainee who witnesses the start of a fire must immediately call the emergency services by dialling 18 from a landline telephone or 112 from a mobile phone and alert a representative of the training organisation.

ARTICLE 7: Discipline – Sanctions – Procedure

It is strictly forbidden for trainees, in particular and without this list being exhaustive:

- To bring alcoholic beverages into the premises in which the training takes place, and to present themselves to the training courses in a state of intoxication.
- Smoking in the classrooms, the corridor leading to them and in the entrance of the building. Smoking trainees must smoke outside the premises and only during breaks.
- Selling goods or services on the premises.
- To demonstrate behaviour that is reprehensible under the law.

Unless expressly authorised by the management of the training organisation, the trainee may not:

- Entering or remaining in the training premises for purposes other than training.
- Introduce, cause to be introduced or facilitate the introduction of persons outside the organization.
- Answer personal phone calls during lessons. He will be able to do so during breaks.
- Carry or modify training materials or materials.

A sanction is any measure, other than verbal observations, taken by the director of the training organisation or his representative, following an act by the trainee considered by him to be at fault, whether or not this measure is likely to immediately affect the presence of the person concerned in the training or to call into question the continuity of the training he or she is receiving. Fines or other monetary penalties are prohibited. No sanction may be imposed on the trainee without the latter having been informed in advance of the grievances against him. When the director of the training organisation or his representative intends to impose a sanction that has an impact, immediate or not, on the presence of a trainee in a training course, the following procedure shall be followed: 1. The director or his representative shall summon the trainee and indicate the purpose of this summons. This specifies the date, time and place of the interview. It shall be in writing and shall be sent by registered letter or delivered to the person concerned against receipt. 2. During the interview, the trainee may be assisted by the person of his or her choice. The director or his representative shall state the reason for the proposed sanction and obtain the trainee's explanations. The trainee's employer shall be informed of this procedure, its purpose and the reason for the proposed sanction. The sanction may not be imposed less than one clear day or more than fifteen days after the interview. It is the subject of a written and reasoned decision, notified to the trainee by registered letter or delivered against receipt. When the act has made it necessary to take a temporary precautionary measure of exclusion with immediate effect, no definitive sanction relating to this act may be taken without the procedure provided for in Article R.6352.4 and, where applicable, in Articles R6352.5 and R6352.6, having been observed. The director of the training organisation informs the employer and the funding body of the sanction taken.

ARTICLE 8: Complaint procedure

Prospects, customers, trainees and the various stakeholders in the training action have the possibility at any time to make a complaint relating to the training offers and services of the CREAPHARM BIOSERVICES Organization by email to contact-bioservices@creapharm.com . Each complaint will be studied and a response will be given to its sender within 8 days maximum, ideally by return email.

These Internal Regulations enter into force on 1 June, 2024 and replace all previous versions.

