

For members

- Be polite and respectful to facilitators and other class members.
- Respect class 'ethos' and working arrangements.
- Refrain from discussion of matters likely to cause controversy, such as politics, race, gender or religion. (unless raised by the facilitator)
- Inform the facilitator if you are withdrawing from a course, or for a term.
- Send an apology to the facilitator if unable to attend a class so that the member will not be assumed to have withdrawn from that class and have their name removed from the roll.
- During class, follow reasonable instructions and requests from facilitators.

For facilitators

- Be punctual and prepared.
- Mark rolls. Return rolls to the Enrolment Officer within one week of each term.
- Be polite, helpful and respectful to members.
- At the beginning of each term, set out the housekeeping rules.
- Make expectations of behaviour clear to class members.
- If possible, inform class members of any changes of meeting time or venue well in advance of a class.
- Put away U3A equipment securely and tidily.
- Leave the venue clean and tidy.
- Return keys and other equipment, where appropriate, to the Venue Coordinator or Equipment Officer at the conclusion of a course.