

The rules apply to all the activities of the adult education centre. Their purpose is to promote order, safety, comfort and the smooth progress of studies at the adult education centre. The centre is committed to equality: everyone is treated equally.

By registering for a course, I agree follow the rules of Mäntsälä Adult Education Centre:

Good behaviour and safety

- ♦ I will follow the rules of the adult education centre and the instructions of the staff.
- ♦ I will behave in a polite, proper and courteous manner during lessons and breaks.
- ♦ I will arrive on time for classes.
- ♦ I will not take photos, videos or recordings without permission.
- ♦ I will not use alcohol or drugs on the premises of the adult education centre. Smoking is prohibited indoors and in the courtyards of teaching facilities.
- ♦ I will not bring dangerous items or substances to the adult education centre.
- ♦ I will pay course fees as agreed.
- ♦ I will attend courses free of scents. Mäntsälä Adult Education Centre is a smoke-free and scent-free institution.

Principles of safe space

- ♦ Everyone has the right to take part in the activities of the adult education centre in safety. Together, we create a positive and safe environment. Each participant is responsible for maintaining a safer space and supporting the well-being of others. We focus on the issue, not the person – insulting or humiliating someone does not constitute constructive criticism.
- ♦ Treat everyone with respect. Harassment, discrimination, violence and bullying are not tolerated under any circumstances. Do not make assumptions about others, and do not mock, embarrass or condemn anyone through words or behaviour. Respect the personal space and privacy of others.
- ♦ Apologise if you cause harm to others, whether intentionally or unintentionally, and show compassion towards yourself and others.
- ♦ Discrimination and harassment are not tolerated in the premises, courses or events of Mäntsälä Adult Education Centre. Report any misconduct to the staff if you observe or experience inappropriate behaviour.

Classrooms and their surroundings

- ♦ I will keep my surroundings tidy by cleaning up after myself in classrooms and public areas.
- ♦ I will take good care of the adult education centre's facilities and equipment.
- ♦ I am liable for any damage I cause intentionally.
- ♦ I understand that Mäntsälä Adult Education Centre is not responsible for students' personal property.
- ♦ Parking is prohibited on the rescue route of Mäntsälä Adult Education Centre. The rescue route is located in the front yard on the side of Vanha Porvoontie, in front of the entrances (marked with a red cross in the picture).



Enforcement and sanctions

- ♦ The rules are enforced by all staff of the adult education centre.
- ♦ Violation of the rules will result in a reprimand.

*Enjoy your time and learning at
the adult education centre!*