



ACCOMODATIONS

Regulations

(To be dated and signed with the mention «Read and approved» in handwriting)

The purpose of the present LIVING QUARTERS regulations consists in obtaining, for people having to live and work together, the best possible living conditions; conditions aiming at providing a certain amount of independence in a spirit of mutual tolerance.

ARTICLE 1

The life of a diver and that of his teammate can be impaired by the slightest physical discomfort. Should the cause of this discomfort be imputable to insufficient or poor nutrition and/or lodgings, the trainees having their place of residence located at more than 50 km from INPP, will have the obligation to live and take their meals in INPP's living quarters. If the place of residence is located at less than 50km from INPP only noon meals will be taken at INPP.

ARTICLE 2

Not-with-standing obligations contracted by INPP, the rooms will be assigned, at discretion, by the Living Quarters Manager in the Courses chronological order, and attributed first to trainees having their place of residence at more than 50 km from INPP, and then to trainees with place of residence at less than 50 km from INPP.

ARTICLE 3

Upon admittance, the occupant is compelled to participate in the operating expenses of the Living Quarters at the set prices. Meals, breakfasts, drinks, coffees are payable in advance. Tickets are sold by quantities. Another system can be set up.

ARTICLE 4

Occupants are asked to exert scrupulous care in causing no damage to installations, furniture and material put to their disposal. In case of damage, the penalties incurred go from the warning in writing up to the exclusion from the Living Quarters, and for the persons in training dismissal from the course.

ARTICLE 5

In order to ensure the safe and hygienic conditions, meals and breakfasts will be taken exclusively at the mess cafeteria. The use of stoves and of any type of heating device other than those existing in the living quarters are strictly prohibited. The consumption of alcoholic beverages is possible only during the meals. Outside the bedrooms, everyone must be correctly dressed.

ARTICLE 6

The bedrooms are left at the disposal of their occupants in the afternoon from 16.30 hours (4.30pm) to the morning (8.00 am) during week days. These limitations do not apply on Saturdays, Sundays and holidays. Bedrooms cleaning is done daily at the charge of the accommodations management. Bed sheets and pillow cases are changed every week. Meals and breakfasts are served at the cafeteria from Monday morning until Friday noon. Opening hours are posted.

Incoming telephone calls:

Calls can be received directly at the public telephone booth located in the halls of the living quarters. The telephone number to be called is 91.25.11.35. It is advisable to set advance the hour of the call (preferably at meal time).

ARTICLE 7

Entering the Centre is controlled At night, only the occupants having a pass will be admitted in the Centre. Everyone should be careful in not disturbing the other people's rest between 22.00 hours (10.00pm) and 06.00 hours (06.00am).

ARTICLE 8

Fees for the bedroom are established per calendar day. Fees for the meals are billed singly. They must be paid in advance during the first five days after admittance.

Hospitalised or on leave occupants keep their bedroom if the fee is normally paid. The Centre will reimburse those fees paid in advance which correspond to the days of unoccupancy by reason of illness, provided that: first, the occupant did not occupy his room and, second, that he kept the Centre informed of this situation.



ARTICLE 9

The occupant may receive visitors, under his own responsibility, outside working hours, from 16.30 hours to 22.00 hours (from 4.30pm to 10.00pm).

The visitors must abide by the rules and regulations of INPP.

Visitors are received in the hall of the living quarters.

ARTICLE 10

INPP parking space is reserved for the parking of private wellfunctioning automobiles belonging to the occupants. The mobilhome type of vehicles is prohibited.

Repairs are not allowed.

ARTICLE 11

No one is authorised to enter the bedrooms when the occupant is not present with the exception of INPP staff members in force majeure cases or cases causing safety.

ARTICLE 12

All damages must be reported immediately to the INPP staff. Repairs are made without delay and the costs are borne by the author of said damages.

ARTICLE 13

Occupants leaving the living quarters, pledge to abide by the outgoing procedures defined by INPP.

ARTICLE 14

In case of non-observance of the present regulations, the occupant may, without any possible refutation, be excluded from the living quarters and mess by INPP Management, and in a case of a severe offence the exclusion can be immediate.

In that case, the sums paid will remain due, the terms of article 3 still being applicable.

GENERAL RULES AND REGULATIONS

1 - DURATION OF WORK

The duration of work is set in accordance with the terms of the law.

Trainees are compelled to follow the schedule set by the Training Director and if necessary to work overtime in order to allow completion of a training operation.

Schedule may be modified when training requirements warrant it.

2 - TRAINING ORGANISATION

2.1 Trainees are placed under the authority of a designated supervisor. They must carry out the instructions of the supervisor and of the instructors attached to the team. For instance, the equipment's maintenance and cleaning of the training various spaces are part of the diver's training.

2.2 All physical injuries and all incidents pertaining to diving, however minor, must be reported immediately to the supervisor or his delegate.

2.3 Upon arrival, each trainee receives a bag containing the individual equipment - bearing a number - for which he will be held responsible. A 1 000 Francs deposit will be made by each trainee - a cheque to the order of «Institut National de Plongée Professionnelle». This amount (which also covers eventual damage caused by the trainee in the living quarters and mess) will be reimbursed after deduction of the cost of lost or damaged equipment and material imputable to the trainee.



3 - NONATTENDANCE

For all cases of non-attendance except force majeure cases, an authorisation must be obtained from the Training Director. Unauthorised absence will be considered as irregular absence which entails, after a first warning, dismissal from the course. In the case of trainees sent by their companies, the management of these companies will be informed beforehand.

And cases of non-attendance due to sickness must be reported to the supervisor within 24 hours. After this time is elapsed, it will be considered as a case of irregular absence. After 48 hours, the trainee will have to provide a medical certificate specifying the estimated time of disability. If no such medical certificate is submitted within 48 hours, a registered letter will be sent, and if no certificate or reply is received, then it will be considered as a resignation.

Extensions of non-attendance must be reported to the Training Director at least on the day of the day at which training should have been resumed. If not, again this will be considered as an irregular case of absence and a medical certificate will have to be submitted within 48 hours pending similar measures as with the initial certificate.

In the case of a diving disability lasting too long a time so as to preclude any possibility of catching up on the missed exercises, INPP may decide for a dismissal.

4 - FORBIDDINGS

It is prohibited to:

- Leave the team while training without authorisation from the supervisor or his delegate.
- Introduce outside individuals in the Centre.
- Stay in the workshops outside working hours.
- Engage in personal activities within the working areas.
- Take away, without an authorisation in writing, any object belonging to the Institute.
- Be in a state of inebriation and present oneself for training in such an unfit state.
- To smoke inside places where it is expressly stated not to smoke, and spaces harbouring oxygen and hydrocarbons.
- To leave personal clothing or objects outside locker rooms.

5 - SAFETY

Trainees are placed under safety rules defined by the French Ministry of Labour «Code du Travail».

For hyperbaric safety, diving safety memo, adapted for training, complete degree relating to protection of hyperbaric workers.

If by his acts or behaviour a trainee engaged his own safety or safety of other trainees, INPP will take any necessary decision up to exclusion.

All personnel are required to carry out the general and particular instructions, permanent or temporary, issued by the Institute for the keeping of efficient discipline and for the strict observance of prohibitions of a particularly imperative nature.

Whenever the circumstances warrant it, the Institute may decide to subject the personnel going through the gates to a security check. A refusal to comply with such a check would constitute a cause for dismissal.

INPP bears no responsibility in case of damage, loss or stealing within the locker rooms.

6 - PENALTIES

Any breach of the present rules and regulations and, more generally, of the overall discipline of the Institute, the following penalties may be applied:

- warning in writing,
- exclusion from the course.

During the training, the trainees receive marks. If it is noted that certain trainees experience difficulties in following the progress of the course and/or show insufficient interest, the fact will be specified in a written warning. If no improvement occurs, then the trainee will be dismissed.