

THE LANGUAGE TRAINING REGULATIONS FOR THE EMPLOYEES OF THE DANONE GROUP

EXECUTION OF TRAINING

1. Classes are of general or business nature, depending on the needs and expectations of participants.
2. The following languages are available: English, French, Spanish, Russian, German, Polish or other at the request of the participant.
3. Classes take place at the premises of the Danone Group (group) or at other places indicated by the participant or a teacher who is suitable for both parties (individual).
4. Classes are available according to the following options:
 - **group lessons** – from 2 to 6 participants comprising:
 - ❖ 10 classes x 90 minutes
 - **individual lessons** – 10 classes x 90 minutes (directly with a teacher or via Skype)
5. Training participants have access to additional materials for self-study:
 - T-room once a month
 - Quzilet
6. Before the start of learning, a *Placement Test* will be carried out for each participant in order to determine the current level of knowledge of English:
 - on-line test
 - interview with the auditor (15-20 minutes of free conversation in English, during which you will also specify your preferences as to the schedule and training needs)
7. After the *Placement Tests*, groups will be created in terms of levels and training needs of participants and the schedules will be confirmed.
8. During the first class, the teacher will conduct an additional needs analysis and confirm / establish a detailed curriculum, tailored to the needs of the participants.
9. The school provides administrative and methodological support. The administrative supervisor provides organisational support for the training, and the methodological supervisor supervises the entire training process and the quality of teachers' work.
10. The training is conducted by a qualified teacher.
11. Additional materials provided by the teacher are used during classes. Depending on the specificity of the training and the needs of the participants, the work can only be based on additional materials (without a handbook). The course provides for regular revisions of whole blocks of material.

TERMS OF PARTICIPATION AND PAYMENT

12. In order to take part in the training it is necessary to:
 - Fill in the registration form.
 - Accept these training regulations.
 - Fill in the online test and hold a telephone conversation with the auditor.
13. After filling in the form and the test, the participant will receive information about the planned date of commencement of classes as well as an invoice/statement payable within 7 days before the planned commencement of the training.
14. The participant is obliged to pay in advance for the whole package.
15. Price list of trainings with a Polish teacher:
 - Group classes – total cost PLN 1,320 (10 x 90 min. lesson)
 - two-person course – PLN 660 per participant
 - three-person course – PLN 440 per participant
 - four-person course – PLN 330 per participant
 - five-person course – PLN 264 per participant
 - six-person course – PLN 220 per participant
 - Individual classes – total cost PLN 1,320 (10 x 90 min. lesson)

In the case of classes with a native speaker the total cost is PLN 1,640.

16. In addition, the participant bears the cost of purchasing the handbook, if required in the course programme.
17. Classes start after receiving payments from all participants of the training within the group.
18. Group lessons will take place at DANONE Group locations. Employees who wish to participate in the classes are responsible for booking a room and contacting the teacher (including, if required, reporting the teacher to security so that he/she can enter the facility).
19. Lessons can be cancelled one day in advance (24 hours before the scheduled classes), in the case of lessons on Monday, by 3 p.m. on Friday. Classes that have not taken place due to reasons attributable to the training participants and have not been cancelled on time will be treated as having taken place. Cancellation takes place by sending information to the address and to the attention of all members of the group.

CONTACT WITH THE TRAINING ORGANISER:

Training applications and all current and organisational matters should be sent to

Wioletta Janus/e-mail address:w.janus@jcl.pl/ phone: +48 783 588 858