

Rules and Regulations of the MAN PrimeServ Academy (P.S.A.) – Saint Nazaire

Rules and regulations of the PrimeServ Academy established in accordance with Articles L6352-3 and L6352-4 and R6352-1 to R6352-15 of the French Labour Code

PREAMBLE

Article 1 – Purpose and scope

These Rules apply to all persons participating in a training program organized by the PrimeServ Academy, regardless of the training location, whether the classes take place within the walls of the P.S.A. or more generally on the site of MAN Energy Solutions in St Nazaire. A copy of the Rules may be given to each trainee. The purpose of the Rules is to define the occupational health and safety rules, the general and permanent rules relating to discipline as well as to the nature and range of sanctions applicable to trainees who fail to comply with these provisions and the applicable procedural rules in the event that a sanction is being considered. Everyone must comply with the terms of these Rules for the entire duration of the training.

Article 2 – Reference document

These rules and regulations of the MAN PrimeServ Academy are complementary to the rules and regulations of MAN Energy Solutions France SAS applicable to the Saint Nazaire site. The rules and regulations of MAN Energy Solutions France SAS applicable to the Saint Nazaire site may be made available to each trainee upon request. The rules and regulations of the MAN PrimeServ Academy aim to facilitate the reading of the main provisions of the rules and regulations applicable to the Saint Nazaire site as well as to provide specific rules related to the P.S.A. training programs at the same time.

SECTION 1: HEALTH AND SAFETY RULES

Article 2 – General principles

Preventing the risk of accidents and illnesses is imperative and requires that everyone complies with:

- the health and safety requirements applicable at the training sites;
- any provisions imposed either by the Head of the P.S.A. or by MAN Energy Solutions or by the trainer regarding in particular the use of the material made available.

Each trainee must thus ensure his own safety and that of others by following the relevant general and specific instructions for health and safety in accordance with the training dispensed.

It is mandatory to wear PPE (Personal Protective Equipment) when working in the workshop or when visiting the production site.

If the trainee notices any malfunction of the security system, he/she has to inform the Head of the P.S.A. or the trainer immediately.

If the trainee fails to comply with these provisions, disciplinary sanctions may be imposed to him/her.

Article 3 – Instructions in case of fire

The fire safety instructions, including a map indicating where fire extinguishers and emergency exits are located, are displayed in the P.S.A premises [at the main entrance of the P.S.A.]. Each trainee must read these instructions carefully. In case of alarm, the trainee must cease all training activities and follow calmly the instructions given by the authorized P.S.A. representative or by the rescue teams.

Any trainee who witnesses a fire outbreak must immediately notify a P.S.A. representative or an employee of MAN-ES, and if none of them is present, he must dial 18 from a landline.

Article 4 - Alcoholic beverages and drugs

It is strictly prohibited to introduce or consume drugs or alcoholic beverages in the premises of MAN Energy Solutions St Nazaire. It is forbidden for trainees to enter or to stay in the P.S.A if they are drunk or under the influence of drugs.

Article 5 – Smoking ban

Smoking is strictly forbidden in the training rooms and more generally speaking in the premises of the P.S.A.. However, an ashtray is provided outside the P.S.A. for smokers.

Article 6 - Accidents

Any trainee who has been involved in an accident - either during the training session or during the commuting between his/her place of training and place of residence (or place of accommodation) or place of work - or any witness to such an accident must immediately inform the P.S.A. management.

Article 6.1. – How to react in the event of an accident

Protect without exposing yourself to avoid accident complications
Alert an Emergency Rescue Worker (in French SST = Sauveteur Secouriste du Travail) – list of SST available at the main entrance of the P.S.A. - who will take appropriate measures

Alert external helpers: call the medical room by dialing 15 on any MAN internal phone and alert a P.S.A. representative.

Do not leave the victim alone

SECTION 2: GENERAL DISCIPLINE

Article 7 - Attendance of training sessions

Article 7.1. – Training schedules

Trainees must comply with the schedules determined and communicated in advance by the P.S.A.. Any failure to respect these schedules may give rise to sanctions.

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

Article 7.2. - Absence, late arrival or early departure

In case of absence, late arrival or early departure, trainees must notify the P.S.A. and provide justification.

The financer of the training (employer, administration, Fongecif, regional authorities, employment centre, ...) will be immediately informed of this event by the P.S.A..

Any event that is not justified by particular circumstances is considered as misconduct for which disciplinary measures may be imposed.

Article 7.3. – Formalism related to training follow-up

The trainee is required to fill in the attendance sheet as the training program unfolds. He/she will also be asked to assess the quality of the training.

At the end of the training, he/she will receive a certificate of completion and a copy of the training attendance sheet to be submitted, as the case may be, to his/her employer / administration or to the organization that financed the training.

Article 8 – Access to training premises

Unless express authorization of the P.S.A., the trainee is not allowed to:

- enter or remain in the training premises for purposes other than training;
- introduce, initiate or facilitate the introduction of persons not connected to the P.S.A.;
- organize sales of goods or services in the latter.

Article 9 - Clothing

Trainees are invited to attend P.S.A. training sessions in proper clothing.

The trainee may choose to wear his/her own appropriate PPE (Personal Protective Equipment) or to use the equipment that is provided by the P.S.A..

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Article 10 - Behaviour

All trainees are required to behave in a way that complies with the basic principles of good manners and demonstrate social skills, in order to make sure the training will run smoothly.

Article 11 – Using the training materials

Unless specific authorization has been granted by the P.S.A., the training materials shall only be used at the training site and exclusively for the training activity. It is prohibited to use the materials for personal purpose.

The trainee is required to keep the training materials entrusted to him in good shape. Each trainee must comply with the safety and usage instructions specific to the materials entrusted to him.

The trainee shall immediately inform the trainer of any material anomaly.

Article 12 – Walking around the site

If you want to walk around the site, you need to be accompanied. Do not enter work areas without being invited to.

- Use the walkways and pedestrian crossings.
- Beware of the vehicle traffic.

It is forbidden to access the administrative offices of the site unless authorized.

You may only access the company restaurant in the presence of your trainer.

Article 13 – Confidentiality, image rights and intellectual property rights

Article 13.1 – Identification on site

The identification badge that was given to you at the reception must be visible at all times for the duration of the training.

Article 13.2 – Photos, videos on site

It is permitted to take pictures of the different teaching materials and equipment within the PSA. However, it is forbidden to take pictures / videos in other buildings (industrial or administrative) - without prior authorization.

It is formally forbidden, except with an express derogation from the Head of the P.S.A., to record or film the training sessions.

Article 13.3 – Educational documentation

The educational documentation provided during the training sessions is protected by the French Intellectual Property Code and may only be used for strictly personal benefit.

Article 14 – Loss, theft or damage

MAN Energy Solutions cannot be held liable for lost, stolen or damaged personal items of any kind, deposited by trainees in the premises of the company, and in particular in the premises of the P.S.A ..

Article 15 – CCTV system (declaration to the CNIL)

The company is equipped with a video camera system (CCTV) in order to prevent theft and intrusion, and to improve the safety of employees and visitors (trainees). The places concerned by this CCTV system are marked by a sign indicating: "Site monitored by video camera" Decree 96-926 of 17 October 1996". This building is under video surveillance in order to guarantee the safety and security of people and property. You may exercise your right of access to the images in which you appear, in accordance with the French law no. 78-17 of 6 January 1978 related to the protection of personal data, modified by the law of 6 August 2004. For any further information, please contact the person in charge of personal data protection (Informatique et Libertés), phone number: 02 40 90 65 00. Footage is retained for a period of 3 weeks.

SECTION 3: DISCIPLINARY ACTIONS

Article 16 – Disciplinary sanctions

If the trainee fails to comply with any of the prescriptions of these Rules, he/she may be subject to a sanction imposed by the Head of the P.S.A. or his representative. Any action considered to be at fault may impose any one of the following sanctions, depending on its nature and severity :

- call to order;
- warning letter drawn up by the Head of the P.S.A. or his representative;
- letter of reprimand;
- temporary exclusion from the training;
- permanent exclusion from the training.

Fines or other pecuniary sanctions are prohibited. The Head of the P.S.A. or his representative will inform:

- the employer of the private payroll trainee
- or the administration in charge of the officer trainee of the sanction taken.

Article 17 - Disciplinary safeguards (article R 6352-3 and following of the French Labor Code)

Article 17.1. – Notifying the trainee

No sanction may be imposed on the trainee unless he/she has been informed in advance of the grievances raised against him/her.

However, in the event that a trainee's action, considered to be at fault, has made precautionary temporary exclusion with immediate effect indispensable, no final sanction relating to the said action may be imposed without prior notice to the trainee informing him in advance of the grievances raised against him, and provided that the procedure described hereafter has been complied with, where appropriate.

Article 17.2. – Summoning the trainee to an interview

When the head of the P.S.A. or his representative intends to impose a sanction, the following procedure has to be followed:

- he summons the trainee to an interview in his office to clarify the facts;
- depending on the recognized facts, a disciplinary decision may be taken in agreement with the hierarchical manager of the trainee.

Article 17.3. – Pronouncing the sanction

The sanction may not be imposed earlier than one clear day and not later than fifteen days after the interview.

Depending on the seriousness of the facts, the sanction will either be pronounced by the P.S.A. or by the trainee's hierarchy. If the sanction is pronounced by the P.S.A., the decision has to be motivated and rendered in writing, and it shall be notified to the trainee by registered letter or delivered against receipt (article R6352-6 of the French Labor Code).

Article 18 – Publishing the Rules

These rules and regulations are displayed in the PSA and will be made available to each trainee, each manager / representative of the trainee employee upon simple request.

Established in: Saint Nazaire.... on: 9 June 2021

Signature of the Head of the P.S.A.

Pierre Morantin

