



Professional Mission Agreement

Between:

The CDREP,

33, boulevard de la Liberté – 13001 MARSEILLE, France
Phone: 00 33 6 14 47 93 64- E-mail: Secretariat.faje@gmail.com
SIREN No.: 502 631 971
Represented by Mrs GRZELAK Graziella
Quality of the representative: President

The host company (corporate name) :

Address:

.....

.....

Phone:

Email :

Represented by:

Representative Quality:

and the young graduate

Mr/Mrs/Ms (Full Name)

Date of birth :

Address :

.....

It was agreed that:

Art 1. Object of the Convention

The present agreement regulates the relations between the company, the graduate trainee and the CDREP during the professional training period (mission) to be accomplished within the FAJE training programme. The Conseil Régional Provence Alpes Côte d'Azur (regional public authority for Provence Alpes Côte d'Azur) and the European Social Fund, finance this programme.

Art 2. Tutoring

The training organization is committed to following the progress of the graduate trainee for the duration of his or her mission.

The CDREP Supervisor is : Mr Michel SETTA

The Tutor for the mission in the host company is:

Company Tutor's email address:

Company Tutor's Phone Number :

Art 3. Mission Objective

The professional mission is part of a training programme involving an initial phase with the CDREP. It is the young graduate himself who negotiates with the company the objectives of his mission, the activities that will be entrusted to him and the conditions of the work process. These negotiations are communicated to the CDREP and validated by a departure jury.

Art 4. Terms of the Mission

The young graduate will carry out a six-month mission

Which will start on:

And will end on:

During this mission, the presence of the young graduate will be effective according to the working hours of the establishment. The duration of weekly attendance of the young graduate in the company is fixed ashours.

Art 5. Status of the trainee graduate

The young graduate retains his status as a trainee in vocational training.

The Conseil Régional Paca will cover the social contributions and taxes, within the French general system of Social Security, during this "mission" period for:

- Occupational accidents and illnesses,
- Health insurance, maternity, invalidity, death, old age and family benefits

Art 6. Grant, gratuity, benefits in kind and reimbursement of costs

The host company is committed to providing a monthly monetary or material gratuity to the young graduate. The costs of activities that the company would ask the young graduate to complete in the course of this mission will be borne by the company (travel expenses, accommodation costs for a one-time mission requiring a trip for example...).

The negotiated gratuity is mentioned in the letter of intent annexed to this Convention.

Art 7. Social Protection

During the duration of the mission, the trainee graduate remains affiliated with the French general scheme of social security.

Article 8. Use of a vehicle

When the host company puts a vehicle at the disposal of the trainee graduate, it is incumbent upon them to verify beforehand that the insurance policy of that vehicle covers its use by the trainee graduate.

When the young graduate, in the course of his mission, uses his own vehicle or a vehicle lent by a third party, he expressly declares to the insurer of the said vehicle the use which he is required to make and, where applicable, pays the premium thereon.

Article 9. Discipline

During the mission, the young graduate is subject to the discipline and the rules of the host company, in particular the work hours, the hygiene and safety regulations in force in the host company.

The host company informs the CDREP and provides the necessary elements of information. In the event of a particularly serious breach of the discipline, the host company reserves the right to terminate the mission of the young graduate while complying with the provisions laid down in article 9 of this Convention.



Article 10. Absence and interruption of mission

Any difficulties that have occurred in the course of the mission should be brought to the attention of all concerned in order to be resolved as soon as possible.

In the event of the demand of one of the three parties (host company, CDREP, young graduate) to terminate the mission definitively, the other two parties must immediately be informed in writing. The reasons cited will be examined in close cooperation and as a result, the final decision to interrupt the mission will be taken.

Article 11. Duty of reserve and confidentiality

The duty of confidentiality is of absolute rigor. The graduate trainee therefore makes a commitment not to use the information collected or obtained by him, to make it the subject of a publication, or communication to third parties without prior agreement of the host company, including the final mission report. This commitment will be valid not only for the duration of the mission but also after its expiration. The young graduate undertakes not to keep, carry, or copy any document or software of any kind whatsoever belonging to the host company, unless with the latter's agreement.

In the context of the confidentiality of any information contained in the final report, the host company may request a restriction on the dissemination of the report, or even the withdrawal of certain very confidential elements.

People who are involved in appreciating the contents of the report are forced by professional secrecy not to use nor disclose any of the information.

Article 12. Intellectual Property

In accordance with the French Intellectual Property Code, if the work of the young graduate gives rise to the creation of any object or work protected by copyright or industrial property, including software, which the host company wishes to use, and the trainee graduate author agrees, then a contract will have to be signed between the young graduate and the host company.

Article 13. Documents. Start and end of mission, report and evaluation

The host company is committed to providing the CDREP with a monthly certificate of attendance.

At the end of the mission, the host company issues a certificate of professional recognition and attendance to the young graduate and fills out the evaluation sheet of his activity throughout the mission. The young graduate returns these documents to the CDREP.

Agreement signed in triplicate the(date)

For the host company *

For the C.D.R.E.P. *

Young graduate *

** Preceded with the words "read and approved"*